



FRIENDS COLLEGE KAIMOSI

(Kaimosi College of Research and Technology)

www.fck.ac.ke

PREQUALIFICATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR THE FINANCIAL YEAR 2018-2019

CATEGORY A. REGISTRATION OF SUPPLIERS				
S/N	Category Number	Category Description	Condition	Target Group
1	FCK/01/2018-2019	Supply and Delivery of Beef, Mutton ,Fish and Allied Products		Open
2	FCK/02/2018-2019	Supply and Delivery of Perishable food stuff (Vegetable, Fruits, Potatoes etc)	Certificate of AGPO	Special Group
3	FCK/03/2018-2019	Supply and Delivery of Dry Groceries (Rice, Maize Flour, Wheat Flour, Sugar, Salt Tea Leaves etc)		Open
4	FCK/04/2018-2019	Supply and Delivery of Building Materials and Timber.		Open
5	FCK/05/2018-2019	Supply and Delivery of Firewood and Charcoal.		Special Group
6	FCK/06/2018-2019	Supply and delivery of Poultry and dairy feeds and vaccines.	Registered dealers	Open
7	FCK/07/2018-2019	Supply and Delivery of General Stationary		Open
8	FCK/08/2018-2019	Supply and Delivery of Tonners and Cartridges	Manufacturer/dealer authorization letter / Certificate of AGPO	Special Group
9	FCK/09/2018-2019	Supply and Delivery of Human Drugs, Surgical Equipment, Materials and Related Product	License from Pharmacy and Poisons Board	Open
10	FCK/10/2018-2019	Supply and Delivery of Cereals (Maize, Beans etc)	Certificate of AGPO	Special Group
11	FCK/11/2018-2019	Supply and Delivery of Electrical Fittings and Materials		Open
12	FCK/12/2018-2019	Supply and Delivery of Hardware Materials		Open
13	FCK/13/2018-2019	Supply and Delivery of Cleaning Materials and Detergents	Certificate of AGPO	Special Group
14	FCK/14/2018-2020	Supply and Delivery of Office and Student Furniture		Open
15	FCK/15/2018-2019	Supply and Delivery of Sports Ware, Equipment and Related Materials		Open
16	FCK/16/2018-2019	Supply delivery and Servicing of Photocopiers, Laptops, Computers, Printers LCD Projectors Machines, Scanners and related Office Machines.	Manufacturer/dealer authorization letter	Open
17	FCK/17/2018-2019	Supply and Delivery of text books		Open

18	FCK/18/2018-2019	Supply Delivery and Servicing of Teaching Laboratory Equipment, Reagents, glassware and Related Material	Appointed Dealers or Agents	open
19	FCK/19/2018-2019	Supply, Delivery of Airtime and newspapers	Certificate of AGPO	Special Group
20	FCK/20/2018-2019	Supply and Delivery of Bread		Open
21	FCK/21/2018-2019	Supply and Delivery of Tyres and Tubes	Appointed Dealers or Agents	Open
22	FCK/22/2018-2019	Supply and Delivery of Printed works Promotional Materials (T. Shirts, Shirts, Umbrellas, Caps ,Brochures etc	Certificate of AGPO	Special Group
23	FCK/23/2018-2019	Supply and Delivery of Kitchen Appliances and Cutleries.		Open
24	FCK/24/2018-2019	Supply and Delivery of Fuel, Gas ,petrol and diesel	Appointed Dealers or Agents	Open
CATEGORY B. REGISTRATION OF SERVICE PROVIDERS				
25	FCK/25/2018-2019	Provision of Printing Services	Certificate of AGPO	Special Group
26	FCK/26/2018-2019	Provision of Building and construction/ Provision of Minor Construction Works	NCA NCA7	Open
27	FCK/27/2018-2019	Provision of insurance services		Open
28	FCK/28/2018-2019	Provision of graphic design and Sign writing works e.g door labels, Signboards etc.	Certificate of AGPO	Special Group
29	FCK/29/2018-2019	Provision of Motor Vehicle Repairs and Servicing.	Appointed Dealers or Agents	Open
30	FCK/30/2018-2019	Servicing of Office Machines eg Computers, Printers, Photocopiers etc.		Open
31	FCK/31/2018-2019	Servicing of Generator Set, lawnmower	Appointed Dealers or Agents	Open
32	FCK/32/2018-2019	Provision of internet connectivity -Fiber optic cable broadband network. 10mbps-100mbps	Appointed Dealers or Agents	Open

Detailed tender documents may be obtained from Procurement Office during normal working hours upon payment of non-refundable fee of **KShs. 1000/=** (Kenya Shillings One Thousand) only, payable at **KCB KAKAMEGA BRANCH .Friends College kaimosi deposit. A/C No. 1101755652** OR downloaded **FREE** of charge from the COLLEGE website: www.fck.ac.ke .

Duly completed bid documents in plain sealed envelopes, clearly marked with category number and Category name bearing no other mark, name or indication of the applicant shall be sent to;

**The Principal
FRIENDS COLLEGE KAIMOSI
P. O. Box 150-50309
Tiriki**

Or, dropped in the **Tender Box** inside the **Administration block** at Friends College Kaimosi and **not** any other place, box, office or campus, so as to reach the College not **later than 11:00am on 26th June, 2018.** Opening of the bid documents will be done immediately thereafter in the presence of applicants or their representatives who choose to attend.

All pages including any attachments should be paginated

Any additional information, addendums or clarifications in respect to this tender will be available in our FCK website www.fck.ac.ke. All bidders are advised to regularly check the website during the bidding period.

FRIENDS COLLEGE KAIMOSI
TENDER FORM FOR FINANCIAL YEAR 2018/2019
TENDER NO.FCK/1/2018/2019.
SUPPLY AND DELIVERY OF BEEF/FISH/MUTTON AND ALLIED PRODUCTS.

S/N	ITEM DESCRIPTION	MATERIAL SPECIFICATION	UNIT	PRICE (KSH)
1	Beef-	Mixed	kg	
		Steak	kg	
2	Fish fillet		kg	
3	Mutton		kg	
4	PORK		Kg	
5	Chicken		kg	

FRIENDS COLLEGE KAIMOSI
TENDER FORM FOR FINANCIAL YEAR 2018/2019
TENDER NO FCK/2/2018/2019.

SUPPLY AND DELIVERY OF PERISHABLES (FRUITS AND VEGETABLES).

S/N	ITEM DESCRIPTION	MATERIAL SPECIFICATION	UNIT	PRICE Ksh
1	FRUITS.	Mango	Kgs	
		Oranges	kgs.	
		Bananas -Ripe	kgs.	
		-Sweet	kgs.	
		Pawpaw	kgs.	
		Pine Apple	kgs.	
		Watermelon	kgs.	
		Sweet melon	kgs.	
		Strawberries	kgs.	
		Grapes	kgs.	
		Tangarine	kgs.	
		Apples	kgs.	
		Passion fruits	kgs.	
		Lemons	kgs.	
2	VEGETABLES	White cabbage	Kg	
		Sukuma wiki	Kg	
		Kunde	Kg	
		Onions-Leafy	Kg	
		-Bulb	Kg	
		Tomatoes	Kg	
		Garlic onion	Kg	
		Green pepper	Kg	
		Leek	kg	
		celery	kg	
		lettuce	Kg	
		Red Cabbage	Kgs	
		Sweet potatoes	90kgs	
		Irish potatoes	90kgs	
		Omena-Clean ,fresh and dry	Per Kg	

FRIENDS COLLEGE KAIMOSI
TENDER FORM FOR FINANCIAL YEAR 2018/19
TENDER NO.FCK/3/2018/2019

SUPPLY AND DELIVERY OF FOOD STUFFS.

S/N	ITEM DESCRIPTION	MATERIAL SPECIFICATION	UNIT	PRICE (Ksh)
1	Baking powder	Chapa Mandashi Mariandazi	Box Box	_____ _____
2	Cooking fat(17 kgs)	Karibu.	Bucket.	_____
3	Cooking oil (20 litres)	Elianto Ufuta Top fry Fresh fry. Rina	Jerry can	_____ _____ _____ _____
4	Drinking chocolate	Raha -200gms Raha -500gms	Jar Jar	_____ _____
5	Maize flour	Jembe Jogoo Dola.	Bale Bale Bale	_____ _____ _____
6	Margarine -	-Blue band -Prestige(10kgs) -Croma(10kgs)	1kg Bucket Box	_____ _____ _____
7	Serviettes	Velvex	Packet	_____
8	Rice - ordinary - Pishori	-Thailand 5% broken -Basmati -Pearl -Rinny	50kgs bag Kilogram Kilogram Kilogram	_____ _____ _____ _____
9	Roiko	-2kgs -200gms	Tin Tin	_____ _____
10	Jam	Peanut Zesta Peptang	300gms Tin 300gms Tin	_____ _____
11	Wheat flour	EXE	Bale	_____
12	Coffee	-Ground(Domains)-500gm - Instant(Nescafe)-200gms	Packet Tin	_____ _____
13	Soy Sauce	-750gm/592ml	Bottle	_____
14	Cling film	300metres(Velvex)	300mtrs Packet	_____ _____
15	Aluminum foil	90metres (Velvex)	Packet	_____
16	Green grams(Ndengu)	Pearl(1 kg) Basmati(1 kg)	Packet Packet	_____ _____
17	Tomato paste Peptang	-200gms -200gms -500gms	Packet Packet Packet	_____ _____ _____
	Kenylon	200gms	Packet	_____

		-200gms -500gms	Packet Packet	_____
18	White Sugar(50kgs)	Mumias Nzoia Sony	Bag Bag Bag	_____ _____ _____
19.	Tea Leaves(500gms)	KTDA	Packet	_____
20.	Salt (20kgs)	Ken salt	Bale	_____
21	Packing papers(Polythine)	9 x 15 7 X12	Packet Packet	_____ _____
22	Corn flour(cloves)	500gms	Packet	_____
23	Mineral water	500ml-Dasani (24 bottles) 500ml-Quencher(24 bottles)	Bale bale	_____ _____
24	Salted butter	Kg	Kg	
25	Unsalted Butter		Kg	
26	Brown sugar		Kg	
27	Caster sugar		Kg	
28	Icing sugar		Kg	
29	Glucose		Kg	
30	Granulated sugar		Kg	

FRIENDS COLLEGE KAIMOSI
TENDER FORM FOR FINANCIAL YEAR 2018/2019
TENDER
NO.FCK/4/2018/2019.
SUPPLY AND DELIVERY OF BUILDING MATERIAL AND TIMBER.

S/N	ITEM DESCRIPTION	MATERIAL SPECIFICATION	UNIT	PRICE (KSH)
1	Terrazzo stones	$\frac{1}{8}$	Per tone	
		$\frac{3}{4}$	Per tone	
		$\frac{1}{2}$	Per tone	
	Ballast	$\frac{3}{4}$	Per tone	
	Sand	Clean river sand	Per tone	
	Bricks	10x6x4	Per piece	
		11x6x4	Per piece	
	Bush stones	Polished	Ft	
		Unpolished	Ft	

Timber – Soft	-3x2	Ft	_____
	-3x3	Ft	_____
	-4x2	Ft	_____
	-6x2	Ft	_____
	-6x1	Ft	_____
	-8x1	Ft	_____
	-3x2	Ft	_____
	-3x3	Ft	_____
	-4x2	Ft	_____
	-6x2	Ft	_____
	-6x1	Ft	_____
	-8x1	Ft	_____
Hardwood	-3x2	Ft	_____
	-3x3	Ft	_____
	-4x2	Ft	_____
	-6x2	Ft	_____
	-6x1	Ft	_____
	-8x1	Ft	_____
	-3x2	Ft	_____
	-3x3	Ft	_____
	-4x2	Ft	_____
	-6x2	Ft	_____
	-6x1	Ft	_____
	-8x1	Ft	_____

FRIENDS COLLEGE KAIMOSI.
TENDER FORM FOR FINANCIAL YEAR 2018/2019
TENDER NO.FCK/5/2018/2019.

SUPPLY AND DELIVERY OF FIREWOOD AND CHARCOAL

S/N	ITEM DESCRIPTION	MATERIAL SPECIFICATION	UNIT	PRICE Ksh
1	Dry Firewood	8ft length x 4ft width x 4 ft height	STACK	_____
2	CHARCOAL	90KGS	BAG	_____

FRIENDS COLLEGE KAIMOSI
TENDER FORM FOR FINANCIAL YEAR 2018/2019
TENDER NO FCK/06/2018/2019.

SUPPLY AND DELIVERY OF POULTRY & DAIRY FEEDS & VACCINES.

S/N	ITEM DESCRIPTION	MATERIAL SPECIFICATION	UNIT	PRICE (Ksh)
1	<u>Poultry feeds(Broilers)</u>			
a	Starter Mash	Unga	50Kgs	
		Eden	70Kgs	
b	Starter Crumbs	Unga	50Kgs	
		Eden	70Kgs	
c	Finisher Crumbs	Unga	50Kgs	
		Eden	70Kgs	
d	Finisher Mash	Unga	50Kgs	
		Eden	70Kgs	
e	Finisher pellets	Unga	50Kgs	
		Eden	70Kgs	
2	<u>Poultry feeds(Kenbro feeds)</u>			
a	Chick mash	Eden	70Kgs	
		Unga	50Kgs	
b	Growers mash	Eden	70Kgs	
		Unga	50Kgs	
c	Layers mash	Eden	70Kgs	
		Unga	50Kgs	
3	<u>Dairy Feeds</u>			
a	Dairy meal	Eden	70Kgs	
		Unga	50Kgs	
4	Poultry Vaccines	IB + NCD (Live)	-100 dozes	
			-200 dozes	
			-500 dozes	
		Gumboro Intermediate	-100 dozes	
			-200 dozes	
			-500 dozes	
		Gumboro Intermediate plus	-100 dozes	
			-200 dozes	
			-500 dozes	
		IB + NCD (killed)	-100 dozes	
			-200 dozes	
			-500 dozes	
		Fowl Typhoid	100 dozes	
		Fowl pox /Fowl cholera	100 dozes	
5	Drugs	Biotrim Vet Plus	100gms	
			200gms	
6	Fertilizers	D.A.P (50kgs)-Mea -Chapa meli	Bag	
			bag	
		C.A.N (50kgs))-Mea -Chapa meli	Bag	
			Bag	

		N.P.K 25:5:55 (50kgs)	Bag	
7	Cattle Acaricides	Duodip	100ml	
		Sypertix	100ml	
		Grenede	100ml	
		Ectomin	100ml	
8	Cattle Dewormers	Lovafas diamond	1 litre	
		Duotech	1 litre	
		Nilzan	1 litre	
		Wormicid	1 litre	
9	Vegetables insecticides	Alphaguard	100ml	
		Duduthrin	100ml	
		Dimethoate 40 EC	100ml	
10	Cattle Drugs/Antibiotics	Adamycin 10%	100ml	
		Penstrep	100ml	
		Mult vitamin/Booster	100ml	
		Adamycin wound spray	100ml	
		Opticlox Eye ointment	20gms	
11	Milking salve	Norbrook	400gms	
		Coopers	400gms	

FRIENDS COLLEGE KAIMOSI
TENDER FORM FOR FINANCIAL YEAR 2018/2019
TENDER NO.FCK/7/2018/2019
SUPPLY AND DELIVERY OF STATIONERY.

S/N	ITEM DESCRIPTION	MATERIAL SPECIFICATION	UNIT	PRICE Ksh
1	Biro pens	-Bic sharp pointed - Bic Crystal.	Packet Packet	_____ _____
2	Box files	Economic brand (280x340mm x1.8) Kasuku brand	Piece	_____ _____
3	Counter books - 1Q	Economic brand Kartasi brand Kasuku brand	Piece Piece Piece	_____ _____ _____
	-2Q	Economic brand Kartasi Kasuku	Piece Piece Piece	_____ _____ _____
	-3Q	Economic brand Kartasi Kasuku	Piece Piece Piece	_____ _____ _____
	-4Q	Economic brand Kartasi Kasuku	Piece Piece Piece	_____ _____ _____
4	Calculator	Casio fx-82ms DJ-120TG	Piece Piece	_____ _____
5	Consumable Stores ledger			
	2 Q	Economic brand Safari Brand Karatasi	Piece Piece Piece	_____ _____ _____
	3Q	Economic brand Safari Brand Karatasi	Piece Piece Piece	_____ _____ _____
	4Q	Economic brand 4Q Safari Brand 4Q Karatasi	Piece Piece Piece	_____ _____ _____
6	Permanent stores ledger			
	2 Q	Economic brand Safari Brand Karatasi brand	Piece Piece Piece	_____ _____ _____
	3 Q	Economic brand Safari Brand Karatasi brand	Piece Piece Piece	_____ _____ _____
	4Q	Economic brand Safari Brand Karatasi Brand	Piece Piece Piece	_____ _____ _____
7	Dustless chalk	Omega-white Craiers-White Omega-colored	Packet Packet Packet	_____ _____ _____

		Craiers- colured	Packet	_____
8	Class register	Elimu	Piece	_____
9	Diaries (Exucative)	A5 Premium brand A4 Premium brand	Piece Piece	_____ _____
10	Carbon papers	A4 - Pelikan -Pencila	Packet Packet	_____ _____
11	Cello tape	Clear 1"	Piece	_____
12	Book Binding glue	Kagram(500gms) Five star X-pert.	Tin Tin Tin	_____ _____ _____
13	Envelops	-A3 Economic brand-brown	Piece	_____
		-A4 Economic brand-brown	Piece	_____
		-A5 Economic brand-brown	Piece	_____
		-A6 Economic brand-brown	Piece	_____
		I.D size Economic brand-brown	Piece	_____
14	Embossed papers	Katko Golden star	Ream Ream	_____ _____
15	Felts pens	Staedtler Pelican Snowman.	Piece Piece Piece	_____ _____ _____
16	Whiteboard markers	Staedtler Marka.	Piece Piece	_____ _____
17	Inventory book	Economic	Piece	_____
18	Office glue(160ml)	Mbuni Five star Super office glue	Jar Jar Jar	_____ _____ _____
19	Binding tapes	2"	Roll	_____
20	Spring files-Rapid -Rapid	Manila PVC	Piece Piece	_____ _____
21	Pencil	HB 110	Piece	_____
22	Flash disc-8GB capacity -16GB Capacity	Adata Imation- Philips Adata Imation- Philips	Piece Piece Piece Piece Piece piece	_____ _____ _____ _____ _____ _____
23	Eraser	Pelican BR 40	Piece	_____
24	Pvc transparent covers	Katko	Packet	_____
25	Ruled papers	A4 -Kartasi -Kasuku -Crown bird	Ream Ream Ream	_____ _____ _____
26	Laminating papers	Katko -A4 -A5 -ID. Golden star -A4 -A5 -ID.	Packet Packet	_____ _____ _____ _____ _____
27	Manila papers	Assorted Colours	Piece	_____
28	Paper punch	Kangaro -540 Rexel -540	Piece Piece	_____ _____
29	Staplers	-Kangaro-HD 45 S -HD- 1217.	Piece Piece	_____ _____

30	File fasteners	Globe 50 set	Packet	_____
31	Folders	Corporate express	Pieces	_____
32	Note book-shorthand -Field	Kasuku Kasuku	Pieces Pieces	_____ _____
35	White out	Bic-20ml	Jar	_____
36	Thermal rolls	Size 13 x79 x 80mm)	Pcs	_____
37	Ruler-Plastic)-30cm - Wooden 1metre -plastic 1metre	Haco Haco	Piece Piece	_____ _____
38	Staple pins	Kangaro(1000pcs) -23/17-H (5000pcs) -24/6 Rexel (1000pcs) -23/17-H (5000pcs) -24/6	Packet Packet Packet Packet	_____ _____ _____ _____
39	Photocopy paper - A4(Plain) - A4(Colour) Photocopy paper - A3(Plain)	-Paper one - 80gms -Azhar-80gms -Paper one - 80gms -Azhar-80gms -Paper one - 80gms/2 -Azhar-80gms	Ream Ream Ream Ream Ream Ream	_____ _____ _____ _____ _____ _____

FRIENDS COLLEGE KAIMOSI
TENDER FORM FOR FINANCIAL YEAR 2018/2019
TENDER NO.FCK/8/2018/2019.

SUPPLY AND DELIVERY OF CARTRIDGES AND COMPUTER ACCESSORIES.

S/N	ITEM DESCRIPTION	MATERIAL SPECIFICATION	UNIT	PRICE (Ksh)
1		Laser jet		
		- 85A	Packet	
		- 80A	Packet	
		- 83A	Packet	
		- 35A	Packet	
2		DeskJet		
		- HP -130	Packet	
		- HP-135	Packet	
		- HP -122	Packet	
		- HP 920 Cyan	Packet	
		- HP 920 Black	Packet	
		- HP 920 Magenta	Packet	
		- HP 920 Yellow	Packet	
		- HP 122 block	Packet	
		- HP 920 colored	Packet	
	- Epson 673(Set of 6 jars)	Jar		
3	Copy printer ink	DX 2430	Packet	
4	Photocopy tonner	TK 4105	Packet	
		Kyocera 1800/1801 2200/2201	Packet	
5	Computer ribbon	Epson S015637 /S015631	Packet	
6	Brother tonner	TN 1000	Packet	

FRIENDS COLLEGE KAIMOSI
TENDER FORM FOR FINANCIAL YEAR 2018/2019
TENDER NO.FCK/9/2018/2019
SUPPLY AND DELIVERY OF MEDICINE.

S/N	ITEM DESCRIPTION	MATERIAL SPECIFICATION	UNITS	PRICE Ksh
1	Anti-malarial	-Artefan tabs 20/120mg	Dose	
		-Quinine injection 300mgs	Vial	
		-Duocotoxin tabs	dose	
2	Analgesics	-Panadols tab 500mgs	Tin	
		-Brufen tabs 400mgs	Tin	
		-Asprin tabs 300mgs	Tin	
		-Diclofenac tabs 100 mgs	Tab	
		-Diclofenac injection 75 mgs	Vial	
		-Indomethacin 2.5mgs	Tin	
3	Antibiotics	-Ampiclox caps 500 mgs	Tin	
		Ciprofloxacin 500mgs	Tin	
		-Doxycycline Caps 100mg	Tin	
		-Amoxil caps 500mgs	tin	
		-Septine tabs 480gms	Tin	
		-Benzyl Penicillin4.6ml	Amp	
		-Floxacen -250mg	Tin	
		-Gentamycine injection 80gms	Vial	
		-Ciprofloxacin tabs	tin	
		-Ceftriaxone injection	Vial	
4	Anti -Histamine	-Piriton tabs 4 mgs	Tin	
		-Prednisolone tab5mgss	Packet	
		-Celestamine10mgs 15 mg	Tin	
		-Hydrocortisone cream	Packet	
		-Hydrocortisone Injection 100mg	Vial	
		-Cetirizine 10 mgs	Tin	
5	Anti helminthes	Mebendazole 100 mgs	Tin	
6	Anti acid	-Actal tabs 250mgs	Tin	
		-Actal syrup	5litres Jar	
		-Omeprazole 20mgs	Tabs	
7	Antspasmodics	-Bascopan tabs 10mgs	Tabs	
		-Bascopan injection 20mgs	Vial	
		-Ranitidine injection	Vial	
8	Mult vitamin	-Pyridoxine tabs	Tin	
		-Neurobine	Tin	
9	Haematinics	-Folic Acid 10mgs	Tin	
		-Multivitamin 20mgs	Tin	
		-Feros sulphate 100mgs	Tin	
10	Skin Ointment/Cream	- Hydrocortison Cream 10g	Packet	
		- Sulpher Cream 1.5g	Packet	
		- White field ointment 10g	Packet	
		- Clotrimazole 15gms	Packet	
11	Eye Ointment/Drop	-Gentamycin Eye/Ear drops 10mgs	piece	
		-Hydrocortison eye drops10mgs	piece	
		-Propeta 7.5ml	piece	
12	Antihypertensive	- Nifelat 20mg	Tab	

		-Lorsatan	tab	
13	Needles	G 21	Piece	
		G 18	Piece	
		G 23	Piece	
14	Syringes	3 cc	Piece	
		5 cc	Piece	
		10 cc	Piece	
		20 cc	Piece	
15	Anti asthmatic	Ventoline Tabs 4mgs	Tin	
		Franol tabs 5mgs	Tin	
16	Anti fungal(400gms)	Fluconazole caps	tins	
17	ANTI -diarrhoea	Flagyl tabs	tins	
		Immodium	tins	
OTHERS				
1	Cotton wool	400g	Roll	
2	Gauze bandage	Dozen	Roll	
3	Gauze	1260 g	Roll	
5	Nitrafurantine	200mgs	Tabs	
7	Deep heat spray	150ml	Jar	
8	Deep heat Rub	15 gms	Piece	
10	Diclofenac rub	20gms	Tube	
11	Latex examination gloves	1 x100	Pair	
12	Futsil Liquid	15ml	Jar	
13	Farm liniment	500 ml	Jar	
14	Surgical blades	Pieces	Packet	
15	50%Detrose	100mls	Piece	
16	5% Dextrose	100ml	Piece	
17	Normal Saline	500ml	Piece	
18	Grabacin	10gms	Piece	
19	Hydrogen peroxide	200ml	Jar	
20	Dermazine	250gms	Tube	
21	Sterile gauze swabs	(10cmx10cm)	Piece	
22	Surgical spirit	5 litres	Jar	
23	Water for Injection	10 ml	Amp	
24	Elastoplasts	(7.5cm x5cm)piece	Packet	
25	Iodine solution	500 ml	Jar	

FRIENDS COLLEGE KAIMOSI
TENDER FORM FOR FINANCIAL YEAR 2018/2019.
TENDER NO.FCK/10/2018/2019.
SUPPLY AND DELIVERY OF MAIZE AND BEENS.

S/N	ITEM DESCRIPTION	MATERIAL SPECIFICATION	UNIT	PRICE Ksh
1	Maize	Dry clean	A bag of 90kgs	_____
2	BEANS	Wairimu	A bag of 90kgs	_____

FRIENDS COLLEGE KAIMOSI
TENDER FORM FOR FINANCIAL YEAR 2018/2019.
TENDER NO.FCK/11/2018/2019.
SUPPLY AND DELIVERY OF ELECTRICAL FITTINGS AND MATERIAL.

S/N	ITEM DESCRIPTION	MATERIAL SPECIFICATION	UNIT	PRICE (Ksh)
1	Fluorescent tubes T& J	-4feet(36 watts)	Box	
		-5feet(58 watts)	Box	
2	Starters T& J	T&J	Box	
3	Fluorescent chokes T& J	4feet(36 watts)	Piece	
		5feet(58 watts)	Piece	
4	Switches T&J	-3gang 2way	Piece	
		-1gang 2 way	Piece	
		-2gang 2 way	Piece	
		-15 watts	Piece	
5	Energy saving bulbs- T&J	-11 watts	Piece	
6	Straight holder	Power max	Pieces	
7	Fluorescent fittings T&J	-4 feet(36 watts)	Piece	
		-5 feet(58 watts)	Piece	
8	Sockets T&J	-Single(15 AMPS)	Piece	
		-Double(15 AMPS)	Piece	
10	Wood screws 2"	UK	Piece	
11	Insulating tape	Power max	Piece	
12	Blanking covers - UK	-Single	Piece	
		-Double	Piece	
13	Miniature Circuit breaker -	Crab Tree	Piece	
		-Harvels	Piece	
14	Cooker unit T&J	Power max	Piece	
15	Double cut- out	T & J	Piece	
16	Copper tape	UK	Meter	
17	Photo cell	Zibion	Piece	
18	Lighting arresters complete (UK)	Heavy gauge	Piece	
19	Earth Rod UK	-Heavy gauge	Piece	
20	Copper saddles UK	-Heavy gauge	Piece	
21	Consumer switches	Crab Tree	Piece	
		Harvels	Piece	
22	Twin Earth cable E.A Cables	-1.5mm ²	Roll	
		E.A Cables	-2.5mm ²	Roll
23	Tack nails	UK	Box	
24	Metal clips-2"	UK	Box	
25	Junction box UK	-20 AMPS	Box	
26	3 pole contactor	-200 AMPS	Piece	
		-80 AMPS	Piece	
27	Pipes-20mmPvc (heavy gauge)	Metsec	Piece	
28	Spherical fittings	Power max	Piece	
29	Bulk head fittings-small size	UK	Piece	
30	Cable looping box(12x12x6)	UK	Piece	
31	Infra Red bulbs	200watts -UK	Piece	

32	Cable-Underground 3Phase <ul style="list-style-type: none"> - 2.0mm Single red/black/green. - 1.5mm single red/black/green. - 6.0mm single red/black/green. - 10mm single red/black/green 	E.A Cables E.A Cables E.A Cables E.A Cables E.A Cables	Roll Roll Roll Roll Roll	<hr/> <hr/> <hr/> <hr/> <hr/>
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**FRIENDS COLLEGE KAIMOSI
TENDER FORM
FINANCIAL YEAR 2018/2019
TENDER NO FCK/12/2018/2019.**

SUPPLY AND DELIVERY OF HARDWARE MATERIALS.

S/N	ITEM DESCRIPTION	MATERIAL SPECIFICATION	UNIT	PRICE (Ksh)
1	Cement	-Nguvu	Bag	
		-Bamburi	Bag	
		Savana	Bag	
		Blue triangle	Bag	
2	Paint brush	Harris- 1 ¹ / ₂	Piece	
		2''	Piece	
		3''	Piece	
		4''	Piece	
		5''	Piece	
		6 ''	Piece	
4	Glue	-Ponal white wood glue	Kg	
		Professional white wood glue		
		Conta Glue	5 litres	
		Conta Glue	4ltres	
		Conta Glue	1ltre	
5	Sand papers	P- 40	Roll	
		- 60	Roll	
		-80	Roll	
		-100	Roll	
		-120	Roll	
6	Step pads (Heavy gauge)	Size 3''	Packet	
		2''	packet	
7	Tower bolts	Size 3''	Pcs	
		4''	Pcs	
		6''	Pcs	
8	Block board- raiply	8 x 4 (1'')	Pcs	
		(1 ³ / ₄ '')	Pcs	
9	Ply wood- raiply	8 x 4	Pcs	
10	Vineer-mohogany	8 x 4	Pcs	
11	Fomica	8 x 4	Pcs	
12	Soft board -raiply	8 x 4	Pcs	
13	Ceiling board- raiply(flowered) -Raiply(Plain)	8 x 4	Pcs	
		8 x4	Pcs	
14	Piono inch	12ft	Piece	
15	Nails	-Concrete- 2''	Kg	
		-3''	Kg	
		-4 ''	Kg	
		Ordinary - 1	Kg	
		-2	Kg	
		-3	Kg	

		-4	Kg	
		-5	Kg	
		-6	Kg	
		-Roofing nails	Kg	
		-Ceiling nails	Kg	
		-U nail	kg	
16	Iron sheets	-Gal sheet -gauge 28, 3metres	Piece	
		" 30,3metres	Piece	
		-Gal sheet -gauge 28, 2metres	Piece	
		" 30,2metres	Piece	
		ORDINARY Dumu zaz-gauge 30,2metres	Piece	
		2.5 metre	Piece	
		3metres	Piece	
		Nyumba -gauge 30,2metres	Piece	
		2.5 metre	Piece	
		3metres	Piece	
17	Wire brush	4"	Pcs	
		6"	Pcs	
		8"	Pcs	
18	Paints -Emulsion crown(4 litre)	Vinyl silk white	Tin	
		Vinyl silk soft white	Tin	
		Vinyl silk cream white	Tin	
		Vinyl matt white	Tin	
		Vinyl matt soft white	Tin	
		Vinyl matt cream white	Tin	
		Cover matt white	Tin	
		Cover matt soft white	Tin	
		Cover matt cream	Tin	
19	Paints -Emulsion crown(20 litre)	Vinyl silk white	Bucket	
		Vinyl silk soft white	Bucket	
		Vinyl silk cream white	Bucket	
		Vinyl matt white	Bucket	
		Vinyl matt soft white	Bucket	
		Vinyl matt cream white	Bucket	
		Covermatt white	Bucket	
		Covermatt soft white	Bucket	
		Covermatt cream	bucket	
20	Super Gloss paints(4 litre)	Soft white	Tin	
		Cream	Tin	

		Brilliant white	Tin	
		Bermuda blue	Tin	
		White	Tin	
		Cream	Tin	
	Economy Vesta Gloss paints(4litre)	Softwhite	Tin	
		White	Bucket	
	Economy Vesta Gloss paints(20 litre)	Cream	bucket	
		Soft white	Bucket	
21	Solvents(5 litres)	White spirit	Jar	
		Standard Thinner	Jar	
		Turpentine	Jar	
22	Door lock	Yale larch	Piece	
		Union larch	Piece	
23	Hinges	2" medium gauge	Piece	
		4" medium gauge	Piece	
24	Ridges	Dumu zas -gauge 30 Nyumba -gauge 30 Dumu zas -gauge 28 Nyumba -gauge 28	Piece	_____ _____ _____ _____
26	Red oxide	Crown	pkt	
27	Steel party(40 kgs)	Crown	Bucket	
28	Taps	Peglar 3/4", -1/2"	Piece	
29	Toilet cistern	Croma (complete)	Piece	
30	Toilet seat cover	Croma		
31	Window fasteners	England	Pair	
32	Window stray	England	Piece	
33	Wire mesh(8 x 4ft)	Heavy	Piece	
34	Water proof cement Bamburi -	1kg	Pkt	
		10kg	Pkt	
		20kg	Bag	
35	Vanish(clear)	4litres	Tin	
		5litres	Tin	
36	Polyfiller(crown)	2 ¹ / ₂ 25kgs	Packet Bag	
37	Binding wire 9 heavy gauge)		Roll	
38	Wire - twisted bar	Y -8,	Piece	
		-10	Piece	
		-12	Piece	
		-16	Piece	
		-18	Piece	
		-20.	Piece	
		R - 6	Piece	
		- 8	Piece	
39	Wheel barrow(H/G)	Reliance	No.	

FRIENDS COLLEGE KAIMOSI
TENDER FORM FOR FINANCIAL YEAR 2018/2019
TENDER NO.FCK/13/2018/2019.

SUPPLY AND DELIVERY OF CLEANING MATERIALS AND DETERGENTS.

S/N	ITEM DESCRIPTION	MATERIAL SPECIFICATION	UNIT	PRICE Ksh
1	Bar soap-White	Lido (White)-700gms Menengai -700 gms Ndume white -700gms	Bar Bar Bar	_____ _____ _____
2	Dettol soap	200gms	Piece	_____
3	Dry cells(Battery)	Energizer -AA -AAA	Pair Pair	_____ _____
4	Industrial detergent powder(IDP)	White-10kgs	bag	_____
5	Stain remover(Bleach)	Jik-750 ml	Jar	_____
6	Disinfectant	Lavik-20 litre Lysol-20 litre	Jar Jar	_____ _____
7	Brooms	Makuti	Piece	_____ _____
8	Mop heads (complete With wooden Handle)	L5 (Tee pee) L6 (Tee pee)	Piece Piece	_____ _____
9	Steel wool	Sukutwa-750 gms Ngarisha-750 gms	Roll Roll	_____ _____
10	Soft hand broom	Tee pee Pvc C3F	Piece	_____
11	Squeezers	Tee pee 18''-k2	Piece	_____
12	Laundry starch	Cloves-400gms	packet	_____
13	Detergent	Tee pol-20 litres Pride-20 litres	Jar Jar	_____ _____
14	Tissue papers	Rosy-white	Bale	_____
15	Shoe polish	Kiwi-100ml	Tin	_____
16	Scouring powder	Vim-500gms	Tin	_____
17	Scrubbing pad	Kwik brite-750gms roll Supa brite-750gms roll	Roll Roll	_____ _____
18	Hapic	500ml	Jar	_____
20	Urinal ball-ordonil	200gms	Pkt	_____
21	Doom spray	180ml	Jar	_____

22	Dettol hand wash	200ml	Jar	_____
23	Vim powder-lemon	500gms	Jar	
24	Dudu dust-SEVIN	200GMS	Jar	
25	Doomspray(powder)	500gms	jar	

FRIENDS COLLEGE KAIMOSI
TENDER FORM FOR FINANCIAL YEAR 2018/2019
TENDER NO FCK/15/2018/2019.

SUPPLY AND DELIVERY OF STAFF, SPORTS WARE, EQUIPMENT AND RELATED MATERIALS

S/ N		ITEM DESCRIPTION	MATERIAL SPECIFICATION	UNITS	PRICE
1	<u>STAFF</u> <u>UNIFORMS.</u>	Trouser	Travira fabric	Piece	
2		Shirt	Cotton popline	Piece	
3		Dustcoat	Tetrax	Piece	
4		Blouse	Cotton poplin	Piece	
5		Skirt,	Travira fabric	Piece	
6		Kaunda Shirt	Travira fabric	Piece	
7		Overall	Tetrax	Piece	
8		Apron	Tetrax	Piece	
9		Security guards caps	12 pienes	Piece	
10		Security guards pullovers	woolen	Piece	
11		Security guards trouser and jamba	Travira fabric	pair	
12		Whistle lenient	12 pieces	set	
<u>SPORTING UNIFORMS AND OTHERS</u>					
11	BALLS	Soccer	Mikasa	Piece	
			Puma	Piece	
			Nike	Piece	
		Rugby	Mikasa	Piece	
			Puma	Piece	
			Nike	Piece	
		Handball	Mikasa	Piece	
			Puma	Piece	
			Nike	Piece	
		Basket ball	Mikasa	Piece	
			Puma	Piece	
			Nike	Piece	
		Hockey	Mikasa	Piece	
			Puma	Piece	
			Nike	Piece	
		Netball	Mikasa	Piece	
			Puma	Piece	
			Nike	Piece	
		Volleyball	Mikasa	Piece	
			Puma	Piece	
			Nike	Piece	
12	UNIFORMS	Soccer(18 pairs)	Micas	Piece	
			Nike	Piece	
			Umbro	Piece	
		Volley ball(12 pairs)	Micas	Piece	
			Nike	Piece	
			Umbro	Piece	
		Handball(14 pairs)	Micas	Piece	
			Nike	Piece	

			Umbro	Piece	
		Rugby(18 pairs)	Micas	Piece	
			Nike	Piece	
			Umbro	Piece	
			Gilbert	Piece	
		Netball(14 pairs)	Micas	Piece	
			Nike	Piece	
			Umbro	Piece	
		Hockey goalkeeper kits (18 pairs)	Micas	Piece	
			Nike	Piece	
			Umbro	Piece	
		Basket ball (12 pairs)	Micas	Piece	
			Nike	Piece	
			Umbro	Piece	
		Athletics(Single pair)	Mikas	Piece	
			Nike	Piece	
			Umbro	Piece	
		Table tennis balls	set	Piece	
		Stockings	Pair	Piece	
	NETS	Soccer		Piece	_____
		Basketball		Piece	_____
		Handball		Piece	_____
		Volleyball		Piece	_____
		Netball		Piece	_____
		Table tennis(complete)		Piece	_____
	ATHLETICS	Javelin	600gms 700gms		_____
		Shortput	Piece		
		Discuss	Piece		
		Measuring tape	Piece		
		Buttons	Piece		
	Others				
	Badminton	Net	Piece		
		Cork	Piece		
		Racket	Piece		
	Pool Table	Darts	Piece		
		Board	Piece		
		Arrows			
	SHOES (Pure leather)	Running Shoes-Puma	Pair		_____
			-Mikasa	Pair	_____
			-Nike	Pair	_____
		Sport shoes-puma	Pair		_____
		-Mikasa	Pair		_____
		-Nike	Pair		_____
		Spike shoes-puma	Pair		_____
		-Miksa	Pair		_____
		-Nike	Pair		_____
		Hockey Sticks – Mikasa	Piece		
		-Nike	-Nike		
			Piece		

FRIENDS COLLEGE KAIMOSI
TENDER FORM FOR FINANCIAL YEAR 2018/2019
TENDER NO FCK/16/2018/2019.

**SUPPLY AND DELIVERY OF COMPUTERS AND ITS ACCESSORIES AND SERVICING OF
PHOTOCOPIERS,LAPTOPS,COMPUTERS,LCD PROJECTORS MACHINES**

1	Computer accessories.	Keyboards(USB)	Piece	
		Mouse(USB)	Piece	
		Extension cables(HIGH QUALITY)	Piece	
		UPS 750 VA	Piece	
		Memory card	Piece	
		Computer Power cables.	Piece	
		Printer USB Cable	Piece	
		Networking switches/hub	Piece	
		RJ45 connection	Piece	
		HDMI CABLE	Piece	
		Processor(Pentium 4)	Piece	
		CPU Fan	Piece	
		UPS battery	Piece	
	VGA CABLES	Piece		
	CONVERTERS VGA-DVI , VGA-HDMI DVI-VGA, HDMI-VGA	Piece Piece Piece Piece		
	Hard Disk Drive(500 GB ,1 terabyte and above			
	External hard drive(500 GB ,1 terabyte and above			
	Mother Boards(Intel Pentium 4			
	Internal/External CD(Multi recorder)			
	Computer Speakers			
2	Laptop	HP-core 15 4gb	Piece	

		ram and 500gb hdd/ 1 Terabyte		
3	Desktop computer	Pentium 4	Piece	
4	Epson printer(Lates t)	3 in one(Printer ,Scanner ,Photocopier)	Piece	

FRIENDS COLLEGE KAIMOSI
TENDER FORM FOR FINANCIAL YEAR 2018/2019
TENDER NO FCK/18/2018/2019.
SUPPLY AND DELIVERY AND SERVICING OF TEACHING LABORATORY EQUIPMENT, REAGENTS,
GLASSWARE AND RELATED MATERIAL.

NO	CHEMICAL/EQUIPMENT	Units of Measure.	Ksh
1	SULPHURIC ACID	Litres	
2	HYDROCHLORIC ACID	Litres	
3	NITRIC ACID	Litres	
4	SODIUM HYDROXIDE	GRAMS	
5	ETHANOL	Litres	
6	ETHANOIC ACID	Litres	
7	BENZENE	Litres	
8	BENZALDEHYDE	Litres	
9	DISTILLED WATER	Litres	
10	POTASSIUM PERMAGNET	GRAMS	
11	SODIUM CARBONATE	GRAMS	
12	SODIUM HYDROGEN CARBONATE	GRAMS	
13	SODIUM THIOSULPHATE	GRAMS	
14	AMMONIA SOLUTION	Litres	
15	COPPER SULPHATE	GRAMS	
16	DIETHYL ETHER	Litres	
17	POTASSIUM CARBONATE	GRAMS	
18	SODIUM SULPHATE	GRAMS	
19	OXALIX ACID	GRAMS	
20	SODIUM OXALATE	GRAMS	
21	POTASSIUM IODIDE	GRAMS	
22	CALCIUM CARBONATE	GRAMS	
23	BORIC ACID	GRAMS	
24	MILLIONS REAGENT	Litres	
25	SILVER NITRATE	GRAMS	
26	SAFRANINE	Litres	
27	PHENOLPHTHALENE	Litres	
28	METHYL ORANGE	Litres	
29	BENEDICTS SOLUTIONS	Litres	
30	SOXHLET APPARATUS	GLASS	
31	COLORIMETER	DIGITAL	
32	MICROSCOPE	XS2 107T	
33	MAGNETIC STIRER	ELECTRICAL	
34	RIPPLE TANK	MODERN	
35	ANALYTICAL BALANCE	DIGITAL	
36	BALANCE	DIGITAL	
37	PIPETTE	GLASS	
38	BUIRETE	GLASS	
39	BEAKERS	GLASS/PLASTIC	
40	CONICAL FLASKS	GLASS	
41	STOP WATCHES	DIGITAL	
42	AMMETERS	ANALOG	
43	VOLTEMETER	ANALOG	
44	METER RULE	WOODEN	
45	PLAIN MIRROR	GLASS	
46	MICRO METER SREW GAUGE	METALLIC	
47	VARNIER CALLIPERS	METALLIC	
48	MAGNETS	MODERN	
49	THERMOMETER	GLASS	
50	WATER STILL	ELECTRICAL	
51	WATER BATH	ELECTRICAL	

FRIENDS COLLEGE KAIMOSI
TENDER FORM FOR FINANCIAL YEAR 2018/2019
TENDER NO.FCK/19/2018/2019.
SUPPLY AND DELIVERY OF AIRTIME AND NEWSPAPERS.

S/N	ITEM DESCRIPTION	MATERIAL SPECIFICATION	UNIT	PRICE (KSH)
1.	Airtime	SAFARICOM Denominations of ksh. 100		
		500		
		1000		
		AIRTEL Denominations of ksh. 100		
		500		
		1000		
2.	Newspapers-	Daily Nation		
		The standard		
		Parents		
		Business Daily		
		Taifa leo		
		East Africa Magazine		
		Drum		
		True love		

**FRIENDS COLLEGE KAIMOSI
TENDER FORM FOR FINANCIAL YEAR 2018/2019
TENDER NO.FCK/20/2018/2019.
SUPPLY AND DELIVERY OF BREAD.**

S/N	ITEM DESCRIPTION	MATERIAL SPECIFICATION	UNIT	PRICE (KSH)
1.	Bread	Sun blest .	400gms	
		Supa loaf.	400gms	
		United.	400gms	
		Sun blest.	800gms	
		Supa loaf.	800gms	
		United.	800gms	

FRIENDS COLLEGE KAIMOSI
TENDER FORM FOR FINANCIAL YEAR 2018/2019
TENDER NO.FCK/21/2018/2019.
SUPPLY AND DELIVERY OF TYRES AND TUBES

S/N	ITEM DESCRIPTION	MATERIAL SPECIFICATION	Size/TYPE	PRICE (KSH)		
1.	Tyres With Tubes	BRIDGE STONE	295/80			
			R 22.5			
			8.25			
					R.16	
				P245/70/R16		
		FIRESTONE	295/80			
			R .22.5			
			8.25			
					R.16	
				P245/70/R16		
		MICHELLINE	295/80			
			R 22.5			
8.25						
			R.16			
		P245/70/R16				
PIRRELI	295/80					
	R 22.5					
	8.25					
			R.16			
		P245/70/R16				
1.	Tyres (Tubeless)	BRIDGE STONE	295/80			
			R 22.5			
			8.25			
					R.16	
				P245/70/R16		
		FIRESTONE	295/80			
			R .22.5			
			8.25			
					R.16	
				P245/70/R16		
		MICHELLINE	295/80			
			R 22.5			
8.25						
			R.16			
		P245/70/R16				
PIRRELI	295/80					
	R 22.5					
	8.25					
			R.16			
		P245/70/R16				

FRIENDS COLLEGE KAIMOSI
TENDER FORM FOR FINANCIAL YEAR 2018/2019
TENDER NO.FCK/22/2018/2019.
SUPPLY AND DELIVERY OF PRINTED PROMOTIONAL MATERIAL.

S/N	ITEM DESCRIPTION	MATERIAL SPECIFICATION	UNIT
1	Umbrella(Corporate)	Quality material	
2	T shirt(Corporate)		
	-WITH Collar	Quality material	
	-Round Neck	Quality material	
3	Shirts(Corporate)	Quality material	
4	Caps(Corporate)	Quality material	
5	Brochures	Quality material	

FRIENDS COLLEGE KAIMOSI

[Tel:..0735 818 311...](tel:0735818311)

Email:friendscollekaimosi@yahoo.com.

Website: www.fck.ac.ke

P.O BOX 150-50309

TIRIKI-KENYA

TENDER NO. FCK/ 27/2018-2019

**PROVISION OF INSURANCE
SERVICES**

CLOSING DATE: 26th June, 2018

TIME: 11:00 AM

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SECTION I - INVITATION FOR TENDERS
Date 5th JUNE 2018.

TENDER REF. No. FCK/ 27/2018-2019.

TENDER NAME: PROVISION OF INSURANCE SERVICES

- 11** The Friends College Kaimosi invites sealed tenders from eligible candidates to provide **INSURANCE SERVICES FOR MOTOR VEHICLE , STUDENTS COVER WHILE ON INDUSTRIAL ATTACHMENT AND GENERATOR.**
- 12 A complete set of tender documents may be obtained by interested candidates by downloading form the Friends College Kaimosi website (www.fck.ac.ke) free of charge. Applicant who download the tender documents shall email their details and tender number to friendscollegekaimosi@yahoo.com.
- 13 Prices quoted should be net inclusive of all taxes, and delivery costs, must be in Kenya Shillings and shall remain valid for 120 days from the closing date of the tender.

Completed tender documents are to be enclosed in plain sealed envelopes, marked with the **Tender. No FCK/ 27/2018-2019.**
- 14 **Provision of Insurance Services** and be deposited in the Tender Box at the administration block, main campus or be addressed to

The Principal

Friends College Kaimosi

P.O Box 150-50309

TIRIKI

So as to be received on or before **26TH June 2018 at 11.00 am**

Form of Tender

To: _____
Name and address of procuring entity

Date _____
Tender No. _____
Tender Name _____

Gentlemen and/or Ladies:-

1. Having examined the Tender documents including Addenda No. (Insert numbers) the receipt of which is hereby duly acknowledged, we the undersigned, offer to provide Insurance Services under this tender in conformity with the said Tender document 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 provide the Insurance Cover Services in accordance with the conditions of the tender.

3. 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.

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

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

Dated this _____ day of _____ 2018

[Signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of _____

SECTION II - INSTRUCTION TO TENDERERS

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SECTION II - INSTRUCTIONS TO TENDERERS

2.1. Eligible Tenderers

- 2.1.1 This Invitation for Tenders is open to **Insurance Companies Only** as described in the Appendix to Instructions to Tenderers. Successful Tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 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 services under this Invitation for tenders.
- 2.1.4 Tenderers involved in the corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of Tendering

- 2.2.1 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
- 2.2.2 The price to be charged for the tender document shall not exceed Kshs.1,000/=
- 2.2.3 The procuring entity shall allow the Tenderer to review the tender document free of charge before purchase.

2.3 Contents of Tender Document

- 2.3.1 The tender documents comprise the documents listed below and addenda issued in accordance with clause 2.5 of these instructions to Tenderers.
- (i) Instructions to Tenderers
 - (ii) General Conditions of Contract
 - (iii) Special Conditions of Contract
 - (iv) Schedule of Requirements
 - (v) Details of Insurance Cover
 - (vi) Form of Tender
 - (vii) Price Schedules

- (viii) Contract Form
- (ix) Confidential Business Questionnaire Form
- (x) Tender security Form
- (xi) Performance security Form
- (xii) Insurance Company's Authorization Form
- (xiii) Declaration Form
- (xiv) Request for Review Form

2.3.2 The Tenderer is expected to examine all instructions, forms, terms and specification 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.

2.4 Clarification of Tender Documents

2.4.1 A Candidate making inquiries of the tender documents may notify the Procuring entity by post, fax or by email at the procuring entity's address indicated in the Invitation for tenders. 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 the 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 candidates who have received the tender documents.

2.4.2 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.

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

2.5 Amendment of Tender Documents

2.5.1 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 issuing and addendum.

2.5.2 All prospective Tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.

2.5.3 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.

2.6 Language of Tenders

2.6.1 The tender prepared by the Tenderer, as well as all correspondence and documents relating to the tender exchanged by the Tenderer and the Procuring entity, shall be written in English language. 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.

2.7. Documents Comprising the Tender

2.7.1 The tender prepared by the Tenderer shall comprise the following components:

- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 2.8, 2.9 and 2.10 below
- (b) Documentary evidence established in accordance with paragraph 2.1.2 that the Tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) Tender security furnished in accordance with paragraph 2.12 (Not applicable)
- (d) Declaration Form.

2.8. Form of Tender

2.8.1 The Tenderer shall complete the Tender Form and the Price Schedule furnished in the tender documents, indicating the services to be provided.

2.9. Tender Prices

2.9.1 The Tenderer shall indicate on the form of tender and the appropriate Price Schedule the unit prices and total tender price of the services it proposes to provide under the contract.

2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable.

2.9.3 Prices quoted by the Tenderer shall remain fixed during the Term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.20.5

2.10. Tender Currencies

2.10.1 Prices shall be quoted in Kenya Shillings

2.11. Tenderers Eligibility and Qualifications

2.11.1 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 it's tender is accepted.

2.11.2 The documentary evidence of the Tenderer's qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction that the Tenderer has the financial and technical capability necessary to perform the contract.

2.12. Tender Security

2.12.1 The Tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Appendix to Instructions to Tenderers.

2.12.2 The tender security shall not exceed 2 per cent of the tender price.

2.12.3 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 2.12.7

2.12.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form

- a) Cash.
- b) A bank guarantee.
- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit.

2.12.5 Any tender not secured in accordance with paragraph 2.12.1. and 2.12.3 shall be rejected by the Procuring entity as non-responsive, pursuant to paragraph 2.20.5

2.12.6 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

2.12.7 The successful Tenderer's tender security will be discharged upon the Tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30

2.12.8 The tender security may be forfeited:

- (a) if a Tenderer withdraws its tender during the period of tender validity.
- (b) in the case of a successful Tenderer, if the Tenderer fails:
 - (i) to sign the contract in accordance with paragraph 2.29 or
 - (ii) to furnish performance security in accordance with paragraph 2.30.
- (c) If the Tenderer reject correction of an arithmetic error in the tender.

2.13. Tender Security

- 2.13.1 The Tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Appendix to Instructions to Tenderers.
- 2.13.2 The tender security shall not exceed 2 per cent of the tender price.
- 2.13.3 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 2.12.7
- 2.13.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form
- e) Cash.
 - f) A bank guarantee.
 - g) Such insurance guarantee approved by the Authority.
 - h) Letter of credit.
- 2.13.5 Any tender not secured in accordance with paragraph 2.12.1. and 2.12.3 shall be rejected by the Procuring entity as non-responsive, pursuant to paragraph 2.20.5
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- 2.13.8 The tender security may be forfeited:
- (a) if a Tenderer withdraws its tender during the period of tender validity.
 - (b) in the case of a successful Tenderer, if the Tenderer fails:
 - (i) to sign the contract in accordance with paragraph 2.29 or
 - (ii) to furnish performance security in accordance with paragraph 2.30.
 - (c) If the Tenderer reject correction of an arithmetic error in the tender.

2.14. Validity of Tenders

- 2.14.1 Tenders shall remain valid for 90 days after date of tender opening pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.
- 2.14.2 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 2.12 shall also be suitably extended. A Tenderer granting the request will not be required nor permitted to modify its tender.

2.15. Format and Signing of Tenders

- 2.15.1 The tenderer shall prepare an original and a copy 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.
- 2.15.2 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. All pages of the tender, except for un-amended printed literature, shall be initialed by the person or persons signing the tender.
- 2.15.3 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.

2.15 Sealing and Marking of Tenders

- 2.15.1 The Tenderer shall seal the original and the copy of the tender in separate envelopes, duly marking the envelopes as "**ORIGINAL TENDER**" and "**COPY OF TENDER**". The envelopes shall then be sealed in an outer envelope.
- 2.15.2 The inner and outer envelopes shall:
- (a) be addressed to the Procuring entity at the following address:

The Principal

Kaimosi Friends College

P.O Box 150-5030

Tiriki

bear tender number and name in the invitation to tender and the words, “DO NOT OPEN BEFORE **26TH June 2018 at 11 am**

- 2.15.3 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”.

2.15.4 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the Procuring entity will assume no responsibility for the tender's misplacement or premature opening.

2.16. Deadline for Submission of Tenders

2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 not later than **26TH June 2018 at 11 am**

2.16.2 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5.3 in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

2.16.3 Bulky tenders which will not fit the tender box shall be received by the procuring entity as provided for in the appendix.

2.17. Modification and Withdrawal of Tenders

2.17.1 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.

2.17.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of paragraph 2.15. a withdrawal notice may also be sent by fax or email but followed by a signed confirmation copy, postmarked no later than the deadline for submission of tenders.

2.17.3 No tender may be modified after the deadline for submission of tenders.

2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.7.

2.18. Opening of Tenders

2.18.1 The Procuring entity will open all tenders in the presence of Tenderers' representatives who choose to attend, at **26TH June 2018 at 11 am** and in the location specified in the invitation for tenders. The Tenderers' representatives who are present shall sign a register evidencing their attendance

2.21. Conversion to single currency

2.21.1 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.

2.22. Evaluation and Comparison of Tenders

2.22.1 The Procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

2.22.2 The Procuring entity's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.3.

- (a) Operational plan proposed in the tender;
- (b) Deviations in payment schedule from that specified in the Special Conditions of Contract

2.22.3 Pursuant to paragraph 2.22.2 the following evaluation methods will be applied.

- (a) Operational Plan
 - (i) The Procuring entity requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenders offering to perform longer than the procuring entity's required delivery time will be treated as non-responsive and rejected.
- (b) Deviation in payment schedule
 - (i) Tenderers shall state their tender price for the payment on schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. The Procuring entity may consider the alternative payment schedule offered by the selected tenderer.

2.22.4 The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.

2.23. Contacting the Procuring entity

2.23.1 Subject to paragraph 2.19 no Tenderer shall contact the Procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.23.2 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 Tenderers' tender.

2.24 Post-qualification

2.24.1 Friends College Kaimosi will verify and 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.

2.24.2 The determination will take into account the Tenderer financial and technical capabilities. It will be based upon an examination of the documentary evidence of the Tenderers qualifications submitted by the Tenderer, pursuant to paragraph 2.11.2, as well as such other information as the Procuring entity deems necessary and appropriate

2.24.3 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.

2.25 Award Criteria

2.25.1 Subject to paragraph 2.29 the Procuring entity will award the contract to the successful Tenderer 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.

2.25.2 To qualify for contract awards, the Tenderer shall have the following: -

- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- (b) Legal capacity to enter into a contract for procurement

- (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- (d) Shall not be debarred from participating in public procurement.

2.26. Procuring entity's Right to accept or Reject any or all Tenders

- 2.26.1 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. If the Procuring entity determines that none of the tenders is responsive, the Procuring entity shall notify each Tenderer who submitted a tender.
- 2.26.2 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.
- 2.26.3 A Tenderer who gives false information in the tender document about is 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.

2.27 Notification of Award

- 2.27.1 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.
- 2.27.2 The notification of award will signify the formation of the contract subject to the signing of the contract between the Tenderer and the procuring entity pursuant to clause 2.9. Simultaneously the other Tenderers shall be notified that their tenders were not successful.
- 2.27.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.29 the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

2.28 Signing of Contract

- 2.28.1 At the same time as the Procuring entity notifies the successful Tenderer that its tender has been accepted, the Procuring entity will simultaneously inform the other Tenderers that their tenders have not been successful.
- 2.28.2 Within fourteen (14) days of receipt of the Contract Form, the successful Tenderer shall sign and date the contract and return it to the Procuring entity.

2.28.3 The contract will be definitive upon its signature by the two parties.

2.28.4 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 Performance Security

2.29.1 The successful Tenderer shall furnish the performance security in accordance with the Conditions of Contract, in a form acceptable to the Procuring entity.

2.29.2 Failure by the successful Tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 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 tender or call for new tenders.

2.30 Corrupt or Fraudulent Practices

2.30.1 The Procuring entity requires that Tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A Tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.30.2 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

2.30.3 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

The following information for the procurement of insurance services shall complement, supplement, or amend, the provisions on the instructions to Tenderers. Wherever there is a conflict between the provisions 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.

Instruction to tender reference	Particulars of Appendix to instructions to Tenderers
2.1.1	Insurance Companies Only (Underwriters’)
2.15.2 (b)	26 TH June 2018 at 11:00AM.
2.12.7	Not applicable
2.18.1	26 TH June 2018 at 11:00AM.

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 Services” means services to be provided by the Tenderer including any documents, which the Tenderer is required to provide to the Procuring entity under the Contract.
- (d) “The Procuring entity” means the organization procuring the services under this Contract
- (e) “The Contractor” means the organization or firm providing the services under this Contract.
- (f) “GCC” means the General Conditions of Contract contained in this section.
- (g) “SCC” means the Special Conditions of Contract
- (h) “Day” means calendar day

3.2. Application

- 3.2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other part of the contract

3.3. Standards

- 3.3.1 The services provided under this Contract shall conform to the standards mentioned in the schedule of requirements.

3.4. Use of Contract Documents and Information

- 3.4.1 The Contractor shall not, without the Procuring entity's prior written consent, disclose the Contract, or any provision thereof, 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 contractor in the performance of the Contract.
- 3.4.2 The Contractor shall not, without the Procuring entity's prior written consent, make use of any document or information enumerated in paragraph 2.4.1 above.
- 3.4.3 Any document, other than the Contract itself, enumerated in paragraph 2.4.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the Procuring entity on completion of the contract's or performance under the Contract if so required by the Procuring entity.

3.5. Patent Rights

- 3.5.1 The Contractor shall indemnify the Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof.

3.6 Performance Security

- 3.6.1 Within twenty-eight (28) days of receipt of the notification of Contract award, the successful Tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in SCC
- 3.6.2 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.
- 3.6.3 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) Cash.

- b) A bank guarantee.
- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit.

3.6.4 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 Contractor's performance of obligations under the Contract, including any warranty obligations, under the Contract.

3.7. Delivery of services and Documents

3.7.1 Delivery of the services shall be made by the Contractor in accordance with the terms specified by the procuring entity in the schedule of requirements and the special conditions of contract

3.8. Payment

3.8.1. The method and conditions of payment to be made to the contractor under this Contract shall be specified in SCC

3.8.2. Payment shall be made promptly by the Procuring entity, but in no case later than sixty (60) days after submission of an invoice or claim by the contractor

3.9. Prices

3.9.1 Prices charges by the contractor for Services performed under the Contract shall not, with the exception of any price adjustments authorized in SCC vary from the prices quoted by the Tenderer in its tender or in the procuring entity's request for tender validity extension the case may be. No variation in or modification to the terms of the contract shall be made except by written amendments signed by the parties.

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

3.9.3 Where contract price variation is allowed the variation shall not exceed 10% of the original contract price

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

3.10. Assignment

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

3.11. Termination for Default

3.11.1 The Procuring entity may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Contractor terminate this Contract in whole or in part:

- (a) if the Contractor fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- (b) If the Contractor fails to perform any other obligation(s) under the Contract
- (c) If the Contract in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the contract

3.11.2 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, services similar to those un-delivered and the Contractor shall be liable to the Procuring entity for any excess costs for such similar services. However, the contractor shall continue performance of the contract to extent not terminated.

3.12. Termination for Insolvency

3.12.1 The Procuring entity may at any time terminate the contract by giving written notice to the Contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the procuring entity.

3.13. Termination for Convenience

3.13.1 The Procuring entity by written notice sent to the contractor may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entities convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

3.13.2 For the remaining part of the contract after termination the procuring entity may elect to cancel the services and pay to the contractor an agreed amount for partially completed services.

3.14 Resolution of Disputes

- 3.14.1 The procuring entity and the contractor shall make every effort to resolve amicably by direct informal negotiations and disagreement or disputes arising between them under or in connection with the contract
- 3.14.2 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 that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

3.15. Governing Language

- 3.15.1. The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.

3.16. Applicable Law

- 3.16.1 The contract shall be interpreted in accordance with the laws of Kenya unless otherwise expressly specified in the SCC.

3.17 Force Majeure

- 3.17.1 The Contractor shall not be liable for forfeiture of its performance security, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

3.18 Notices

- 3.18.1 Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by Fax or Email and confirmed in writing to the other party's address specified in the SCC.
- 3.18.2 A notice shall be effective when delivered or on the notices effective date, whichever is later.

SECTION IV – SPECIAL CONDITIONS OF CONTRACT

4.1. CONDITIONS TO BE MET BY THE INSURANCE COMPANY

- 4.1.1 Must be registered with the Commissioner of Insurance for the current year and a copy of the current license be submitted.
- 4.1.2 Must have done annual gross premiums in previous year of Kshs.
- 4.1.3 Must have paid up capital of at least Kshs._____.
- 4.1.4 Must give a list of 5 (five) reputable clients and the total clients premiums for the previous year
- 4.1.5 Must submit a copy of the audited accounts for the previous year
- 4.1.6 Must have total number of management staff of at least_____(No)
- 4.1.7 Must submit copies of the following documents;
 - (a) PIN Certificate
 - (b) Tax Compliance Certificate
 - (c) Certificate of Registration/Incorporation
- 4.1.8 Must be a member of the Association of Kenya Insurance (AKI)

4.2

Special Conditions of Contract as relates to the
General Conditions of Contract

Reference of general conditions of contract	Special condition of contract
3.6 Performance security	Not applicable
3.7 Delivery of Services	For a contract of two years
3.8 Payment	As per the agreement
3.9 Price adjustment	No price adjustment allowed. The policies should provide for additional and reductions of the Scope of service at the originally tender price
3.16 Applicable law	Law of Kenya
3.18 Notices	Friends College Kaimosi P.O Box 150-50309 Kaimosi

SECTION V - SCHEDULE OF REQUIREMENTS

1 Price Schedule Form

ITEM NO.	POLICY	LOSS TO BE COVERED	INTEREST	SUM ASSURED KSHS.	PREMIUMS (QUOTED) KSHS
1	<p>COMPREHENSIVE MOTOR INSURANCE</p> <p>MOTOR VEHICLES</p>	<p>MOTOR VEHICLES KBJ 241U 62 SEATER BUS</p>		3,420,000	
		<p>KAN 198U 33 SEATER BUS</p>		540,000	
		<p>KBL 428G DOUBLE CABIN</p>		1,260,000	
2	<p>Students on Industrial attachment.</p>	<p>GROUP PERSONAL ACCIDENT</p>			
3	<p>POWER GENERATOR CUMMINS POWER GENERATOR LWA 96DB MODEL C110D5</p>	<p>MECHANICAL BREAKDOWN AND OTHER DAMAGES</p>		1,800,000	

TOTAL SUM (Transfer to form of Tender)

EVALUATION CRITERIA

PART A: PLELIMINARY AND MANDATORY REQUIREMENT

NO	REQUIREMENTS	COMPLIANCE	REMARK
1.	Registered with Insurance Regulatory Authority for the current year with a copy of License availed.		
2.	Copy PIN Certificate		
3.	Copy of tax compliance		
4	Certificate of registration/Incorporation		
5	Dully Filled business questionnaire – physical location of business premises.		
6	Certified Audited Financial statements for the previous 2 years.		
7	Company/ business profile: disclosure of directors/partners/sole proprietor.		

Mandatory requirements for insurance company

NO	REQUIREMENTS	COMPLIANCE	REMARK
1	Annual gross premiums in previous year of Kshs.____		
2.	Paid up capital of at least Kshs._____.		
3.	Total number of management staff of at least _____ (No)		
4.	Atleast 5 (five) reputable clients and the total clients premiums for the previous year		
5.	Registered with the Commissioner of Insurance for the current year and a copy of the current license are submitted.		
6.	Member of the Association of Kenya Insurance (AKI)		

For a bidder to proceed to the next stage of evaluation he/she MUST meet all the mandatory requirement

PART B: TECHNICAL REQUIREMENTS

NO	REQUIREMENTS	MAX POINTS	SCORE
1.	Proof of projects of similar nature and magnitude handled in the last three years. Attach proof i.e. copies of award letters or contracts	30	

	All three attached.....30 Two attached... ..20 One attached... .. 10 Not attached..... 0		
2.	Staff qualification and experience In the company profile indicate clearly the rank and qualifications of each key personnel to be handling. (<i>Attach certificate</i>) indicate subcontracted staff and their details with attached copies. The information required include; <ul style="list-style-type: none"> ii. Names iii. Functions iv. Technical expertise and v. Cv for the key management, professional and technical staff that the Tenderer proposes to employ on the project. This will be assessed in comparison with the project.	30	
3.	Financial capability; <ul style="list-style-type: none"> i. Evidence of profit making in the last three years. (attach audited financial reports)..... 10 ii. Liquid assets and access to credit facility and other financial resources 10 iii) Value of Business the firm has handled at once(attach evidence) <ul style="list-style-type: none"> Less than 50000000/.....5 Kshs 5000000/- to 9000000/ 7 Kshs 9000000/- to 15000000/ 10 Kshs 15000000/- and above 20 	40	

Note:

1. A Tenderer must score a minimum score of 70% to be recommended for award.
2. Validity of the attached document is subject to confirmation by the evaluation committee.

SECTION VI - STANDARD FORMS

Notes on the standard 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. **Price Schedule Form-** The price schedule form must similarly be completed and submitted with the tender.
3. **Contract Form** - The contract form shall not be completed by the Tenderer at the time of submitting the tender. The contract form shall be completed after contract award and should incorporate the accepted contract price.
4. **Confidential Business Questionnaire Form** - This form must be completed by the Tenderer and submitted with the tender documents.

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 the GPA cover and has accepted a tender by the Tenderer for the supply of the services in the sum of _____
_____ [contract price in words in figures] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSTH 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 Details of cover
 - (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 Tenderer hereby covenants with the Procuring entity to provide the GPA cover 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 provision of the services 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

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particular indicated in Part 1 and either Part 2(a), 2(b), or 2(c)
 Whichever applies to your type of business

You are advised that it is a serious offence to give false information on this Form.

Part _____ General:

Business Name
 Location of business premises
 Plot No. Street/Road
 Postal Address Tel. No. Fax Email.....
 Nature of business
 Registration Certificate No.

Maximum value of business which you can handle at any one time Kshs.

.....

Name of your bankers Branch

Part 2(a) – Sole Proprietor:

Your name in full Age
 Nationality Country of origin
 Citizenship details.....

Part 2(b) – Partnership

Give details of partners as follows

	Name	Nationality	Citizenship Details	Shares
1.			
2.			
3.			
4.			
5.			

Part 2(c) – Registered Company:

Private or public

.....

State the nominal and issued capital of the company –

Nominal Kshs..

Issued Kshs.....

Give details of all directors as follows

	Name	Nationality	Citizenship Details	Shares
1.			
2.			

- 3.
- 4.
- 5.

Date..... Signature of Tenderer.....

If a citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

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

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

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

FORM RB 1

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*)
of

.....dated the...day.of20.....in the matter of Tender No.....of

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of
address: Physical address.....Fax No.....Tel. No.....Email
....., hereby request the Public Procurement Administrative
Review Board to review the whole/part of the above mentioned decision
on the following grounds , namely:-

- 1.
- 2.
- etc.

By this memorandum, the Applicant requests the Board for
order/orders that: - 1.

- 2.
- etc

SIGNED(Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on
..... day of20.....

SIGNED
Board Secretary

PERFORMANCE SECURITY FORM

To: The procuring entity,

WHEREAS[*name and address of Contractor*] (hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. dated, to execute Services

(hereinafter called “the Contract”):

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognised bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract:

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of[*amount of guarantee*][*in words*], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of[*amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

The guarantee shall be valid until a date 30 days from the date of issue of a satisfactory certificate of inspection and testing by the procuring entity.

SIGNATURE AND SEAL OF THE GUARANTOR

Date

Name of Bank

Address