

# BARINGO COUNTY GOVERNMENT



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## **Tender Document**

### **For**

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**TENDER REF. NO.: - BRCG/TNR/10/2019-  
2020& 2020/2021**

**TENDER NAME: - SUPPLY OF OFFICE  
STATIONERY**

**FINANCIAL YEAR 2019-2020/2020-2021**

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**BARINGO COUNTY GOVERNMENT**

**P. O. Box 53- 30400**

**KABARNET**

**Tel: 053-22115**

**CLOSING DATE: 22<sup>TH</sup>August 2019**

**TIME: 12.00 noon (EAST AFRICAN TIME)**

BARINGO COUNTY GOVERNMENT;BRCG/TNR/10/2019-2020& 2020-2021: SUPPLY OF  
OFFICE STATIONERY

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**SECTION I - INVITATION TO TENDER**

**DATE: - 07<sup>th</sup>August, 2019**

**TENDER REF NO: - BRCG/TNR/10/2019-2020-2020/2021**

**TENDER NAME: - Supply of Office Stationery**

- 1.1 The Governor, Baringo County Government invites sealed bids from eligible candidates for **Supply of Office Stationery to various Ministries/Departments & Public Institutions in the County for Financial Years 2019-2020/2020-2021 with effect from 1<sup>st</sup>October, 2019.**
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at **the Office of the Governor, Baringo County Government (Supply Chain Management Unit), P. O. Box 53 - 30400, Kabarnet** during normal working hours (8.00am to 5.00pm)
- 1.3 A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fees of **Kshs.1, 000.00 (Kenya Shillings One Thousand Only)** in cash (to the Cash Office situated at the Ground Floor of the Office of the Governor, Baringo County Government (along Hospital Road) or Bankers cheque payable to **The Office of the Governor, Baringo County Government, P. O. Box 53 - 30400, Kabarnet.** or download from County website [www.baringo.go.ke](http://www.baringo.go.ke) at no cost.
- 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 County Treasury Offices located at AFC building, Baringo County Government (along Kabarnet Eldoret Road)** or be addressed to **The Office of the Governor, Baringo County Government, P. O. Box 53 - 30400, Kabarnet** so as to be received on or before **Thursday 22<sup>nd</sup>August, 2019 12.00 pm (East African Time).**
- 1.5 Prices quoted should be net inclusive of all taxes and delivery must be in Kenya Shillings and shall remain valid for **One Hundred and Twenty (120) days** from the closing date of the tender.
- 1.6 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend.

**DIRECTOR, SUPPLY CHAIN MANAGEMENT SERVICES**  
**BARINGO COUNTY GOVERNMENT**

**SECTION II - INSTRUCTIONS TO TENDERERS**

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## **SECTION II - INSTRUCTIONS TO TENDERERS**

### **2.1 Eligible Tenderers**

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

### **2.2 Eligible Goods**

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

### **2.3 Cost of Tendering**

- 2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.3.2 The price to be charged for the tender document shall not exceed Kshs.1,000/=

2.3.3 All firms found capable of performing the contract satisfactorily in accordance with the set prequalification criteria shall be prequalified.

## 2.4. The Tender Document

2.4.1 The tender document comprises the documents listed below and addenda issued in accordance with clause 2.6 of these instructions to Tenderers

- 1 Invitation to Tender
- 2 Instructions to tenderers
- 3 General Conditions of Contract
- 4 Special Conditions of Contract
- 5 Schedule of requirements
- 6 Technical Specifications
- 7 Tender Form and Price Schedules
- 8 Tender Security Form
- 9 Contract Form
- 10 Performance Security Form
- 11 Bank Guarantee for Advance Payment Form
- 12 Manufacturer's Authorization Form
- 13 Confidential Business Questionnaire
- 14 Dealership certificate for firms supplying toners & cartridges

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**

BARINGO COUNTY GOVERNMENT;BRCG/TNR/10/2019-2020& 2020-2021: SUPPLY OF  
OFFICE STATIONERY

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 60 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 tenderer's qualifications to perform the contract if its tender is accepted shall be established to the Procuring entity's satisfaction;

- 1 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.
- 2 that the tenderer has the financial, technical, and production capability necessary to perform the contract;
- 3 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:

- 1 a detailed description of the essential technical and performance characteristic of the goods;
- 2 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
- 3 a clause-by-clause commentary on the Procuring entity's Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

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

## **2.14 Tender Security**

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

2.14.2 The tender security shall be in the amount of 0.5 – 2 per cent of the tender price.

- 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 as 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 in the case of a successful tenderer, if the tenderer fails to sign the contract in accordance with paragraph 2.27
  - or
  - b to furnish performance security in accordance with paragraph 2.28

## **2.15 Validity of Tenders**

- 2.15.1 Tenders shall remain valid for 90 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 Procuring entity 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 Tenderer 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,” **(as per Tender notice)**
- 2.17.3 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”.
- 2.17.4 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 **(as per Tender notice)**
- 2.18.2 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.6, 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 tenderers' representatives who choose to attend, at **(as per Tender notice)** and in the location specified in the Invitation to Tender.

The tenderers' representatives who are present shall sign a register evidencing their attendance.

- 2.20.2 The tenderers' names, tender modifications or withdrawals, tender prices, discounts and the presence or absence of requisite tender security and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.
- 2.20.3 The Procuring entity will prepare minutes of the tender opening.

## **2.21 Clarification of Tenders**

- 2.21.1 To assist in the examination, evaluation and comparison of tenders the Procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in

writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

2.21.2 Any effort by the tenderer to influence the Procuring entity in the Procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

## **2.22 Preliminary Examination**

2.22.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.

2.22.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantify, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures the amount in words will prevail

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;

- 1 “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
- 2 “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

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 (ITT) REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITT-2.1.1	<p>1 The name of the client is: - <b>Baringo County Government.</b></p> <p>2 The eligible firms are those capable of <b>Supplying Office Stationery</b> as provided in the Price Schedule-Section (VI).</p> <p>3 Location/Delivery Point(s): - <b>All Ministries/Departments and Public Institutions in Baringo County.</b></p> <p>4 Contract period:- <b>Financial Year 2019-2020/2020-2021 with effect from 1<sup>st</sup>October, 2019.</b></p>
ITT-2.3.2	The cost of the tender documents is kshs. <b>1, 000/=</b> per set of Tender Document.
ITT-2.4.1	In this Tender, sub-clause (xi) on Bank Guarantee for Advance Payment is <b>not applicable.</b>
ITT-2.10.1	Quantity to determine total tender price: - <b>As and When Required</b> basis.
ITT-2.10.4/2.15.1	Tender validity period: - <b>120</b> days from the date of Tender opening.
ITT-2.11.1	Prices quoted shall be in <b>Kenya Shillings.</b>
ITT-2.14.1	Bid Security is not applicable and is not a prerequisite for participation in this Tender.
ITT-2.16.1/2.17.1	Submit Tender documents in <b>Original &amp; Copy and in the recommended format.</b>

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ITT-2.17.2/2.18.1	<b>Submission deadline-</b> Not later than <b>Thursday 22<sup>nd</sup> August, 2019, 12.00 pm</b> and be deposited in the Tender Box situated at the AFC Building (along Kabarnet-Iten Road), Kabarnet.
ITT-2.20.1	Opening of Tenders: <b>Thursday 22<sup>nd</sup> August, 2019, 12.00 pm.</b>
ITT-2.27.5	Quantity of goods-: This is a <b>Term Contract</b> to be used by all Department and Institutions in Baringo County and orders will be placed <b>as and when required basis (AWR).</b>

**SECTION III: GENERAL CONDITIONS OF CONTRACT**

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**SECTION III - GENERAL CONDITIONS OF CONTRACT**

**(a) Definitions**

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

- 1 "The Contract" means the agreement entered into between the Procuring entity and the tenderer, as recorded in the Contract Form signed by the

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parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

- 2 “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations
- 3 “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.
- 4 “The Procuring entity” means the organization purchasing the Goods under this Contract.
- 5 “The Tenderer” means the individual or firm supplying the Goods under this Contract.

**(b) Application**

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

**(c) Country of Origin**

1. For purposes of this clause, “Origin” means the place where the Goods were mined, grown or produced.
2. The origin of Goods and Services is distinct from the nationality of the tenderer.

**(d) Standards**

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

**(e) Use of Contract Documents and Information**

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.
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. 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

**(f) Patent Rights**

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

**(g) Performance Security**

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.
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. 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.
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

**(h) Inspection and Tests**

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.
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. 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.
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.

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

**(i) Packing**

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.
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

**(j) Delivery and Documents**

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

**(k) Insurance**

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.

**(l) Payment**

- 1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in Special Conditions of Contract
- 2 Payments shall be made promptly by the Procuring entity as specified in the contract

**(m) Prices**

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.
2. Contract price variations shall not be allowed for contracts not exceeding one year (12 months)
3. Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.
4. Price variation request shall be processed by the procuring entity within 30 days of receiving the request

**(n) Assignment**

- 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.

**(o) Subcontracts**

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

**(p) Termination for default**

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

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.

**(q) Liquidated Damages**

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.

**(r) Resolution of Disputes**

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
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.

**(s) Language and Law**

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.

**(t) Force Majeure**

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**

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 those in the GCC.

- (a) The participating tenderer is expected to furnish the Procuring Entity with the following documents / information **pursuant to clause 2.12 of the Instructions to Tenderers**: -

1. The tenderer **MUST** provide documentary proof that he / she is in possession of the following credentials: -
  - (i) A Certificate of Incorporation or Certificate of Registration of Business Name, a Copy **MUST** be attached.
  - (ii) VAT Certificate, a Copy **MUST** be attached.
  - (iii) Valid Tax Compliance Certificate, a Copy **MUST** be attached.
  - (iv) PIN Certificate, a Copy **MUST** be attached.
  - (v) Valid Trade Licenses (where applicable), a Copy **MUST** be attached.
  - (vi) Dealership certificate for firms supplying toners & cartridges a Copy **MUST** be attached.
  - (vii) All pages of the submitted documents **MUST** be serialized.
2. Reliable communication services e.g. fixed line(s) telephone numbers, faxes, Postal addresses, e-mails, websites and mobile phone(s).
3. Physical address (location of premises, Street, name of Building and office Number).

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4. Evidence of past performance – copies of local purchase orders (LPOs) from established organizations to be attached, if any.
5. All pages of the submitted documents **MUST** be serialized.
6. Copy of CR12 **MUST** be attached.
7. Soft copy of the priced part of the tender document to be submitted after tender opening date.

(b) **Physical evaluation**

Firms considered responsive after the document evaluation will be visited physically by an appointed team of officers to assess the tenderer based on the criteria indicated below.

- (i) Line of business to stock / supply – existence of business premises.
- (ii) Evidence of capacity to supply. The evidence to be in form of contracts with established institutions, LPOs and daily sales records.
- (iii) Availability of transport assets – evidence in form of copies of appropriate vehicle log books in the names of the tenderer to be provided.

(c) **Form of Tender and confidential business questionnaire MUST** be dully filled by the applicant / an authorized representative and signed& stamped or embossed with company seal.

(d) Prices quoted should be net inclusive of all taxes and delivery must be in Kenya Shillings and shall remain valid for **One Hundred and Twenty (120) days** from the date of tender closing.

(e) (f) **Tenderers shall be required to provide evidence of financial stability. These should be in form of Audited Financial Statements and / or Bank Statements, if any.**

(g) Tenderers shall be required to submit their offers in a set of two copies each one marked “ORIGINAL OFFER” and the other “COPY OF OFFER”. The original and copy shall be sealed in separate envelopes duly marked as “ORIGINAL” and “COPY”. The envelopes shall then be sealed in one plain unmarked outer envelope bearing only the tender number **pursuant to clause 2.16 of the Instructions to Tenderers.**

(h) **Delivery**

Delivery shall be on “as and when required” basis to Departments &Public Institutions in Baringo County (See **clause 3.10. of the General Conditions of Contract**).

(i) **Payment**

This being a tender for **Supply of Office Stationery**to the Ministries / Departments & Public Institutions in Baringo County for **Financial Year 2019-2020/2020-2021 with effect from 1<sup>st</sup> October, 2019** for respective Departments & Public Institutions shall pay directly to the contractor on



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receipt of goods ordered, which in any case shall be within 30 days of receipt.(See **clause 3.12 of the General Conditions of Contract**)

- (j) Goods supplied against the contract proceeding from this procurement shall be fully insured against loss, damage incidental to manufacture or acquisition, transportation, storage and delivery to the tune of 110% of the contract value and the procuring entity will not be liable for any damage or loss prior to delivery (**See clause 3.11 of the General Conditions of Contract**).
- (k) Prices quoted **SHALL BE IN KENYA SHILLINGS** and should include all costs of shipment and handling until the goods are actually received at the respective Procuring Entity's premises.
- (l) A market Survey will be undertaken by the procuring entity to ascertain the veracity of prices quoted for items recommended for award against the prevailing competitive market prices.
- (m) **TENDERERS ARE REQUIRED TO ENSURE THAT ALL PAGES OF THEIR TENDER DOCUMENTS ARE PROPERLY SERIALIZED AND STAMPED / SIGNED AND THE DOCUMENT SHOULD BE PROPERLY BOUND. LOOSE TENDER DOCUMENTS WILL BE DECLARED NON RESPONSIVE.**
- (n) Blacklisted, debarred and suspended firms are not eligible for this procurement.
- (o) A copy of the official receipt issued by the procuring entity for the purchase of the tender documents must be attached as proof of Tender purchase.
- (p) **TENDERERS ARE ADVISED TO QUOTE THEIR BID PRICES IN THE ORIGINAL PRICE SCHEDULE PROVIDED IN THIS TENDER DOCUMENT. INTRODUCTION OF A PRICE SCHEDULE DIFFERENT FROM THE ONE PROVIDED IN THIS DOCUMENT IN SECTION (V) WILL LEAD TO DISQUALIFICATION.**
- (q) Tenderers, who do not qualify for contract award and may wish to collect their samples, shall do so within a period of thirty (30) days of Tender Notification.
- (r) Special conditions of contract as relates to the GCC: -

<b>REFERENCE OF GCC</b>	<b>SPECIAL CONDITIONS OF CONTRACT</b>
3.10.1 Delivery of goods	The delivery period for the goods shall <b>be within a period of 30 days and not exceeding 45 days on placing an LPO unless specifically indicated by the respective procuring entity.</b>
3.12.1 Terms of payment	Payment shall be made <b>within a period of 30 days</b>

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	after full delivery of goods as prescribed in the LPO.
3.13.1 Prices	The prices offered shall be fixed for the period stated in the Tender Invitation.
3.13.1 Market Survey	Award of contract will be subject to a market survey to ascertain the veracity of bid prices.

**SECTION V - PRICE SCHEDULE FOR GOODS**

Name of tenderer Tender Number\_Page\_ of\_\_\_\_\_

**1. GENERAL OFFICE STATIONERY**

ITEM NO.	ITEM DESCRIPTION	UNIT OF ISSUE	Quantity	BRAND NAME / COUNTRY OF ORIGIN	UNIT PRICE (Kshs.)	REMARKS
1.	Duplicating Paper A4 White (500 papers)	Ream	As and When Required			
2.	Duplicating Paper A4 Colored (500 papers)	Ream	AWR			
3.	Duplicating Paper (500 papers)	Ream	AWR			
4.	Ink Duplicating	Tube	AWR			
5.	White Out	Bottle	AWR			
6.	Correcting Fluid Stencils	Bottle	AWR			
7.	Stencils	Pkt.	AWR			
8.	Typing Paper A4 White (500 papers)	Ream	AWR			
9.	Typing Paper A4 Colored (500 papers)	Ream	AWR			
10.	Carbon papers Blue – pelican	Pkt	AWR			
11.	Carbon Papers Black – Pelican	Pkt	AWR			
12.	Carbon Papers Blue Pelican	Pkt	AWR			
13.	Envelopes medium 3.6” x 6” (small)	Pkt	AWR			
14.	Envelopes medium 9” x 4” (A6)	Pkt	AWR			

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ITEM NO.	ITEM DESCRIPTION	UNIT OF ISSUE	Quantity	BRAND NAME / COUNTRY OF ORIGIN	UNIT PRICE (Kshs.)	REMARKS
15.	Envelopes large size 9" x 6" (A5)	Pkt	AWR			
16.	Envelopes Extra large size 13" x 9" (A4)	Pkt	AWR			
17.	Envelopes medium 18" x 12" (A3)	Pkt	AWR			
18.	Thermal rolls 79mm x 80mm x 13mm	No.	AWR			
19.	Thermal rolls 57mm x 40mm x 13mm	No.	AWR			
20.	Hardcover books 1 quire	No.	AWR			
21.	Hardcover book 2 quire	No	AWR			
22.	Hardcover books 3 quire	No	AWR			
23.	Hardcover books 4 quire	No	AWR			
24.	Machine Roll 2" (56mm)	Roll	AWR			
25.	Machine Roll 2"2" (62mm)	Roll	AWR			
26.	Machine Roll 2 <sup>3</sup> / <sub>4</sub> (87 mm)	Roll	AWR			
27.	Typewriter Eraser (pencil)	No.	AWR			
28.	Stapling Machine 50/60 (Medium – Ordinary)	No	AWR			
29.	Pins Paper – small	Pkt.	AWR			
30.	Staple pins (24/6)	Pkt	AWR			
31.	Paper clips (large)	Pkt	AWR			
32.	Paper clips (small)	Pkt	AWR			
33.	Paper clips (large)	Pkt	AWR			
34.	Biro pens – Blue	Pkt	AWR			

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ITEM NO.	ITEM DESCRIPTION	UNIT OF ISSUE	Quantity	BRAND NAME / COUNTRY OF ORIGIN	UNIT PRICE (Kshs.)	REMARKS
35.	Biro pens – Red	Pkt	AWR			
36.	Biro Pens – Black	Pkt	AWR			
37.	Pencil HP, England	Pkt	AWR			
38.	Cellotape 2”	Roll	AWR			
39.	Cellotape 1.12 <sup>1</sup> / <sub>2</sub> ” x 65	Roll	AWR			
40.	Field Note Book	No.	AWR			
41.	Acco Fasteners small	Pkt	AWR			
42.	Acco Fasteners – Large	Pkt	AWR			
43.	Rulers Plastic 30cm	No.	AWR			
44.	Rulers Plastic 40 cm	No	AWR			
45.	Paper Punch – Small	No	AWR			
46.	Paper Punch Heavy Duty	No	AWR			
47.	Ruled Paper – Full scap (500 papers)	Ream	AWR			
48.	Clip bulldog – small	No	AWR			
49.	Clip Bulldog – Large	No	AWR			
50.	Stamp Pad	No	AWR			
51.	Stamp pad ink	No	AWR			
52.	Ribbon Typewriter Electric	No	AWR			
53.	Glue Paste	Bottle	AWR			
54.	Waste Paper basket	No.	AWR			

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ITEM NO.	ITEM DESCRIPTION	UNIT OF ISSUE	Quantity	BRAND NAME / COUNTRY OF ORIGIN	UNIT PRICE (Kshs.)	REMARKS
55.	Ribbon Typewriter Olivetti (12 <sup>1</sup> / <sub>2</sub> mm)	No	AWR			
56.	Ribbon Typewriter Imperial Black – Red	No	AWR			
57.	Ribbon Typewriter 12 <sup>1</sup> / <sub>2</sub> mm black – red	No	AWR			
58.	Chalk – white	No	AWR			
59.	Chalk – coloured	No	AWR			
60.	Erazor Rubber Type	No	AWR			
61.	Ruled papers (double sheet) 500 papers	Ream	AWR			
62.	Shorthand note books	No	AWR			
63.	Filing laces small 5”	Pkt	AWR			
64.	Filing laces small 6”	Pkt	AWR			
65.	Photocopy papers (500 papers)	Ream	AWR			
66.	Oil type writer	Bottle	AWR			
67.	File folders (Hard papers)	No.	AWR			
68.	Spring file (Plastic)	No.	AWR			
69.	Sealing Wax sticks	Pkt.	AWR			
70.	Ink cartridge (Black/colour)	No.	AWR			
71.	Box files (large)	No.	AWR			
72.	Box files (small)	No.	AWR			
73.	Stapling Machine (heavy duty)	No.	AWR			
74.	Staple Pins 9/14 (Big stapler)	Pkt	AWR			

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ITEM NO.	ITEM DESCRIPTION	UNIT OF ISSUE	Quantity	BRAND NAME / COUNTRY OF ORIGIN	UNIT PRICE (Kshs.)	REMARKS
73.	Toner cartridges for HP Printer:	No	AWR			
(a)	No. 10A					
(b)	No. 11A	No	AWR			
©	No. 12A	No	AWR			
(d)	No. 13A	No	AWR			
(e)	No. 15A	No	AWR			
74.	Ink Cartridges for HP Printer:	No	AWR			
(a)	121					
(b)	122	No	AWR			
©	129	No	AWR			
(d)	130	No	AWR			
(e)	131	No	AWR			
75.	Photocopier Toner:	No.	AWR			
(a)	Kyocera					
(b)	Sharp	No.	AWR			
©	Ricoh	No.	AWR			
76.	Flash Disk	No.	AWR			
(a)	1 GB					
(b)	2 GB	No.	AWR			
©	4 GB	No.	AWR			

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ITEM NO.	ITEM DESCRIPTION	UNIT OF ISSUE	Quantity	BRAND NAME / COUNTRY OF ORIGIN	UNIT PRICE (Kshs.)	REMARKS
(d)	6 GB	No	AWR			
(e)	8 GB	No	AWR			

**1. PRINTER CONSUMABLES- TONER CARTRIDGES AND INKJET CARTRIDGES**

ITEM NO.	FOR USE IN	OEM PART NO.	PAGES PER CARTRIDGE	UNIT OF ISSUE	QTY	BRAND NAME/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	REMARKS
	EPSON AcuLaser C1100/CX11/CX11N	187		NO.	AWR			
	EPSON AcuLaser C1100/CX11/CX11N	188		NO.	AWR			
	EPSON AcuLaser C1100/CX11/CX11N	189		NO.	AWR			
	EPSON AcuLaser C1100/CX11/CX11N	190		NO.	AWR			
	RICOH Aficio SP C220N/220S/221N/221SF/C222DN/222SF	406094		NO.	AWR			
	RICOH Aficio SP C220N/220S/221N/221SF/C222DN/222SF	406097		NO.	AWR			
	RICOH Aficio SP C220N/220S/221N/221SF/C222DN/222SF	406100		NO.	AWR			
	RICOH Aficio SP	406106		NO.	AWR			



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ITEM NO.	FOR USE IN	OEM PART NO.	PAGES PER CARTRIDGE	UNIT OF ISSUE	QTY	BRAND NAME/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	REMARKS
	C220N/220S/221N/221SF/C222DN/222SF							
	XEROX Work Centre PE120/PE120i	013R00606		NO.	AWR			
	XEROX Work Centre PE220	013R00621		NO.	AWR			
	XEROX Work Centre 3119	013R00625		NO.	AWR			
	XEROX Phaser 6110	106R00271		NO.	AWR			
	XEROX Phaser 6110	106R00272		NO.	AWR			
	XEROX Phaser 6110	106R00273		NO.	AWR			
	XEROX Phaser 6110	106R00274		NO.	AWR			
	XEROX Phaser 6100/6100D/6100BD/6100DN	106R00680		NO.	AWR			
	XEROX Phaser 6100/6100D/6100BD/6100DN	106R00681		NO.	AWR			
	XEROX Phaser 6100/6100D/6100BD/6100DN	106R00682		NO.	AWR			
	XEROX Phaser 6100/6100D/6100BD/6100DN	106R00684		NO.	AWR			
	XEROX Phaser 3450/3450B	106R00688		NO.	AWR			
	XEROX Phaser 3420/3425	106R01034		NO.	AWR			
	XEROX Phaser 3117	106R01159		NO.	AWR			
	XEROX Phaser 3428D/3428DN	106R01246		NO.	AWR			

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ITEM NO.	FOR USE IN	OEM PART NO.	PAGES PER CARTRIDGE	UNIT OF ISSUE	QTY	BRAND NAME/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	REMARKS
	XEROX Phaser 6130/6125	106R01278		NO.	AWR			
	XEROX Phaser 6130/6125	106R01279		NO.	AWR			
	XEROX Phaser 6130/6125	106R01280		NO.	AWR			
	XEROX Phaser 6130/6125	106R01281		NO.	AWR			
	XEROX Phaser 3250	106R01373		NO.	AWR			
	XEROX Phaser 3435D/3435DN	106R01414		NO.	AWR			
	XEROX WorkCentre 3210/3220	106R01485		NO.	AWR			
	XEROX Phaser 3110/3210	109R00639		NO.	AWR			
	XEROX Phaser 3130/3120/3115/3121	109R00725		NO.	AWR			
	XEROX Phaser 3150	109R00747		NO.	AWR			
	XEROX Phaser 3116	109R00748		NO.	AWR			
	LEXMARK E210	10S0063		NO.	AWR			
	XEROX P8E/P8EX/W390/W385	113R00296		NO.	AWR			
	XEROX Phaser 3200MFP	113R00730		NO.	AWR			
	LEXMARK E120/E120N	12017SR		NO.	AWR			
	LEXMARK E120/E120N	12026XW		NO.	AWR			
	LEXMARK T520/T522/X520/X522S	12A6730		NO.	AWR			
	LEXMARK T630/T632/T634/X630/X632/X634	12A7362		NO.	AWR			
	LEXMARK	12A8302		NO.	AWR			

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ITEM NO.	FOR USE IN	OEM PART NO.	PAGES PER CARTRIDGE	UNIT OF ISSUE	QTY	BRAND NAME/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	REMARKS
	E230/232/E234/E240/E330/E332/E340/E342							
	LEXMARK T430/T430D/T430DN	12A8325		NO.	AWR			
	RICOH Aficio CL800/CL1000N/CL210SF	140BLA		NO.	AWR			
	RICOH Aficio CL800/CL1000N/CL210SF	140CYN		NO.	AWR			
	RICOH Aficio CL800/CL1000N/CL210SF	140MAG		NO.	AWR			
	RICOH Aficio CL800/CL1000N/CL210SF	140YLW		NO.	AWR			
	XEROX Phaser 3300MFP	160R01411		NO.	AWR			
	LEXMARK X215	18S0090		NO.	AWR			
	LEXMARK C510/C510N	20K1400		NO.	AWR			
	LEXMARK C510/C510N	20K1401		NO.	AWR			
	LEXMARK C510/C510N	20K1402		NO.	AWR			
	LEXMARK C510/C510N	20K1403		NO.	AWR			
	LEXMARK E230/232/E234/E240/E330/E332/E340/E342	24035SA		NO.	AWR			
	Canon LBP 5200/MF8170C/8170C	301/701BK		NO.	AWR			
	Canon LBP 5200/MF8170C/8170C	301/701C		NO.	AWR			

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ITEM NO.	FOR USE IN	OEM PART NO.	PAGES PER CARTRIDGE	UNIT OF ISSUE	QTY	BRAND NAME/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	REMARKS
	Canon LBP 5200/MF8170C/8170C	301/701M		NO.	AWR			
	Canon LBP 5200/MF8170C/8170C	301/701Y		NO.	AWR			
	Canon LBP 5960/5970/5975	302/702/102 BK		NO.	AWR			
	Canon LBP 5960/5970/5975	302/702/102 C		NO.	AWR			
	Canon LBP 5960/5970/5975	302/702/102 M		NO.	AWR			
	Canon LBP 5960/5970/5975	302/702/102 Y		NO.	AWR			
	Canon LBP 5000/5100	307/707BK		NO.	AWR			
	Canon LBP 5000/5100	307/707C		NO.	AWR			
	Canon LBP 5000/5100	307/707M		NO.	AWR			
	Canon LBP 5000/5100	307/707Y		NO.	AWR			
	Canon LBP 5300/5360/MF9130/9170/8450	311/711BK		NO.	AWR			
	Canon LBP 5300/5360/MF9130/9170/8450	311/711C		NO.	AWR			
	Canon LBP 5300/5360/MF9130/9170/8450	311/711M		NO.	AWR			
	Canon LBP 5300/5360/MF9130/9170/8450	311/711Y		NO.	AWR			

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ITEM NO.	FOR USE IN	OEM PART NO.	PAGES PER CARTRIDGE	UNIT OF ISSUE	QTY	BRAND NAME/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	REMARKS
	Canon LBP 5050/5050N	316/716BK		NO.	AWR			
	Canon LBP 5050/5050N	316/716C		NO.	AWR			
	Canon LBP 5050/5050N	316/716M		NO.	AWR			
	Canon LBP 5050/5050N	316/716Y		NO.	AWR			
	Canon LBP 7200/7200CN/7200CDN/MF8330CDN/8350CDN	318/718BK		NO.	AWR			
	Canon LBP 7200/7200CN/7200CDN/MF8330CDN/8350CDN	318/718C		NO.	AWR			
	Canon LBP 7200/7200CN/7200CDN/MF8330CDN/8350CDN	318/718M		NO.	AWR			
	Canon LBP 7200/7200CN/7200CDN/MF8330CDN/8350CDN	318/718Y		NO.	AWR			
	Canon LBP 7750CDN/7700C	323/723BK		NO.	AWR			
	Canon LBP 7750CDN/7700C	323/723C		NO.	AWR			
	Canon LBP 7750CDN/7700C	323/723M		NO.	AWR			
	Canon LBP 7750CDN/7700C	323/723Y		NO.	AWR			
	LEXMARK T640/T642/T644 Series	64016HE		NO.	AWR			
	RICOH Aficio SP	C310A(4063		NO.	AWR			

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ITEM NO.	FOR USE IN	OEM PART NO.	PAGES PER CARTRIDGE	UNIT OF ISSUE	QTY	BRAND NAME/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	REMARKS
	C231SF/C232SF/C311N/C312DN	44)						
	RICOH Aficio SP C231SF/C232SF/C311N/C312DN	C310A(4063 45)		NO.	AWR			
	RICOH Aficio SP C231SF/C232SF/C311N/C312DN	C310A(4063 46)		NO.	AWR			
	RICOH Aficio SP C231SF/C232SF/C311N/C312DN	C310A(4063 47)		NO.	AWR			
	LEXMARK C500/C500N/X500/X502	C500H2CG		NO.	AWR			
	LEXMARK C500/C500N/X500/X502	C500H2KG		NO.	AWR			
	LEXMARK C500/C500N/X500/X502	C500H2MG		NO.	AWR			
	LEXMARK C500/C500N/X500/X502	C500H2YG		NO.	AWR			
	LEXMARK C522N/C524N/524DN/C532N/C534DN	C5220CS		NO.	AWR			
	LEXMARK C522N/C524N/524DN/C532N/C534DN	C5220KS		NO.	AWR			
	LEXMARK C522N/C524N/524DN/C532N/C534DN	C5220MS		NO.	AWR			
	LEXMARK C522N/C524N/524DN/C532N/C534DN	C5220YS		NO.	AWR			
	LEXMARK C540/C543/C544/X543/X544	C540H1CG		NO.	AWR			
	LEXMARK	C540H1KG		NO.	AWR			

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ITEM NO.	FOR USE IN	OEM PART NO.	PAGES PER CARTRIDGE	UNIT OF ISSUE	QTY	BRAND NAME/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	REMARKS
	C540/C543/C544/X543/X544							
	LEXMARK C540/C543/C544/X543/X544	C540H1MG		NO.	AWR			
	LEXMARK C540/C543/C544/X543/X544	C540H1YG		NO.	AWR			
	Canon LBP-250, 350, 800,810,1100, 1110, 1110SE, 1120	Canon EP-22		NO.	AWR			
	Canon LBP 1210	Canon EP-25		NO.	AWR			
	Canon LBP MF3110/3220/3228/3240/5630/5650/5730/5750/5770	Canon EP-26		NO.	AWR			
	Canon LBP-250, 350, 800,810,1100, 1110, 1110SE, 1120	Canon EP-27		NO.	AWR			
	Canon Fax L200,220,240,250,260,280,290,300,350,360,380,388 L2050, 2060, 3500,4000,4500,6000	Canon FX3		NO.	AWR			
	Samsung CLP-300/300N CLX2160/2160N CLX-316N/3160FN	CLP-C300A		NO.	AWR			
	Samsung CLP-350N/351NK/351NKG	CLP-C350A		NO.	AWR			
	Samsung CLP- 600/600N/600ND/650/650N	CLP-C600A		NO.	AWR			
	Samsung CLP-660/660ND/610ND	CLP-		NO.	AWR			

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ITEM NO.	FOR USE IN	OEM PART NO.	PAGES PER CARTRIDGE	UNIT OF ISSUE	QTY	BRAND NAME/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	REMARKS
		C660A/B						
	Samsung CLP-300/300N CLX2160/2160NCLX-316N/3160FN	CLP-K300A		NO.	AWR			
	Samsung CLP-350N/351NK/351NKG	CLP-K350A		NO.	AWR			
	Samsung CLP-600/600N/600ND/650/650N	CLP-K600A		NO.	AWR			
	Samsung CLP-660/660ND/610ND	CLP-K660A/B		NO.	AWR			
	Samsung CLP-300/300N CLX2160/2160NCLX-316N/3160FN	CLP-M300A		NO.	AWR			
	Samsung CLP-350N/351NK/351NKG	CLP-M350A		NO.	AWR			
	Samsung CLP-600/600N/600ND/650/650N	CLP-M600A		NO.	AWR			
	Samsung CLP-660/660ND/610ND	CLP-M660A/B		NO.	AWR			
	Samsung CLP-300/300NCLX2160/2160NCLX-316N/3160FN	CLP-Y300A		NO.	AWR			
	Samsung CLP-350N/351NK/351NKG	CLP-Y350A		NO.	AWR			
	Samsung CLP-600/600N/600ND/650/650N	CLP-Y600A		NO.	AWR			
	Samsung CLP-660/660ND/610ND	CLP-Y660A/B		NO.	AWR			



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ITEM NO.	FOR USE IN	OEM PART NO.	PAGES PER CARTRIDGE	UNIT OF ISSUE	QTY	BRAND NAME/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	REMARKS
	Samsung CLP-310N/315 CLX-3170N/3175FN/3175/3175N/3175FN	CLT-C409S		NO.	AWR			
	Samsung CLP-310N/315 CLX-3170N/3175FN/3175/3175N/3175FN	CLT-K409S		NO.	AWR			
	Samsung CLP-310N/315 CLX-3170N/3175FN/3175/3175N/3175FN	CLT-M409S		NO.	AWR			
	Samsung CLP-310N/315 CLX-3170N/3175FN/3175/3175N/3175FN	CLT-Y409S		NO.	AWR			
	XEROX Douprint 202/255/305	CR350251		NO.	AWR			
	Canon MF7120/7280/7460/7470/7480	CRG 305/705/105		NO.	AWR			
	Canon MF6530/6540/6540PL/6550/6560PL/6580/6580PL MF6590/6595/6595CX	CRG 306/706/106		NO.	AWR			
	Canon LB3018/3108/3100/3010/3050	CRG 912/712/312		NO.	AWR			
	Canon FAX L380/L390/L390S	CRG T		NO.	AWR			
	Canon MF3112/3220/3222/5630/5650 MF5730/5750/5770	CRG U		NO.	AWR			
	Canon D323/383, L390/398	CRG W		NO.	AWR			
	Canon LBP 2900/2900B/3000	CRG303/703		NO.	AWR			
	Canon LBP 3300/3360	CRG308/708		NO.	AWR			

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ITEM NO.	FOR USE IN	OEM PART NO.	PAGES PER CARTRIDGE	UNIT OF ISSUE	QTY	BRAND NAME/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	REMARKS
	Canon LBP 3500	CRG309/709		NO.	AWR			
	Canon LBP 3460/3410	CRG310/710		NO.	AWR			
	Canon LBP 3250	CRG313/713		NO.	AWR			
	Canon LBP 3310/3370	CRG315/715		NO.	AWR			
	XEROX Douprint 525A	CT200649		NO.	AWR			
	XEROX Douprint 525A	CT200650		NO.	AWR			
	XEROX Douprint 525A	CT200651		NO.	AWR			
	XEROX Douprint 525A	CT200652		NO.	AWR			
	XEROX C1110/1110/6130	CT201118		NO.	AWR			
	XEROX C1110/1110/6130	CT201119		NO.	AWR			
	XEROX C1110/1110/6130	CT201120		NO.	AWR			
	XEROX C1110/1110/6130	CT201121		NO.	AWR			
	XEROX DocuPrint C1190FS	CT201260		NO.	AWR			
	XEROX DocuPrint C1190FS	CT201261		NO.	AWR			
	XEROX DocuPrint C1190FS	CT201262		NO.	AWR			
	XEROX DocuPrint C1190FS	CT201263		NO.	AWR			
	XEROX DocuPrint C2120	CT201307		NO.	AWR			
	XEROX DocuPrint C2120	CT201308		NO.	AWR			
	XEROX DocuPrint C2120	CT201309		NO.	AWR			
	XEROX DocuPrint C2120	CT201310		NO.	AWR			

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ITEM NO.	FOR USE IN	OEM PART NO.	PAGES PER CARTRIDGE	UNIT OF ISSUE	QTY	BRAND NAME/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	REMARKS
	XEROX Douprint 210/211/181	CT350103		NO.	AWR			
	XEROX Douprint C2100/3210DX/3210SF	CT350504		NO.	AWR			
	XEROX Douprint C2100/3210DX/3210SF	CT350505		NO.	AWR			
	XEROX Douprint C2100/3210DX/3210SF	CT350506		NO.	AWR			
	XEROX Douprint C2100/3210DX/3210SF	CT350507		NO.	AWR			
	XEROX DocuPrint 203A/204A	CWAA0648		NO.	AWR			
	XEROX DocuPrint 203A/204A	CWAA0649		NO.	AWR			
	BROTHER HL-2140/2150N/2170W MFC-7340/7440N/7450/7840W DCP-7030/7040	DR-2100/360		NO.	AWR			
	BROTHER HL-5240D/5240L/5250DN/5280D MFC-8660DN/8670DN/8860DN/8870DW DCP-8060/8065DN/8460N	DR-3100/520		NO.	AWR			
	BROTHER HL-5340D/5350DN/5350DNLT/5370DW/5370DWT/5380DNMFC-8880DN/8890DW DCP-8085DN	DR-3200/620		NO.	AWR			
	BROTHER HL-2030/2040/2070N/6050N MFC-7220/7225N/7240	DR-350/2000		NO.	AWR			

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ITEM NO.	FOR USE IN	OEM PART NO.	PAGES PER CARTRIDGE	UNIT OF ISSUE	QTY	BRAND NAME/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	REMARKS
	FAX-2080/2020							
	BROTHER HL-1030/1230/1240/1250/1270N HL1435/1440/1450/1470N MFC-8300/8500/9650/9660/9700/9760/9800/9870/9880 FAX8350P/8360P/8750P/4100E/4750E/5750E/DCP-1400	DR-6000/400		NO.	AWR			
	BROTHER HL-1650/1670/1850/1870N HL-5030/5040/5050/5070N MFC-8420/8020/8025/8820X/8820D/8820DN DCP-8020/8025D	DR-7000/500		NO.	AWR			
	Canon FC220,230,270,288,290,298,300,500,700,800,900,920,950	E16/E30/E31/E40		NO.	AWR			
	LEXMARK E250/E350/E352	E250A21A		NO.	AWR			
	LEXMARK E250/E350/E352	E250X22G		NO.	AWR			
	LEXMARK E450DN	E250X22G		NO.	AWR			
	LEXMARK E450DN	E250X22G		NO.	AWR			
	LEXMARK E120/E120N	E260A21E		NO.	AWR			
	LEXMARK X204N	E260A21E		NO.	AWR			
	LEXMARK E120/E120N	E260X22G		NO.	AWR			

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ITEM NO.	FOR USE IN	OEM PART NO.	PAGES PER CARTRIDGE	UNIT OF ISSUE	QTY	BRAND NAME/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	REMARKS
	LEXMARK X204N	E260X22G		NO.	AWR			
	LEXMARK E450DN	E450H21E		NO.	AWR			
	LEXMARK E450DN	E450H21E		NO.	AWR			
	Canon LBP2000	EP-65		NO.	AWR			
	RICOH Aficio FX150S/FX150SF	FX150LC/H C		NO.	AWR			
	Canon FAX L90/100/120/140/160/D480MF4010/4018/4120/4122/4140/4150/4270/4320D/4322D/4330D/4350D MF4370DN/4380DN/4660/4680/4680PL/4690PL	FX9/FX10/104		NO.	AWR			
	HP 4,4 PLUS,4M, 4M PLUS,5,5N, 5M,5SE Canon 8IV/80/860/1260	HP 92298A		NO.	AWR			
	HP 4VX,4MVX,4VC Canon LBP-BX,BX II /B406G	HP C3900A		NO.	AWR			
	HP 5L,5ML,6L,6Lgold,3100,3150 Canon LP-440/460/465/660/210/310	HP C3906A		NO.	AWR			
	HP 5Si/5SiMX/5SiNX/8000	HP C3909A		NO.	AWR			
	HP 1100,1100A,3200 Canon LBP-800/810/1120	HP C4092A		NO.	AWR			
	HP 2100/2200 Series	HP C4096A		NO.	AWR			

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ITEM NO.	FOR USE IN	OEM PART NO.	PAGES PER CARTRIDGE	UNIT OF ISSUE	QTY	BRAND NAME/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	REMARKS
	HP LJ4000,4000T,4000TN,4000N, 4050,4050N, 4050T,4050TN Canon LBP-1760,1760N	HP C4127X Canon EP-52		NO.	AWR			
	HP 5000,5000N,5100SE,5100LE,5100,5100N Ncanon LBP-62X/840/850/880/910	HP C4129X		NO.	AWR			
	HP 8100/8100N/8100DN/4100DTN	HP C4182X		NO.	AWR			
	HP 1000/1005/1200/3300/3380	HP C7115A		NO.	AWR			
	HP 4100/4100D/4100TN/4100DTN	HP C8061A		NO.	AWR			
	HP 9000/9040/9050	HP C8543X		NO.	AWR			
	HP Color LaserJet 4600N/4650 Series	HP C9720A		NO.	AWR			
	HP Color LaserJet 4600N/4650 Series	HP C9721A		NO.	AWR			
	HP Color LaserJet 4600N/4650 Series	HP C9722A		NO.	AWR			
	HP Color LaserJet 4600N/4650 Series	HP C9723A		NO.	AWR			
	HP Color LaserJet 5500/5500N/5500DN/5500DTN 5500HDN/5550/5550N	HP C9730A		NO.	AWR			
	HP Color LaserJet 5500/5500N/5500DN/5500DTN 5500HDN/5550/5550N	HP C9731A		NO.	AWR			
	HP Color LaserJet 5500/5500N/5500DN/5500DTN	HP C9732A		NO.	AWR			

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ITEM NO.	FOR USE IN	OEM PART NO.	PAGES PER CARTRIDGE	UNIT OF ISSUE	QTY	BRAND NAME/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	REMARKS
	5500HDN/5550/5550N							
	HP Color LaserJet 5500/5500N/5500DN/5500DTN 5500HDN/5550/5550N	HP C9733A		NO.	AWR			
	HP Color LaserJet CP6015N/6015DN/CP6015X/CP6015XH /CM6030/CM6030F/CM6040F/ CM6040MFP	HP CB380A		NO.	AWR			
	HP Color LaserJet Pro 400 m401dw CF285A/CF278A/CF285A/CF280A	HPCF280A		NO.	AWR			
	HP Color LaserJet CP6015N/6015DN/CP6015X/CP6015XH /CM6030/CM6030F/CM6040F/ CM6040MFP	HP CB381A		NO.	AWR			
	HP Color LaserJet CP6015N/6015DN/CP6015X/CP6015XH /CM6030/CM6030F/CM6040F/ CM6040MFP	HP CB382A		NO.	AWR			
	HP Color LaserJet CP6015N/6015DN/CP6015X/CP6015XH /CM6030/CM6030F/CM6040F/ CM6040MFP	HP CB383A		NO.	AWR			
	HP Color LaserJet CP4005N/4005DN	HP CB400A		NO.	AWR			

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ITEM NO.	FOR USE IN	OEM PART NO.	PAGES PER CARTRIDGE	UNIT OF ISSUE	QTY	BRAND NAME/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	REMARKS
	HP Color LaserJet CP4005N/4005DN	HP CB401A		NO.	AWR			
	HP Color LaserJet CP4005N/4005DN	HP CB402A		NO.	AWR			
	HP Color LaserJet CP4005N/4005DN	HP CB403A		NO.	AWR			
	HP P1005/P1006	HP CB435A		NO.	AWR			
	HP P1505/1505N/M1522N/M1522NF,P1120/1120N	HP CB436A		NO.	AWR			
	HP Color LaserJet CP1215/1515N/1518NI/CM1312NFI	HP CB540A		NO.	AWR			
	HP Color LaserJet CP1215/1515N/1518NI/CM1312NFI	HP CB541A		NO.	AWR			
	HP Color LaserJet CP1215/1515N/1518NI/CM1312NFI	HP CB542A		NO.	AWR			
	HP Color LaserJet CP1215/1515N/1518NI/CM1312NFI	HP CB543A		NO.	AWR			
	HP P4014N/4015N/4015TN/4515N/4515X	HP CC364A		NO.	AWR			
	HP P1007/P1008	HP CC388A		NO.	AWR			
	HP Color LaserJet CP2025N/2025DN/CP2025X/CM2320N/CM2320NF CM2320FXI	HP CC530A		NO.	AWR			
	HP Color LaserJet CP2025N/2025DN/CP2025X/CM2320N/	HP CC531A		NO.	AWR			



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ITEM NO.	FOR USE IN	OEM PART NO.	PAGES PER CARTRIDGE	UNIT OF ISSUE	QTY	BRAND NAME/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	REMARKS
	CM2320NF CM2320FXI							
	HP Color LaserJet CP2025N/2025DN/CP2025X/CM2320N/ CM2320NF CM2320FXI	HP CC532A		NO.	AWR			
	HP Color LaserJet CP2025N/2025DN/CP2025X/CM2320N/ CM2320NF CM2320FXI	HP CC533A		NO.	AWR			
	HP Color LaserJet CP3525/3525N/CP3525DN/3525X/CM3 530	HP CE250A		NO.	AWR			
	HP Color LaserJet CP3525/3525N/CP3525DN/3525X/CM3 530	HP CE251A		NO.	AWR			
	HP Color LaserJet CP3525/3525N/CP3525DN/3525X/CM3 530	HP CE252A		NO.	AWR			
	HP Color LaserJet CP3525/3525N/CP3525DN/3525X/CM3 530	HP CE253A		NO.	AWR			
	HP P3015/P3015D/P3015DN/P3015X	HP CE255A		NO.	AWR			
	HP Color LaserJet CP4025N/4025DN/4525N/4525DN/4525 XH	HP CE260A		NO.	AWR			

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ITEM NO.	FOR USE IN	OEM PART NO.	PAGES PER CARTRIDGE	UNIT OF ISSUE	QTY	BRAND NAME/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	REMARKS
	HP Color LaserJet CP4025N/4025DN/4525N/4525DN/4525XH	HP CE261A		NO.	AWR			
	HP Color LaserJet CP4025N/4025DN/4525N/4525DN/4525XH	HP CE262A		NO.	AWR			
	HP Color LaserJet CP4025N/4025DN/4525N/4525DN/4525XH	HP CE263A		NO.	AWR			
	HP P1566, P1606DN	HP CE278A		NO.	AWR			
	HP P1100/P1102/P1102W/M1212NF	HP CE285A		NO.	AWR			
	HP P2035/P2035N/P2055/P2055N	HP CE505A		NO.	AWR			
	HP LaserJet 4200	HP Q1338A		NO.	AWR			
	HP LaserJet 4300	HP Q1339A		NO.	AWR			
	HP 2300/2300D/2300N/2300DTN	HP Q2610A		NO.	AWR			
	HP 1010,1012,1015,1020,1022,1022N,1022NW,3015,3020,3030	HP Q2612A		NO.	AWR			
	HP 1300/1300N	HP Q2613A		NO.	AWR			
	HP LaserJet 1150	HP Q2624A		NO.	AWR			
	HP Color LaserJet 3500/3550	HP Q2670A		NO.	AWR			
	HP Color LaserJet 3500/3550	HP Q2671A		NO.	AWR			

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ITEM NO.	FOR USE IN	OEM PART NO.	PAGES PER CARTRIDGE	UNIT OF ISSUE	QTY	BRAND NAME/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	REMARKS
	HP Color LaserJet 3500/3550	HP Q2672A		NO.	AWR			
	HP Color LaserJet 3500/3550	HP Q2673A		NO.	AWR			
	HP Color LaserJet 2550N/2550LN/2820/2840	HP Q3960A		NO.	AWR			
	HP Color LaserJet 2550N/2550LN/2820/2840	HP Q3961A		NO.	AWR			
	HP Color LaserJet 2550N/2550LN/2820/2840	HP Q3962A		NO.	AWR			
	HP Color LaserJet 2550N/2550LN/2820/2840	HP Q3963A		NO.	AWR			
	HP LaserJet 4250/4350 Series	HP Q5942A		NO.	AWR			
	HP LaserJet 4345/M4345 Series	HP Q5945A		NO.	AWR			
	HP 1160,1320,1320N	HP Q5949A		NO.	AWR			
	HP Color LaserJet 4700N/4700DN/4700TN/4700PH Plus	HP Q5950A		NO.	AWR			
	HP Color LaserJet 4700N/4700DN/4700TN/4700PH Plus	HP Q5951A		NO.	AWR			
	HP Color LaserJet 4700N/4700DN/4700TN/4700PH Plus	HP Q5952A		NO.	AWR			
	HP Color LaserJet 4700N/4700DN/4700TN/4700PH Plus	HP Q5953A		NO.	AWR			

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ITEM NO.	FOR USE IN	OEM PART NO.	PAGES PER CARTRIDGE	UNIT OF ISSUE	QTY	BRAND NAME/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	REMARKS
	HP Color LaserJet 1600/2600N/2605/2605DN/2605DTN/2650DTN/CM1015/CM1017	HP Q6000A		NO.	AWR			
	HP Color LaserJet 1600/2600N/2605/2605DN/2605DTN/2650DTN/CM1015/CM1017	HP Q6001A		NO.	AWR			
	HP Color LaserJet 1600/2600N/2605/2605DN/2605DTN/2650DTN/CM1015/CM1017	HP Q6002A		NO.	AWR			
	HP Color LaserJet 1600/2600N/2605/2605DN/2605DTN/2650DTN/CM1015/CM1017	HP Q6003A		NO.	AWR			
	HP Color LaserJet 4730/4730x/4730XM/4730XS/CM4730/CM4730F/CM4730FM/CM4730FSK	HP Q6460A		NO.	AWR			
	HP Color LaserJet 4730/4730x/4730XM/4730XS/CM4730/CM4730F/CM4730FM/CM4730FSK	HP Q6461A		NO.	AWR			
	HP Color LaserJet 4730/4730x/4730XM/4730XS/CM4730/CM4730F/CM4730FM/CM4730FSK	HP Q6462A		NO.	AWR			
	HP Color LaserJet 4730/4730x/4730XM/4730XS/CM4730/CM4730F/CM4730FM/CM4730FSK	HP Q6463A		NO.	AWR			
	HP Color LaserJet 3600/3600DN	HP Q6470A		NO.	AWR			

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ITEM NO.	FOR USE IN	OEM PART NO.	PAGES PER CARTRIDGE	UNIT OF ISSUE	QTY	BRAND NAME/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	REMARKS
	HP Color LaserJet CP3505N/3505DN/3505X/3800/3800N	HP Q6470A		NO.	AWR			
	HP Color LaserJet 3600/3600DN	HP Q6471A		NO.	AWR			
	HP Color LaserJet 3600/3600DN	HP Q6472A		NO.	AWR			
	HP Color LaserJet 3600/3600DN	HP Q6473A		NO.	AWR			
	HP 2410/2420/2430 Series	HP Q6511A		NO.	AWR			
	HP 5200/5200L/5200N/5200TN/5200DTN	HP Q7516A		NO.	AWR			
	HP LaserJet P3005/3005D/3005N/3005DN/3005X/M302 7MFP/M3035 MFP/M3035XS MFP	HP Q7551A		NO.	AWR			
	HP P2015/P2015D/P2015N/P2015DN/P2015X	HP Q7553A		NO.	AWR			
	HP Color LaserJet 2700/3000N/3000DN	HP Q7560A		NO.	AWR			
	HP Color LaserJet 2700/3000N/3000DN	HP Q7561A		NO.	AWR			
	HP Color LaserJet 2700/3000N/3000DN	HP Q7562A		NO.	AWR			
	HP Color LaserJet 2700/3000N/3000DN	HP Q7563A		NO.	AWR			
	HP Color LaserJet CP3505N/3505DN/3505X/3800/3800N	HP Q7581A		NO.	AWR			
	HP Color LaserJet CP3505N/3505DN/3505X/3800/3800N	HP Q7582A		NO.	AWR			

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ITEM NO.	FOR USE IN	OEM PART NO.	PAGES PER CARTRIDGE	UNIT OF ISSUE	QTY	BRAND NAME/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	REMARKS
	HP Color LaserJet CP3505N/3505DN/3505X/3800/3800N	HP Q7583A		NO.	AWR			
	HP Color LaserJet 1500/1500i/2500/2500i/2500N/2500TN/2550N/2550LN/2820/2840	HP Q9700A		NO.	AWR			
	HP Color LaserJet 1500/1500i/2500/2500i/2500N/2500TN/2550N/2550LN/2820/2840	HP Q9701A		NO.	AWR			
	HP Color LaserJet 1500/1500i/2500/2500i/2500N/2500TN/2550N/2550LN/2820/2840	HP Q9702A		NO.	AWR			
	HP Color LaserJet 1500/1500i/2500/2500i/2500N/2500TN/2550N/2550LN/2820/2840	HP Q9703A		NO.	AWR			
	Samsung ML-1010,1020M,1210,1250,1430	ML-1210D3		NO.	AWR			
	Samsung ML-1610/1615 Dell D1100	ML-1610D2		NO.	AWR			
	Samsung ML-1710/1710P/1510/1520/1740/1750 SF-560,565P SCX-4016,4116,4216F	ML-1710D3		NO.	AWR			
	Samsung ML-2010/2010P/2015/2510/ML2570/2571N	ML-2010D3		NO.	AWR			
	Samsung ML-2250/2251N/2251NP/2252W	ML-2250D5		NO.	AWR			

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ITEM NO.	FOR USE IN	OEM PART NO.	PAGES PER CARTRIDGE	UNIT OF ISSUE	QTY	BRAND NAME/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	REMARKS
	Samsung ML-3050/3051N/3051ND	ML-3050A		NO.	AWR			
	Samsung ML-3560/3561N/3561ND	ML-3560D6		NO.	AWR			
	Samsung ML-4100	ML-4100D3		NO.	AWR			
	Samsung ML-4500/4600	ML-4500D3		NO.	AWR			
	Samsung SF-5100,5100P,515,530,550 ML-808	ML-5100D3		NO.	AWR			
	Samsung ML-1630/SCX-4500	ML-D1630A		NO.	AWR			
	Samsung ML-2850D/2851DN	ML-D2850A/B		NO.	AWR			
	Samsung ML-4050N/4551N/4551DNR/4551NR	ML-D4550A		NO.	AWR			
	Samsung SF-560R/565PR	ML-D560RA		NO.	AWR			
	Samsung ML-2245	MLT-D1065		NO.	AWR			
	Samsung ML-1640/1641/2241	MLT-D108S		NO.	AWR			
	Samsung SCX-4300	MLT-D109S		NO.	AWR			
	Samsung ML-5635HN	MLT-D208S/L		NO.	AWR			
	Samsung SCX-4824HN/4828HN	MLT-D209S/L		NO.	AWR			
	RICOH Aficio FX16/FAXSL315/FAXSL350	RICOH 1475		NO.	AWR			

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ITEM NO.	FOR USE IN	OEM PART NO.	PAGES PER CARTRIDGE	UNIT OF ISSUE	QTY	BRAND NAME/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	REMARKS
	RICOH Aficio FX200/FAX200L	RICOH 2785		NO.	AWR			
	RICOH Aficio SP1000S/1000SF	RICOH SP1000C		NO.	AWR			
	EPSON EPL-5900/6100	S050087		NO.	AWR			
	EPSON AcuLaser C900/C1900	S050097		NO.	AWR			
	EPSON AcuLaser C900/C1900	S050098		NO.	AWR			
	EPSON AcuLaser C900/C1900	S050099		NO.	AWR			
	EPSON AcuLaser C900/C1900	S050100		NO.	AWR			
	EPSON EPL-6200/6200L	S050167		NO.	AWR			
	EPSON EPL-5900/6100	S051055		NO.	AWR			
	EPSON EPL-6200/6200L	S051099		NO.	AWR			
	Samsung SCX-4200	SCX-4200A		NO.	AWR			
	Samsung SCX-4321,4521F	SCX-4521D3		NO.	AWR			
	Samsung SCX-4520/4720F/4720FN	SCX4720D5		NO.	AWR			
	Samsung SCX-4725F/4725FN	SCX-D4725A		NO.	AWR			
	Samsung SCX-5530FN/5530N	SCX-D5530A		NO.	AWR			
	LEXMARK T650/T652/T654 Series	T650H11E		NO.	AWR			
	BROTHER HL-2700CN MFC-9420CN	TN-04BK		NO.	AWR			



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ITEM NO.	FOR USE IN	OEM PART NO.	PAGES PER CARTRIDGE	UNIT OF ISSUE	QTY	BRAND NAME/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	REMARKS
	BROTHER HL-2700CN MFC-9420CN	TN-04C		NO.	AWR			
	BROTHER HL-2700CNMFC-9420CN	TN-04M		NO.	AWR			
	BROTHER HL-2700CNMFC-9420CN	TN-04Y		NO.	AWR			
	BROTHER HL-4200CN	TN-12BK		NO.	AWR			
	BROTHER HL-4200CN	TN-12C		NO.	AWR			
	BROTHER HL-4200CN	TN-12M		NO.	AWR			
	BROTHER HL-4200CN	TN-12Y		NO.	AWR			
	BROTHER HL-4040CN/4050CDN/4070CDW DCP-9040CN/9045CDN MFC-9440CN/9840CDW	TN-135BK/115BK		NO.	AWR			
	BROTHER HL-4040CN/4050CDN/4070CDW DCP-9040CN/9045CDN MFC-9440CN/9840CDW	TN-135C/115C		NO.	AWR			
	BROTHER HL-4040CN/4050CDN/4070CDW DCP-9040CN/9045CDN MFC-9440CN/9840CDW	TN-135M/115M		NO.	AWR			
	BROTHER HL-4040CN/4050CDN/4070CDW DCP-9040CN/9045CDN MFC-9440CN/9840CDW	TN-135Y/115Y		NO.	AWR			

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ITEM NO.	FOR USE IN	OEM PART NO.	PAGES PER CARTRIDGE	UNIT OF ISSUE	QTY	BRAND NAME/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	REMARKS
	BROTHER HL-2140/2150N/2170W MFC-7340/7440N/7450/7840W DCP-7030/7040	TN-2110/330		NO.	AWR			
	BROTHER HL-2140/2150N/2170W MFC-7340/7440N/7450/7840W DCP-7030/7040	TN-2120/360		NO.	AWR			
	BROTHER HL-5240D/5240L/5250DN/5280D MFC-8660DN/8670DN/8860DN/8870DW DCP-8060/8065DN/8460N	TN-3130/550		NO.	AWR			
	BROTHER HL-5240D/5240L/5250DN/5280D MFC-8660DN/8670DN/8860DN/8870DW DCP-8060/8065DN/8460N	TN-3170/580		NO.	AWR			
	BROTHER HL-5340D/5350DN/5350DNLT/5370DW/5370DWT/5380DN MFC-8880DN/8890DW DCP-8085DN	TN-3230/620		NO.	AWR			
	BROTHER HL-5340D/5350DN/5350DNLT/5370DW/5370DWT/5380DN MFC-8880DN/8890DW DCP-8085DN	TN-3280/650		NO.	AWR			
	BROTHER HL-2030/2040/2070N/6050N MFC-7220/7225N/7240 FAX-2080/2020	TN-350/2000		NO.	AWR			

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ITEM NO.	FOR USE IN	OEM PART NO.	PAGES PER CARTRIDGE	UNIT OF ISSUE	QTY	BRAND NAME/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	REMARKS
	BROTHER HL-1030/1230/1240/1250/1270N HL1435/1440/1450/1470N MFC-8300/8500/9650/9660/9700/9760/9800/9870/9880 FAX8350P/8360P/8750P/4100E/4750E/5750E/DCP-1400	TN-6300/430		NO.	AWR			
	BROTHER HL-1030/1230/1240/1250/1270N HL1435/1440/1450/1470N MFC-8300/8500/9650/9660/9700/9760/9800/9870/9880 FAX8350P/8360P/8750P/4100E/4750E/5750E/DCP-1400	TN-6600/460		NO.	AWR			
	BROTHER HL-1650/1670/1850/1870N HL-5030/5040/5050/5070N MFC-8420/8020/8025/8820X/8820D/8820DN DCP-8020/8025D	TN-7300/530		NO.	AWR			
	BROTHER HL-1650/1670/1850/1870N HL-5030/5040/5050/5070N MFC-8420/8020/8025/8820X/8820D/8820DN DCP-8020/8025D	TN-7600/560		NO.	AWR			
	LEXMARK X642E/X644E/X646E	X644H21P		NO.	AWR			
	LEXMARK	X654H11P		NO.	AWR			

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ITEM NO.	FOR USE IN	OEM PART NO.	PAGES PER CARTRIDGE	UNIT OF ISSUE	QTY	BRAND NAME/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	REMARKS
	X651/X652/X654/X656/X658 Series							
	TONNER TK 410			NO.	AWR			
	TONNER TN118			NO.	AWR			
	TONNER TK 5240K			NO.	AWR			
	TOONER CARTRIDGE 17A			NO.	AWR			
	TK 475	FS-6525		NO.	AWR			
T	TK 2105	TA-1800i		NO.	AWR			
	TK 475	FS-6525		NO.	AWR			
	TK 5150K	M 5526cdw		NO.	AWR			
	TK 5150C			NO.	AWR			
	TK 5150M			NO.	AWR			
	TK 5150Y			NO.	AWR			
	TK 475	FS-6525MFP		NO.	AWR			
	TK 2105	TA-1800i		NO.	AWR			
	TK 1140	M 2035dn		NO.	AWR			
	TK 8345K	TA-2551ci		NO.	AWR			
	TK 8345C			NO.	AWR			
	TK 8345M			NO.	AWR			
	TK 8345Y			NO.	AWR			

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ITEM NO.	FOR USE IN	OEM PART NO.	PAGES PER CARTRIDGE	UNIT OF ISSUE	QTY	BRAND NAME/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	REMARKS
				NO.	AWR			

**3. PHOTOCOPY PAPERS**

S/NO	ITEM DESCRIPTION	UNIT OF ISSUE	QTY	BRAND NAME / COUNTRY OF ORIGIN	UNIT PRICE	REMARKS
1	Photocopy Paper, A4, White,80 gsm	Ream	AWR			
2	Photocopy Paper, A4, Yellow,80 gsm	Ream	AWR			
3	Photocopy Paper, A4, Blue, 80 gsm	Ream	AWR			
4	Photocopy Paper, A4, Green, 80 gsm	Ream	AWR			
5	Photocopy Paper, A3, White, 80 gsm	Ream	AWR			
6	Photocopy Paper, A3, Yellow, 80 gsm	Ream	AWR			
7	Photocopy Paper, A3, Blue, 80 gsm	Ream	AWR			
8	Photocopy Paper, A3, Green, 80 gsm	Ream	AWR			

**TENDERER'S NAME AND ADDRESS** .....

.....

.....

**BUSINESS NAMES (STAMP)** .....

.....

.....

**TENDERER'S SIGNATURE** .....**CELL PHONE NO.**.....

*Note:* In case of discrepancy between unit price and total, the unit price shall prevail.

**EVALUATION CRITERIA**

**Preliminary Evaluation (Mandatory)**

	<b>ITEM DESCRIPTION</b>		
	<b>SUBMISSION OF THE FOLLOWING:-</b>	<b>YES</b>	<b>NO</b>
1	Company or Firm’s Registration Certificate/ Incorporation Certificate		
2	Valid Tax Compliance Certificate PIN & VAT		
3	Confidential Business Questionnaire - Duly Filled, signed and stamped		
4	Valid Business Permit		
5	Dealership certificate for firms supplying toners & cartridges		
6	Should attach AGPO certificate-YOUTH		
7	Copy of CR 12		
8	All pages serialized		
	<b>Responsive</b>		
	<b>Non-responsive</b>		

**Technical Evaluation**

**Technical Evaluation shall comprise scoring of bidders under various attributes in the table below - Table of Scoring Matrix.** To earn maximum scores, a bidder must (1) provide supporting documents as per criteria (2) provide very precise/specific and relevant information as per criteria (3) provide as many/much information as possible to earn more points. **A bidder must score a minimum of 60 points out of 80 points to be considered for Financial Evaluation.**

**Table of Scoring Matrix**

**Summary of Technical Score**

<b>Item</b>	<b>Description</b>	<b>Scores</b>	<b>Mark s Earn ed</b>
<b>I.</b>	<b>The company profile</b> This included binding the documents, neat presentation , separation and arrangement of requested information and general purpose to all requirements.....5 Dully filled price quotes.....5	<b>10</b>	
<b>II. I</b>	<b>Evidence of adequacy of working capital for this Contract</b> Access to line(s) of credit ----- 10 Availability of other financial resources (cash in hand, overdraft facility e.t.c) ----- 10 Bank statement for the last one year-----	<b>30</b>	

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	10		
<b>III. I</b>	<b>Qualifications of staff (attach copies of CVs, certificates, recommendations, service completion certificates etc.). To earn maximum points, tenderers must make sure education qualifications are well described and backed with evidences. Tenderers must also complete section VIII - Standard Forms</b>	<b>25</b>	
	Company Staff	One staff scores 5 marks Two staff scores 10 marks Three staff scores 15 marks Four staff scores 20 marks Five and above staff scores 25 marks	25
<b>IV. I</b>	Information regarding any litigation, current or during the last seven years, in which the tenderer is involved, the parties concerned and disputed amount(if any) Without litigation history----- 5 points. With Litigation history-----0 points	<b>5</b>	
<b>V. I</b>	Supplies done in the past five (5number) years related to	Information on past completed works of similar nature, complexity and magnitude. Bidders to provide; a) Contract agreements/LPOs, completion & handover certificate & completed Standard. Contracts value of above KES10M per year---10 points. Contracts value between KES 5M and KES10M per year----8 points Contracts value between KES 0.5m and KES5M---5points	10
	<b>TOTAL</b>		<b>80</b>

**NOTE:** Only tenders that score 60% out of 80% on technical evaluation will qualify to have their proposals for financials evaluated. Those scoring below 60% will be disqualified at this stage. Award will be given to bidders who scores 70 points and above combined (Technical and Financial).

**Financial Evaluation**

- The financial evaluation shall comprise 20% of the total marks
- The formulae for determining the financial score (SF) shall be as follows;



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- SF = 20 FM/F
- Where: SF is the financial score
- FM is the lowest fees quoted and
- F is the fees of the quotation under consideration.
- The lowest fees quoted will be allocated the maximum score of 20%. The bidder with the highest technical and financial score shall be awarded the tender.

**SECTION VIII - STANDARD FORMS**

**Notes on the sample Forms**

- 8.1 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 an authorized representative of the tenderer.
- 8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM** - This form must be completed by the tenderer and submitted with the tender documents.
- 8.3 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.
- 8.4 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.
- 8.5 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.
- 8.6 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.
- 8.7 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.
- 8.8 LETTER OF NOTIFICATION OF AWARD** - This form will be used by the procuring to notify the successful tenderers after contract award. Both the successful and unsuccessful tenderer shall be notified of the results of contract award at same time.

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**8.1- FORM OF TENDER**

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

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

\_\_\_\_\_  
*[name and address of procuring entity]*

Gentlemen and/or Ladies:

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

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

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

4. We agree to abide by this Tender for a period of **One Hundred and Twenty [120] days up to and including 29<sup>th</sup>September, 2018**from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign tender for an on behalf of \_\_\_\_\_

**8.2- CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

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

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

*Part 1 – General:*

Business Name .....

Location of business premises. ....

Plot No..... Street/Road .....

Postal Address ..... Tel No. .... Fax ..... E mail .....

Nature of Business ,.....

Registration Certificate No. ....

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

Name of you..... Branch .....

Part 2 (a) – Sole Proprietor

Your name in full ..... Age .....

Nationality ..... Country of origin .....

Citizenship details .....

Part 2 (b) Partnership

Given details of partners as follows:

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

Part 2 (c) – Registered Company

Private or Public .....

State the nominal and issued capital of company-

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Nominal Kshs. ....		Issued Kshs. ....	
Given details of all directors as follows			
Name	Nationality	Citizenship Details	Shares
1.....	.....	.....	.....
2.....	.....	.....	.....
3.....	.....	.....	.....
4.....	.....	.....	.....
5.....	.....	.....	.....

Date .....	Signature of Candidate .....
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If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

**8.3- TENDER SECURITY FORM**

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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**

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to:
2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz:
  - (a) the Tender Form and the Price Schedule submitted by the tenderer
  - (b) the Schedule of Requirements
  - (c) the Technical Specifications
  - (d) the General Conditions of Contract
  - (e) the Special Conditions of contract; and
  - (f) the Procuring entity’s Notification of Award
3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tender hereby covenants with the Procuring entity to provide the goods and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provisions of the goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the contract.

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

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring entity

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

*(Amend accordingly if provided by Insurance Company)*

**8.5- PERFORMANCE SECURITY FORM**

To .....  
[name of Procuring entity]

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

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

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

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

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signed and seal of the Guarantors

\_\_\_\_\_  
[*name of bank or financial institution*]

\_\_\_\_\_  
[*address*]

\_\_\_\_\_  
[*date*]

**8.6- MANUFACTURER’S AUTHORIZATION FORM**

To [*name of the Procuring entity*] .....

WHEREAS .....[*name of the manufacturer*] who are established and reputable manufacturers of

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..... [*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.

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*[signature for and on behalf of manufacturer]*

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

**8.7- LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

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

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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.

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- 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)* \_\_\_\_\_

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SIGNED FOR ACCOUNTING OFFICER