

SHANZU TEACHERS TRAINING COLLEGE, MOMBASA

**P.O. BOX 90533-80100
MOMBASA**

Tel: 254 724993746/254 721839419/254 726016583

Email: info@shanzuttc.ac.ke



REGISTRATION OF SUPPLIERS 2021-2023

RELEASE DATE: TUESDAY, 15TH JUNE, 2021

CLOSING DATE: WEDNESDAY, 30TH JUNE, 2021, 11:00 AM

Prepared by:

**The Procurement Department
Shanzu Teachers Training
College
P.O. Box 90533-80100
MOMBASA, KENYA**

Issued by:

**The Chief Principal
Shanzu Teachers
Training College
P.O. Box 90533-80100
MOMBASA, KENYA**

June, 2021

TABLE OF CONTENTS
Contents

		Page
1	Introduction: Invitation for Prequalification of Suppliers	3
2.	Section I: Information to Candidates.....	5
3.	Section II: Standard Forms.....	12
	i) Confidential Business Questionnaire	12
	ii) Tender Submission/Declaration	13

INVITATION FOR PRE-QUALIFICATION OF SUPPLIERS

Shanzu Teachers Training College is built on a 45 hectare land, 16km North of Mombasa Island, along the Mombasa-Malindi Road, Mombasa County. Shanzu Teachers Training College resulted from amalgamation of four smaller Teachers Training Colleges. Shanzu Teachers Training College started operating effective May, 1967. It started training P1, P2 and P3 teachers. At the moment, the College has diversified its training opportunities, as part of its contribution to the fulfillment of Vision 2030. It trains P1 teachers, ECDE teachers which has now been upgraded to Diploma training of all teachers by the Ministry of Education. The College offers other Diploma and Certificate Courses in Business related fields. The mandate of the College is advancement of knowledge through teaching, scholarly research and scientific investigation; Promotion of learning in the student body and society generally; Promotion of cultural and social life of society; Support and contribution to the realization of national economic and social development; Promotion of the highest standards in, and quality of, teaching and research; Education, training and retraining higher level professional, technical and management personnel; Dissemination of the outcomes of the research conducted by the College to the general community; Facilitation of life-long learning through provision of adult and continuing education; Fostering of a capacity for independent critical thinking among its students; and Promotion of gender balance and equality of opportunity among students and employees and Promotion of equalization for persons with disabilities, minorities and other marginalized groups. In order to carry out this mandate, the College intends to prequalify candidates for the supply of goods, services and works for the next two financial years.

The procurement process of the College is carried out under the government laid down procurement procedures, laws and Regulations.

The College Procurement function and objective is to provide quality goods works and service to the College in a cost effective and timely manner. In order to carry out the above mandate the College invites sealed applications from eligible candidates for purposes of prequalifying suppliers for goods, works and services for a period of two years 2021/2022, 2022/2023 under the following categories.

CATEGORY NO.	ITEM DESCRIPTION	TARGET GROUP
	A.SUPPLY OF GOODS	
STTC/RG/01/2021-2023	Supply and delivery of general stationery materials and computer consumables (Tonners & Cartridges)	YW&PWD
STTC/RG/02/2021-2023	Supply of computer software and software licenses, appliances and anti-virus (authorized dealers only)	OPEN
STTC/RG/03/2021-2023	Supply and delivery of computers, laptops, printers and related accessories	OPEN
STTC/RG/04/2021-2023	Supply and delivery of perishable food stuffs (vegetables and fruits)	YW&PWD
STTC/RG/05/2021-2023	Supply and delivery of dry food stuffs and cereals	OPEN
STTC/RG/06/2021-2023	Supply and delivery of dressed chicken and chicken eggs	YW&PWD
STTC/RG/07/2021-2023	Supply and delivery of meat and meat products	YW&PWD
STTC/RG/08/2021-2023	Supply and delivery of fresh milk	OPEN
STTC/RG/09/2021-2023	Supply and delivery of kitchen equipment and utensils	YW&PWD
STTC/RG/10/2021-2023	Supply and delivery of cleaning materials	YW&PWD
STTC/RG/11/2021-2023	Supply and delivery of staff/student uniforms, tailoring items, linen, curtains materials, rails and protective clothing materials	YW&PWD
STTC/RG/12/2021-2023	Supply and delivery of promotional materials (installation and design of billboards, flyers, t-shirts, caps, umbrellas, business cards, posters, banners and signage)	YW&PWD
STTC/RG/13/2021-2023	Supply and delivery of telephone/telecommunication equipments	OPEN
STTC/RG/14/2021-2023	Supply and delivery of building materials (timber, stones, sand, ballast, hardcore and related materials e.g mazeras)	OPEN
STTC/RG/15/2021-2023	Supply and delivery of general hardware materials	OPEN
STTC/RG/16/2021-2023	Supply and delivery of electrical materials	OPEN
STTC/RG/17/2021-2023	Supply and delivery of clinical drugs, fluids and dressings	OPEN
STTC/RG/18/2021-2023	Supply and delivery of fertilizer farm chemical, fungicides, insecticides and Vet drug	OPEN
STTC/RG/19/2021-2023	Supply and delivery of water treatments chemicals	OPEN
STTC/RG/20/2021-2023	Supply and delivery of teaching lab chemical, reagents and equipments	OPEN
STTC/RG/21/2021-2023	Supply and delivery of sport ware (clothing and sports equipments)	OPEN
STTC/RG/22/2021-2023	Supply and delivery of library books	OPEN
STTC/RG/23/2021-2023	Supply of newspapers and periodicals	YW&PWD
STTC/RG/24/2021-2023	Supply and delivery of office furniture (furnishing and fittings) and fabricated lecture hall furniture and fabricated beds	OPEN
STTC/RG/25/2021-2023	Supply and delivery of electronic components, instruments and equipment	OPEN
STTC/RG/26/2021-2023	Supply, delivery, installation, testing and commissioning of multimedia Equipment (CCTVS, audio visual equipment etc)	OPEN
STTC/RG/27/2021-2023	Supply, delivery, servicing and cleaning of borehole, pumps sets, motors and Cables	OPEN
STTC/RG/28/2021-2023	Supply , delivery and servicing of fire fighting equipments (fire extinguishers, alarms, smoke detectors etc)	OPEN
STTC/RG/29/2021-2023	Supply and delivery of printing materials for college press(ink and related consumables)	OPEN
STTC/RG/30/2021-2023	Supply, delivery of motor vehicle tyres, tubes, rims, batteries, wheel alignment & balancing	OPEN
STTC/RG/31/2021-2023	Supply and delivery of animal feeds	OPEN
	B. PROVISION OF SERVICES	
STTC/RG/32/2021-2023	Provision of outdoor event services tents, chairs, flowers and related Equipment	YW&PWD
STTC/RG/33/2021-2023	Provision of repair, maintenance and servicing of wide area network (wan) and local area network (LAN) (bidders MUST have ISP registration with communication authority).	OPEN
STTC/RG/34/2021-2023	Provision of servicing, repair and servicing of printing equipments(photocopiers, printers and college press equipments)	OPEN

STTC/RG/35/2021-2023	Provision of dry cleaning services	OPEN
STTC/RG/36/2021-2023	Provision of occupational health, safety and environment services	OPEN
STTC/RG/37/2021-2023	Supply, delivery, maintenance & servicing of fire-fighting equipment and Training	OPEN
STTC/RG/38/2021-2023	Provision of motor vehicle repairs and maintenance services (MUST provide certificate for ministry of public works approved garages)	OPEN
STTC/RG/39/2021-2023	Collection of hazardous materials, used oil, plastics and waste papers-must be registered with NEMA	OPEN
STTC/RG/40/2021-2023	Provision of branding of motor vehicles with STTC corporate colors	YW&PWD
STTC/RG/41/2021-2023	Provision of repairs and spray painting of motor vehicles services	OPEN
STTC/RG/42/2021-2023	Provision of air ticket services (IATA Registered)	YW&PWD
STTC/RG/43/2021-2023	Provision of hotel services in Nairobi, Mombasa, Kisumu, Nakuru Town, Naivasha and Malindi	OPEN
	C. PROVISION OF PROFESSIONAL/CONSULTANCY SERVICES	
STTC/RG/44/2021-2023	Provision of insurance brokerage services	OPEN
STTC/RG/45/2021-2023	Provision of ICT consultancy services and support services	OPEN
STTC/RG/46/2021-2023	Provision of legal services	OPEN
STTC/RG/47/2021-2023	Provision of forensic audit services	OPEN
STTC/RG/48/2021-2023	Provision of security services	OPEN
	D. PROVISION OF WORKS	
STTC/RG/49/2021-2023	Provision of small works services/ contractors (building, roads and water works)-NCA registered	YW&PWD
STTC/RG/50/2021-2023	Provision of dislodging services	OPEN
STTC/RG/51/2021-2023	Maintenance, repair and servicing of generators	OPEN
STTC/RG/52/2021-2023	Repair and maintenance of small engine equipment (e.g. Lawn mower, Power saw, etc.)	OPEN

A complete set of Pre-qualification Documents may be downloaded by interested candidates **Free of Charge** at <http://shanzuttc.ac.ke> or www.tenders.go.ke and those who have downloaded the document from the website **must forward their particulars immediately for recording and any further clarifications and addenda to procurement@shanzuttc.ac.ke.**

Completed pre-qualification documents in plain sealed envelopes clearly labeled
“PRE-QUALIFICATION FOR SUPPLIERS OF GOODS, WORKS AND SERVICES STTC/RG/
/2021/2022 - DO NOT OPEN BEFORE **Wednesday 30th June, 2021 AT 11:00a.m** and should
be deposited in the Tender Box labeled "Tender Box" situated at the Chief Principal’s Office.

SECTION I:

INFORMATION TO CANDIDATES

1. INTRODUCTION

- 1.1 Shanzu Teachers Training College will pre-qualify and enlist bidders for the supply of goods, works and services from among those who will have submitted their tenders in accordance with the tender requirements to undertake the assignments described herein. All suppliers currently pre-qualified with the College should note that they too have to reapply afresh as all other previous pre-qualifications shall stand cancelled.
- 1.2 Bidders are invited to submit a prequalification tender for the supply of goods, works and services in the categories.
- 1.3 The Pre-qualification Tender document and the Tenderers response thereof shall be the basis for pre-qualification. Tenderers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing the response.
- 1.4 The College does not bind itself to assign supply of goods, works and services but shall endeavor to ensure tenders for specific goods, works and services will be treated equitably.
- 1.5 Applicants will be informed in writing of the results of the application, without assigning any reason for the College's decision thereof.
- 1.6 Tenderers will meet all costs associated with preparation and submission of their applications.
- 1.7 It is the College's policy to require that tenderers observe the highest standard of professional and moral ethics during the selection and execution of such contracts. In pursuance of this policy, the College:
 - a) Defines for the purpose of this provision, the terms set forth below as follows:
 - i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the prequalification process; and
 - ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser (the College) of the benefits of free and open competition.
 - b) Will reject a Tender for pre-qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities for the contract in question;
 - c) Will declare a Tender ineligible for pre-qualification if at any time it determines that the Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing a similar contract;

- d) Will have the right to examine financial records relating to the performance of such services to determine capability;
- e) Will have the right to inspect the business premises of the tenderer;
- f) Will declare a Tender ineligible for pre-qualification if at any time it determines that the Tenderer has no legal capacity to enter into a contract for the procurement;
- g) Will declare a Tender ineligible for prequalification if at any time the College determines that the Tenderer is insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings related to the foregoing;
- h) Will declare a Tender ineligible for pre-qualification if at any time the College determines that the Tenderer is related to an employee of the company or a Member of Board of the College unless otherwise pre-declared to avoid conflict of interest.
- i) Will declare a Tender ineligible for pre-qualification if at any time it determines that the Tenderer has committed an offence relating to procurement, has breached a contract for procurement before by another public entity, has in procurement proceedings given false information about its actions and has been blacklisted before by another public entity.

1.8 Tenderers shall furnish information as described in the pre-qualification tender document.

1.9 Tenderers shall be aware of the provisions of corrupt and fraudulent practices as spelt out in the Public Procurement and Asset Disposal Act, 2015 and the Public Procurement and Disposal Regulations, 2006.

2. Clarification of Documents

2.1 A prospective tenderer making inquiries of the tender document may notify the College by post fax or by email at the College's address indicated in the Invitation to Tender. The College will respond in writing to any request for clarification of the tender document which it receives not later than five (5) days prior to the deadline for the submission of the tenders prescribed by the College. Written copies of the College's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all candidates who have received the tender document.

2.2 The College 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.

3 Amendment of the Tender Document

- 3.1 At any time prior to the deadline for submission of the tenders, the College, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, may modify the tendering documents by amendment.
- 3.2 All prospective Tenderers that have received the tendering documents will be notified of the amendment in writing and it will be binding on them. It is therefore important that Tenderers give the correct details when collecting the tender document.
- 3.3 In order to allow prospective Tenderers reasonable time to take any amendments into account in preparation of their tenders, the College may at its sole discretion extend the deadline for the submission of tenders based on the nature of the amendments.

4. Language of Tender

- 4.1 The tender prepared by the Tenderer, as well as all correspondence and documents relating to the tender exchanged by the Tenderer and the College shall be in written English language.

5. Documents Comprising the Tender

- 5.1 This document includes questionnaire forms and documents required from the prospective bidders. In order to be considered for pre-qualification prospective bidders must submit all the information herein requested.

6. Submission of Application

- 6.1 The Pre-qualification document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Tenderer. Any such corrections must be initialed by the person(s) who signs the pre-qualification document.
- 6.1** The Pre-qualification document should be prepared and submitted as specified in the Invitation for Pre-qualification of Suppliers on or before **Wednesday 30th June, 2021 AT 11:00a.m.**
- 6.2 Any tender received after the deadline in clause 6.1 shall be rejected as a late tender and shall not be considered.

7. Eligible Candidates

- 7.1 This prequalification document is open to all candidates who are eligible including youth, women and persons with special need as defined in Kenya's Public Procurement Law and regulations. All bidders who pass the set criteria shall be prequalified. Due diligence will be undertaken and any bidder found to be in breach and has provided false information will lead to automatic disqualification.

8. Tender Evaluation

- 8.1** The College will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.
- 8.2 Tenderers shall not contact the College on matters relating to their tender from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the Tenderer to influence the College in the evaluation shall result in the cancellation of their tender.
- 8.3 Prequalification will be based on meeting the minimum criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.
- 8.4 The applicants must have registered offices and the College reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or services.
- 8.5 Tenderers who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods, works or services as and when required.
- 8.6 The College reserves the right to accept or reject any or all tenders.
- 8.7 There shall be one phase/stage of carrying out the evaluation of pre-qualification applications:
- a) Preliminary Evaluation.

8.7.1 Preliminary Evaluation

- a) All the applications shall be sorted out according to the various categories and levels contained in the application for pre-qualification form.
- b) Pre-screening shall be done for all the applications in each category to determine responsiveness by providing copies of:
 - 1. Certificate of Incorporation / Registration
 - 2. Attach a copy of the latest CR12/CR13 certificate from the registrar of companies and the copies of National Identification cards for the directors whose names appear in the CR 12 Certificate for Limited companies and for partnership/sole proprietors attach the copies of National Identification cards for the partners/sole proprietors whose names appear in the Registration Certificate
 - 3. PIN/VAT Certificate; ;
 - 4. Valid Tax Compliance Certificate; ;
 - 5. Attach a Valid Single Business permit from a respective County Government for 2021.
 - 6. Completed Confidential Business Questionnaire; ;
 - 7. Attach a certificate of food handling for at least one staff from a respective County Government
 - 8. Dully filled signed and stamped self declaration that the person/tenderer will not engage in any corrupt or fraudulent practice;•
 - 9. Dully filled signed and stamped self declaration forms that the person/tenderer is not debarred in the matter of the Public Procurement and Asset Disposal act 2015 ;

11. Attach a Company profile; Provide company profile showing names of Directors, management team and general structure of the company.
12. Submitted prequalification documents **MUST BE** sequentially serialized failure to sequentially serialized shall lead to automatic disqualification;.
13. Submitted prequalification documents **MUST BE** tape bounded, spiral binding or any other binding shall not be accepted and result in automatic disqualification **(All bidders)**.

- c) Those who pass the mandatory evaluation shall be recommended for prequalification for a period of two years.

8.8 Information relating to preliminary evaluations of all the applications and also those who qualify for pre-qualification shall not be disclosed to applicants or any other persons not officially concerned with such process until the notification of pre-qualification results is made to all applicants.

8.9 Once the list of those who succeeded to be prequalified has been approved and ratified by the AO, the College shall notify in writing all those applicants who have been pre-qualified.

9 Other Relevant Mandatory Requirement for the below listed Categories;

9.1.1 Applicants for categories reserved for AGPO:

All applicants who wish to be registered under the categories reserved for **AGPO** –firms owned by youth, women and Persons with disabilities must:

- d) Submit/Provide a valid AGPO Registration Certificate

9.1.2 Applications for registration for **works** related services applicants will be further required to submit the following mandatory requirements;

- j) Must submit registration with National construction Authority –NCA

9.1.3 Applications for registration for **ICT related goods/services** applicants will be further required to submit the following mandatory requirements;

Must submit registration with CAK and ICTA where applicable

9.1.4 Applications for registration for **provision of laboratory and clinical items** applicants will be further required to submit the following mandatory requirements;

- 1) Registration with Pharmacy and Poisons Board (PPB) and other related regulatory Institutions –Public health

9.1.5 Application for registration for provision of **Consultancy related services** applicants will be further required to submit the following mandatory requirements;

1. Registration with IHRM and other relevant regulatory/professional bodies.

9.1.6 Application for registration for provision **Air ticketing services** applicants will be further required to submit the following mandatory requirements;

- 1) Registration with IATA and KATA
- 2) Last two years Audited Accounts 2018 & 2019 where applicable 2020
- 3) At least three (3) copies of LSO/contract for provision of brokerage insurance services in the last three (3) years
- 4) At least three (3) copies of recommendation letters for provision of ticketing services in the last three (3) years

9.1.7 **Provision of insurance brokerage services** applicants will be further required to submit the following mandatory requirements;

- i. Current registration with IRA and Member of AIBK
- ii. Last two years Audited Accounts 2018 & 2019 where applicable 2020
- iii. At least three (3) copies of LSO/contract for provision of brokerage insurance services in the last three (3) years
- iv. At least three (3) copies of recommendation letters for provision of brokerage insurance services in the last three (3) years

9.1.8 Application for registration for provision **Motor vehicle** related services/works applicants will be further required to submit the following mandatory requirements;

- 1) Registration with the State department of Public Works – Mechanical
- 2) At least three (3) copies of LSO/contract for provision of brokerage insurance services in the last three (3) years
- 3) At least three (3) copies of recommendation letters for provision of motor vehicle maintenance services in the last three (3) years

9.1 Confidentiality

9.2 Information relating to evaluation of tenders and recommendations concerning pre-qualification shall not be disclosed to the Tenderers until the pre-qualified firms have been advised accordingly.

SECTION II: STANDARD FORMS

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

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

TENDER SUBMISSION FORM

Having studied the pre-qualification information for the above tender category We/I hereby state:

- a. That the information furnished in our/my application is accurate to the best of our/my knowledge.
- b. That in case of being pre-qualified we /I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
- c. Those pre-qualified bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.
- d. We/I enclose all the required documents and information required for the pre-qualification evaluation.
- e. Our tender is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
- f. We understand you are not bound to accept either in part or whole any tender you receive.

Date:.....

Applicant's Name.....

Represented by.....

Signature.....

(Full name and designation of the person signing and stamp or seal).

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

SELF DECLARATION FORMS

REPUBLIC OF KENYA

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

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

I,of P. O. Box being a resident of in the Republic of do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of Tender No. for(insert tender title/description) for(insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(insert name of the Procuring entity) which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(name of the procuring entity)

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender

5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

.....
.....
(Title) (Signature) (Date)

Bidder's Official Stamp

SELF DECLARATION FORMS

8.9. SELF DECLARATION FORMS THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

REPUBLIC OF KENYA

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

I,, of Post Office Box being a resident of in the Republic of do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of Tender No. for(insert tender title/description) for(insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....
.....
(Title) (Signature) (Date)

Bidder Official Stamp

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

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

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

(FULL PARTICULARS)

SIGNED FOR ACCOUNTING OFFICER

PART I
FORMS FOR REVIEWS

FORM RB 1

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....

BETWEEN

.....**APPLICANT**

AND

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

**Request for review of the decision of the..... (Name of the Procuring Entity of
.....dated the...day of20.....in the matter of Tender No.....of
.....20.....**

REQUEST FOR REVIEW

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

- 1.
- 2.

By this memorandum, the Applicant requests the Board for an order/orders that:

- 1.
- 2.

SIGNED(Applicant) Dated on.....day of/...20.....

FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative
Review Board on.....day of20.....

SIGNED

Board Secretary

FORM RB 1

**REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

REQUEST NO.....OF.....20.....

BETWEEN

.....**APPLICANT**

AND

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

TO: 1) (Procuring Entity)

2)(Applicant)

3) (Interested Candidate)

HEARING NOTICE

Whereasthe **Applicant herein has instituted a complaint against**
.....((Procuring Entity) on..... (Date) particulars of which were set out in a Request
For Review served upon you on

You are hereby required to appear on the...day of20.....at.....am/pm when
the complaint against you will be heard by this Board sitting at

If you fail to appear the Applicant may proceed with the complaint and determination by
order of the Board may be made in your absence.

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

Board Secretary

PART II

FEES FOR REVIEWS

1. Administrative fee KES 5,000

2. Upon filing a request for review, the fees payable shall be as follows-

<i>AMOUNT OF TENDER</i>	<i>FEES</i>
1. TENDERS OF ASCERTAINABLE VALUE	
(a) Does not exceed KES 2,000,000	10% subject to a minimum of KES 20,000/-
(b) Exceeds KES 2,000,000/- but not over KES 50,000,000/-	The fees for tender sum of KES 2,000,000 plus an additional fee of 0.25% on the amount above KES 2,000,000
(c) Exceeds KES 50,000,000/-	The fees for tender sum of KES. 50,000,000 plus an additional fee of 0.025% on the amount above KES 50,000,000/- subject to a maximum fee of KES 250,000/-
(d) Pre-qualification, EOI and other “	KES 40, 000/-
2. Unquantified Tenders	KES 250,000/-
3. Upon request of an adjournment to a party by the Board.	Maximum amount payable fee shall be KES 20, 000/-
4. Filing a preliminary objection	KES 5, 000/-
5. The Secretary may demand additional fee if the fee paid at the time of filing is less than that ascertained to be chargeable.	