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TENDER DOCUMENT

FOR

PROVISION OF SANITARY BIN DISPOSAL SERVICES

TENDER NO. MSU/ONT/003/2025-2026

OPEN TO ALL

CLOSING/OPENING DATE:

FRIDAY, 5TH JUNE 2026

AT 11:00AM

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SECTION I - INVITATION FOR TENDERS

Date: 19th May 2026

TENDER REF. NO. MSU/ONT/SANITARY/03/2025-2026

TENDER NAME: PROVISION OF SANITARY BIN DISPOSAL SERVICES

- 1.1 Maseno University invites sealed tenders from eligible contractors for **Provision of Sanitary Bin Disposal services for a period of two years (2026-2028)**
- 1.2 Interested eligible bidders may obtain further information from and inspect the tender documents at **Procurement Office, Maseno University, Main Campus** located along **Kisumu-Busia Road** during official working hours between **8.00am and 5.00pm** Monday to Friday.
- 1.3 The tender documents may be downloaded free of charge from Maseno University website www.maseno.ac.ke or <https://tenders.go.ke>. Bidders who pick the tender documents from the Procurement Office are required to pay a non-refundable fee of **Kshs. 1,000** (Kenya Shillings One Thousand only). Bidders who have paid are required to obtain an official receipt from the cash office at Maseno University. Those who download the Tender document should send an email giving the details of their firm, contact person, telephone numbers and email addresses to po@maseno.ac.ke so that any addendum / clarifications can be sent to their email address.
- 1.4 Prices quoted should be net inclusive of all taxes, and delivery costs, must be in Kenya Shillings and shall remain valid for **one hundred and twenty (126) days** from the closing date of the tender.
- 1.5 Completed tender documents (**Original and Copy**) are to be enclosed in plain sealed envelopes, marked with the **tender number** and **name** and be deposited in the Tender Box located at the reception of Administration Block ground floor Main Campus addressed to:

**The Vice Chancellor,
Maseno University,
P.O. Box Private Bag,
Maseno.**

so as to be received on or before **5th June 2026 at 11.00 am.**

- 1.6 Bidders who send their tender documents via postal or courier services should ensure that the tender documents are received at the reception of Supply Chain Management Office on or before **Friday, 5th June 2026 at 11.00 am.**
- 1.7 Tenders will be opened immediately thereafter in the presence of the bidders' representatives who choose to attend at the University Supply Chain Management Boardroom main Campus. Only one representative per bidder will be allowed during tender opening.
- 1.8 Late Tender Documents shall be rejected and returned unopened.

SECTION II - INSTRUCTION TO TENDERERS

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SECTION II - INSTRUCTIONS TO TENDERERS

2.1. Eligible Tenderers

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to Instructions to Tenderers. Successful tenderers shall provide the cover for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2 Maseno University employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 166 of the Act.
- 2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by Maseno University to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the sanitary services under this Invitation for tenders.
- 2.1.4 Tenderers involved in the corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of Tendering

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and Maseno University, will in no case be responsible or liable for those costs. Regardless of the conduct or outcome of the tendering process
- 2.2.2 The price to be charged for the tender document shall be **Kshs.1, 000 non-refundable**
- 2.2.3 Maseno University shall allow the tenderer to review the tender document free of charge before purchase.

2.3 Contents of Tender Document

- 2.3.1 The tender documents comprise the documents listed below and addenda issued in accordance with clause 2.5 of the instructions to tenderers.

- (i) Instructions to Tenderers

- (ii) General Conditions of Contract
- (iii) Special Conditions of Contract
- (iv) Schedule of Requirements
- (v) Details of Sanitary services
- (vi) Form of Tender
- (vii) Price Schedules
- (viii) Contract Form
- (ix) Confidential Business Questionnaire Form
- (x) Tender security Form
- (xi) Performance security Form
- (xii) Security Firm's Authorization Form
- (xiii) Declaration Form
- (xiv) Request for Review Form

2.3.2 The Tenderer is expected to examine all instructions, forms, terms and specification in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

2.4 Clarification of Tender Documents

2.4.1 A Candidate making inquiries of the tender documents may notify Maseno University by post, fax or by email at Maseno University's address indicated in the Invitation for tenders. Maseno University will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of the tenders, prescribed by Maseno University. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all candidates who have received the tender documents.

2.4.2 Maseno University 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.

2.5 Amendment of Tender Documents

- 2.5.1 At any time prior to the deadline for submission of tenders, Maseno University, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing and addendum.
- 2.5.2 All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.
- 2.5.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, Maseno University, at its discretion, may extend the deadline for the submission of tenders.

2.6 Language of Tenders

- 2.6.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and Maseno University, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

2.7. Documents Comprising the Tender

- 2.7.1 The tender prepared by the tenderer shall comprise the following components:
- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 2.8, 2.9 and 2.10 below
 - (b) Documentary evidence established in accordance with paragraph 2.1.2 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
 - (c) Tender security furnished in accordance with paragraph 2.12 (if applicable)
 - (d) Declaration Form.

2.8. Form of Tender

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

2.9. Tender Prices

- 2.9.1 The tenderer shall indicate on the form of tender and the appropriate Price Schedule the unit prices and total tender price of the sanitary services it proposes to provide under the contract.
- 2.9.2 Prices indicated on the **Price Schedule** shall be the cost of the sanitary services quoted including all customs duties and VAT and other taxes payable.
- 2.9.3 Prices quoted by the tenderer shall remain fixed during the Term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.20.5

2.10. Tender Currencies

- 2.10.1 Prices shall be quoted in Kenya Shillings

2.11. Tenderers Eligibility and Qualifications

- 2.11.1 Pursuant to paragraph 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if it's tender is accepted.
- 2.11.2 The documentary evidence of the tenderer's qualifications to perform the contract if its tender is accepted shall establish to Maseno University's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

2.12. Tender Security

- 2.12.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Appendix to Instructions to Tenderers.
- 2.12.2 The tender security shall be Kshs. 60,000.00.
- 2.12.3 The tender security is required to protect Maseno University against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7

- 2.12.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form
- a) Cash.
 - b) A bank guarantee.
 - c) Such insurance guarantee approved by the Authority.
 - d) Letter of credit.
- 2.12.5 Any tender not secured in accordance with paragraph 2.12.1. and 2.12.3 shall be rejected by Maseno University as non-responsive, pursuant to paragraph 2.20.5
- 2.12.6 Unsuccessful Tenderer's tender security will be discharged or returned as promptly as possible as but not later than thirty (30) days after the expiration of the period of tender validity.
- 2.12.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30
- 2.12.8 The tender security may be forfeited:
- (a) if a tenderer withdraws its tender during the period of tender validity.
 - (b) in the case of a successful tenderer, if the tenderer fails:
 - (i) to sign the contract in accordance with paragraph 2.29 or
 - (ii) to furnish performance security in accordance with paragraph 2.30.
 - (c) If the tenderer reject correction of an arithmetic error in the tender.

2.13. Validity of Tenders

- 2.13.1 Tenders shall remain valid for **126 days** after date of tender opening pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by Maseno University as non-responsive.
- 2.13.2 In exceptional circumstances, Maseno University may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer granting the request will not be required nor permitted to modify its tender.

2.14. Format and Signing of Tenders

- 2.14.1 The tenderer shall prepare an original and a copy of the tender, clearly marking each **"ORIGINAL TENDER"** and **"COPY OF TENDER,"** as appropriate. In the event of any discrepancy between them, the original shall govern.
- 2.14.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for un-amended printed literature, shall be initialed by the person or persons signing the tender.
- 2.14.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

2.15 Sealing and Marking of Tenders

- 2.15.1 The tenderer shall seal the original and the copy of the tender in separate envelopes, duly marking the envelopes as **"ORIGINAL TENDER"** and **"COPY OF TENDER"**. The envelopes shall then be sealed in an outer envelope.
- 2.15.2 The inner and outer envelopes shall:
- (a) be addressed to Maseno University at the address given in the Invitation to Tender.
 - (b) bear tender number and name in the invitation to tender and the words, **"DO NOT OPEN BEFORE 5th June 2026 at 11.00 am"**
- 2.15.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared "late".
- 2.15.4 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, Maseno University will assume no responsibility for the tender's misplacement or premature opening.

2.16. Deadline for Submission of Tenders

- 2.16.1 Tenders must be received by Maseno University at the address specified under paragraph 2.15.2 not later than **5th June 2026 at 11.00 am**

- 2.16.2 Maseno University may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5.3 in which case all rights and obligations of Maseno University and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.
- 2.16.3 Bulky tenders which will not fit the tender box shall be received by Maseno University as provided for in the appendix.

2.17. Modification and Withdrawal of Tenders

- 2.17.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by Maseno University prior to the deadline prescribed for submission of tenders.
- 2.17.2 The tenderer's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of paragraph 2.15. a withdrawal notice may also be sent by fax or email but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.
- 2.17.3 No tender may be modified after the deadline for submission of tenders.
- 2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.7.

2.18. Opening of Tenders

- 2.18.1 Maseno University will open all tenders in the presence of tenderers' representatives who choose to attend, on **5th June 2026 at 11.00 am** and in the location specified in the invitation for tenders. The tenderers' representatives who are present shall sign a register evidencing their attendance.
- 2.18.2 The tenderers' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as Maseno University, at its discretion, may consider appropriate, will be announced at the opening.
- 2.18.3 Maseno University will prepare minutes of the tender opening, which will be submitted to tenderers that signed the tender opening register and will have made the request.

2.19 Clarification of Tenders

- 2.19.1 To assist in the examination, evaluation and comparison of tenders Maseno University 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.
- 2.19.2 Any effort by the tenderer to influence Maseno University's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.20 Preliminary Examination and Responsiveness

- 2.20.1 Maseno University 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.
- 2.20.2 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 quantity, 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
- 2.20.3 Maseno University 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.
- 2.20.4 Prior to the detailed evaluation, pursuant to paragraph 2.20, Maseno University 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. Maseno University's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 2.20.5 If a tender is not substantially responsive, it will be rejected by Maseno University and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

2.21. Conversion to single currency

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

2.22. Evaluation and Comparison of Tenders

2.22.1 Maseno University will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

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

(a) operational plan proposed in the tender;

(b) deviations in payment schedule from that specified in the Special Conditions of Contract

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

(a) Operational Plan

(i) Maseno University requires that the sanitary services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenders offering to perform longer than Maseno University's required delivery time will be treated as non-responsive and rejected.

(b) Deviation in payment schedule

Tenderers shall state their tender price for the payment on schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. Maseno University may consider the alternative payment schedule offered by the selected tenderer.

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

2.23. Contacting Maseno University

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

2.23.2 Any effort by a tenderer to influence Maseno University in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the Tenderers' tender.

2.24 Post-qualification

2.24.1 Maseno University will verify and determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.24.2 The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.11.2, as well as such other information as Maseno University deems necessary and appropriate

2.24.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event Maseno University will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

2.25 Award Criteria

2.25.1 Subject to paragraph 2.29 Maseno University will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily. Due diligence shall be carried out to the successful bidder before award of contract.

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

- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- (b) Legal capacity to enter into a contract for procurement
- (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- (d) Shall not be debarred from participating in public procurement.

2.26. Maseno University's Right to accept or Reject any or all Tenders

2.26.1 Maseno University 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 Maseno University's action. If Maseno University determines that none of the tenders is responsive, Maseno University shall notify each tenderer who submitted a tender.

2.26.2 Maseno University shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.26.3 A tenderer who gives false information in the tender document about 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.

2.27 Notification of Award

2.27.1 Prior to the expiration of the period of tender validity, Maseno University will notify the successful tenderer in writing that its tender has been accepted.

2.27.2 The notification of award will signify the formation of the contract subject to the signing of the contract between the tenderer and Maseno University pursuant to clause 2.9. Simultaneously the other tenderers shall be notified that their tenders were not successful.

- 2.27.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.29 Maseno University will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

2.28 Signing of Contract

- 2.28.1 At the same time as Maseno University notifies the successful tenderer that its tender has been accepted, Maseno University will simultaneously inform the other tenderers that their tenders have not been successful.
- 2.28.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to Maseno University.
- 2.28.3 The contract will be definitive upon its signature by the two parties.
- 2.28.4 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

2.29 Performance Security

- 2.29.1 The successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in a form acceptable to Maseno University.
- 2.29.2 Failure by the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event Maseno University may make the award to the next lowest evaluated tender or call for new tenders.

2.30 Corrupt or Fraudulent Practices

- 2.30.1 Maseno University requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

- 2.30.2 Maseno University will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question
- 2.30.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public Procurement in Kenya.

APPENDIX TO INSTRUCTIONS TO TENDERERS

The following information for the provision of sanitary services shall complement, supplement, or amend, the provisions on the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

INSTRUCTION TO TENDER REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
2.1	<i>Eligible tenderers: Firms Offering Sanitary Services (Open to all)</i>
2.12	Form of Tender Security: Tender Securing Declaration in the format provided
2.15.2 (b)	<i>Day, date and time of tender closing: FRIDAY, 5TH JUNE 2026 AT 11.00 AM</i>
2.16.1	<i>Tender Language: ENGLISH</i>
2.16.3	<i>Bulky Tenders: SHALL BE RECEIVED IN THE SUPPLY CHAIN MANGEMENT OFFICE</i>
2.18.1	<i>Tender opening: THE TENDERS SHALL BE OPENED AT MASENO UNIVERSITY SUPPLY CHAIN MANAGEMENT BOARDROOM</i>
2.20.1	<i>No correction of errors. The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way.</i>

SECTION III - GENERAL CONDITIONS OF CONTRACT

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SECTION III - GENERAL CONDITIONS OF CONTRACT

3.1. Definitions

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

- (a) "The Contract" means the agreement entered into between Maseno University and the tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) "The Contract Price" means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations
- (c) "The Services" means services to be provided by the tenderer including any documents, which the tenderer is required to provide to Maseno University under the Contract.
- (d) "Maseno University" means the organization procuring the services under this Contract
- (e) "The Contractor" means the organization or firm providing the services under this Contract.
- (f) "GCC" means the General Conditions of Contract contained in this section.
- (g) "SCC" means the Special Conditions of Contract
- (h) "Day" means calendar day

3.2. Application

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

3.3. Standards

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

3.4. Use of Contract Documents and Information

3.4.1 The Contractor shall not, without Maseno University's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of Maseno University in connection therewith, to any person other than a person employed by the contractor in the performance of the Contract.

3.4.2 The Contractor shall not, without Maseno University's prior written consent, make use of any document or information enumerated in paragraph 2.4.1 above.

3.4.3 Any document, other than the Contract itself, enumerated in paragraph 2.4.1 shall remain the property of Maseno University and shall be returned (all copies) to Maseno University on completion of the contract's or performance under the Contract if so required by Maseno University.

3.5. Patent Rights

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

3.6 Performance Security

3.6.1 Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to Maseno University the performance security where applicable in the amount specified in SCC.

3.6.2 The proceeds of the performance security shall be payable to Maseno University as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.

3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to Maseno University and shall be in the form of:

- a) Cash.

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

3.6.4 The performance security will be discharged by Maseno University and returned to the Candidate not later than thirty (30) days following the date of completion of the Contractor's performance of obligations under the Contract, including any warranty obligations, under the Contract.

3.7. Delivery of services and Documents

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

3.8. Payment

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

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

3.9. Prices

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

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

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

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

3.10. Assignment

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

3.11. Termination for Default

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

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

3.11.2 In the event Maseno University terminates the contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those un-delivered, and the Contractor shall be liable to Maseno University for any excess costs for such similar services. However the contractor shall continue performance of the contract to extent not terminated.

3.12. Termination for Insolvency

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

3.13. Termination for Convenience

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

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

3.14 Resolution of Disputes

3.14.1 Maseno University and the contractor shall make every effort to resolve amicably by direct informal negotiations and disagreement or disputes arising between them under or in connection with the contract

3.14.2 If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

3.15. Governing Language

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

3.16. Applicable Law

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

3.17 Force Majeure

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

3.18 Notices

3.18.1 Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by Fax or Email and confirmed in writing to the other party's address specified in the SCC.

3.18.2 A notice shall be effective when delivered or on the notices effective date, whichever is later.

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

4.1 These Special Conditions of Contract shall apply in regard to this contract. Whenever there is a conflict between the General Conditions of Contract (GCC) and the Special Condition of Contract (SCC), the provision herein shall prevail and supersede over those in the General Conditions of Contract.

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

REFERENCE OF GENERAL CONDITIONS OF CONTRACT	SPECIAL CONDITION OF CONTRACT
2.14.2 Number of tender documents	(TWO) One Original and One copy
3.6 Performance security	NONE
3.7 Delivery of Services	As specified in schedule of requirements
3.8 Payment	As shall be specified in the contract
3.9 Price adjustment	As shall be specified in the contract
3.16 Applicable law	Laws of Kenya
3.18 Notices	The Vice Chancellor Maseno University P.O. Box Private Bag Maseno

EVALUATION TOOL

Stage 1: Mandatory Documents

These are mandatory requirements and bidders are expected **to attach all the documents** in order to proceed to the next stage of evaluation. This stage shall be evaluated on a **YES/NO** basis.

S/No.	Particulars	YES/No
1.	Form of Tender (duly filled, signed and stamped by the tenderer)	
2.	Attach a copy of Valid Tax Compliance Certificate from Kenya Revenue Authority (will be verified online through KRA's TCC Checker)	
3.	A proof of a valid Tender Security of Kshs. 60,000.00 from a reputable bank or Insurance Firm	
4.	A copy of Current Trading License/Business Permit	
5.	Copy of Certificate of registration/Incorporation and/or change of name	
6.	Confidential Business Questionnaire Form (duly filled, signed and stamped)	
7.	Tenders submitted should be tape binded (spiral binding & use of box files will not be accepted) and returned in order and pages provided in the advertisement to tender. All bidders are required to submit their documents paginated in a continuous ascending order i.e. sequentially paginated, from the first page to the last in this format; (i.e. 1, 2, 3..... n where n is the last page)".	
8.	Must provide certified audited financial accounts for the last two years (2022/2023 & 2023/2024) . <i>The practicing number of the independent auditor i.e. CPA Member/firm signing the accounts must be indicated in the independent's auditors report, Auditors practicing license for corresponding years be attached for the CPA Firm/Member signing the accounts, the Accounts be complete (Full Audited Accounts and not sections of it) etc.</i>	
9.	Must return two (2) tender documents (one original and one copy) .	
10.	Must fill, sign and stamp anti-corruption declaration form available in the tender document	
11.	Must fill, sign and stamp anti-fraudulent practice declaration form available in the tender document	
12.	Must fill, sign and stamp non-debarment declaration form available in the tender document	
13.	Attach a valid NEMA License	
14.	A valid Compliance Certificate from the National Social Security Fund (NSSF)	
15.	Must show proof of adequate financial resources in forms of access to bank credit facility and/or balances	

16.	A valid Compliance Certificate from the Social Health Authority (SHA)	
17.	Proof of having attended OSHA(Occupational and Safety Health Administration course) and must submit OSHA Certificate	
18.	Dully Filled Beneficial Ownership Form	

NOTE: Bidders should note that all the above requirements are mandatory. Failing to attach any will lead to automatic disqualification at this stage.

STAGE 2: Technical evaluation

This stage will be evaluated on a scoring basis as follows:

SNO	EVALUATION ATTRIBUTES	SCORES	MAX SCORES
1.	Evidence of physical address	Title deed/lease agreement/Utility bills – 10mks	10
2.	Number of years in the business as evidenced in business registration/certificate of incorporation	Above 5 years – 15mks 3 – 5 years – 10mks Below 3 years – 5mks	15
3.	(i) Attach three evidences from institutions public/private where the firm had offered sanitary services of 2M and above within the last five years i.e. Letter of award/signed contract/LPOs/LSOs (ii) Recommendation letters from at least 3 Public or Private Institutions listed under (i) above in clients letter head. (Attach evidence in each category).	Each letter of award/signed contract/LPO/LSO - @5mks, max of three evidences Recommendation letters- 5 mks max of three evidences	30
4.	Proof of ownership of sanitary Equipment and accessories owned by the firm (Ownership/Lease agreement)	Log book of Vehicles - 5mks Sanitary Bins – 5mks Personnel – 5mks	15
5.	Provide educational qualification of two top managers: Attach support documents i.e. CVs, copies of academic and professional certificates	Degree – 6mks Diploma - 3mks	6
6.	Provide valid compliance certificate from Ministry of Labour	Valid certificate – 2mks	2
7.	Evidence of relevant, current and valid insurance covers e.g. Workman's Compensation, Fidelity, Public Liability and All Risks Covers.	Valid insurance certificate – 2mks	2
8.	Evidence of incineration from the County Government	Attach evidence – 20mks	20
	Total		100

NOTE: To qualify for financial evaluation stage bidders are expected to score at least

70 marks out of maximum possible **100 marks** at the technical evaluation stage.

STAGE 3: FINANCIAL EVALUATION

NOTE: Evaluation using the following formula: Price quoted shall contribute to 30 marks of the total score and this shall be evaluated relatively on the basis of lowest quoted price using the formula

$$P_c = PL / P \times 100$$

Where; P_c is the allocated score,

PL is the lowest quoted price of bids passing the technical evaluation and P is the bidder's price under consideration.

The total score is the sum of the technical evaluation score plus the financial evaluation score. The successful bidder shall be awarded the contract on the basis of combined score and in consideration of due diligence report: Technical and Financial.

STAGE 4: DUE DILIGENCE

Due diligence may be carried out to the successful bidder as ranked in the financial stage (Highest combined technical and financial score).

AWARD OF CONTRACT

The bidder with the highest combined Technical and Financial scores shall be awarded the tender upon confirmation of the documented evidences submitted.

Note:

- 1. In case of a tie in the combined score, the bidder with the lowest tender sum shall be awarded the contract.**
- 2. In case of a tie in the tender sum, the bidder with the highest combined score shall be awarded the contract.**

SECTION V - SCHEDULE OF REQUIREMENTS

TERMS OF REFERENCE FOR SANITARY SERVICES

Maseno University intends to engage a professional firm registered in all categories to provide comprehensive sanitary services in the main campus and all other campuses managed by the University.

NB: All bins should have the following hygienic solutions:

1. Anti-microbial technology to help prevent spread of germs and inhibit the growth of bacteria.
 2. Large aperture to allow easy disposal of waste.
 3. Modesty flap for discreet disposal and prevention of exposure to contents and to prevent odour release.
 4. Quite reliable operation for hygienic discreet use.
 5. Surface specifically designed to enhance hygiene standards and help make cleaning easier
 6. Easy to wipe and finger print resistant.
- ***Sanitary Disposal Units to be serviced fortnightly schedule of servicing shall be provided by university.***

SECTION VI - PRICE SCHEDULE OF SERVICES

PRICE SCHEDULE FORM

The service provider should indicate the cost that is necessary to meet the requirements of Maseno University. The price quotation should include all applicable taxes for purposes of the price schedule and shall adhere to itemized Description below upon contract execution.

S/NO	AREA	NO. REQUIRED
1.	New Tuition Block	20
2.	College Campus	40
3.	New Library	35
4.	Millennium	15
5.	Microbiology Lab	2
6.	School of Medicine	9
7.	School of Computing	5
8.	New Ablution Siriba	5
9.	Academic Wing A & B	5
10.	Zoology	4
11.	Workshop-Carpentry	3
12.	Dean Of Science Offices	1
13.	Physics Lab	4
14.	Graduation Square	7
15.	Estates/Siriba Cafeteria	4
16.	Odera Akang'o	18
17.	Varsity Plaza	33
18.	Kisumu Hotel	14
19.	Hostels	367
20.	School of Pharmacy	1
	Total	592

Specifications

- 1) Pedal driven bins – capacity 20 litres
- 2) Tight fighting lid covers
- 3) Provision on internal liners
- 4) Regular frequency/intervals of disposal to be done once every two weeks.

PLEASE NOTE THE FOLLOWING:

- During servicing, deliver clean and sanitized unit to the site and old unit to be returned for cleaning.
- Do not use messy and unsanitary plastic liners and all the bins must be properly washed

- Service sheet / cards are to be used during all servicing and signed by both client and service provider.
- Friendly female trained staffs are required to exchange the units.
- Attractive sanitary disposal bins of various designs, colours and capacities suiting all locations.
- Powder deodorize should be placed in the sanitary bins to break down the bacteria and remove unpleasant odour.
- Toilet cubicles vary enormously and a sanitary bin should fit easily between the toilet and wall yet is large enough to have maximum capacity.
- The spray formulations/ perfumes used must eliminate odors and odorizing, it should be a choice of unique refreshing fragrance with a burst release for strong and long 'hang' time of fresh air.
- The service provider employees shall carry proper identification for the purpose of identifying themselves to the university.
- The service provider shall place a company sticker and bin operation instruction in all ladies' washrooms.

Duties to observe

- The service provider shall at all-time cooperate with university administration and on instructions authorized by the university administration rectify any breaches or faults identified in the service provision.
- Service schedule shall be agreed with the university and service dates should be strictly adhered to.
- Servicing shall be done during working i.e. 8am - 5pm.
- Servicing shall not be done on weekends or public holiday days. Service provider shall make prior arrangements in case service dates fall on any these days.
- Quantity of bins can be revised as need arises.

NB: Note: Price quoted to include VAT and necessary Capacity Building Levy (CBL).

Amount in words (AS STATED IN THE FORM OF TENDER): Kenya shillings:

Name _____

Signature _____

Date _____

Company Seal / Business Stamp

NOTE:

- i) In case of discrepancy between total price and the price stated on form of tender, the price on form of tender shall prevail.
- ii) The successful bidder shall enter into a 2 (two) year contract, renewable in the second year upon satisfactory performance.
- iii) Payments shall be made at the end of every Month within 30 days upon receipt of Invoice(s) or as shall be agree

SECTION VII - STANDARD FORMS

Notes on the standard Forms

1. **Form of TENDER**- The form of Tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. **Price Schedule Form** -The price schedule form must similarly be completed and submitted with the tender.
3. **Contract Form** -The contract form shall not be completed by the tenderer at the time of submitting the tender. The contract form shall be completed after contract award and should incorporate the accepted contract price.
4. **Confidential Business Questionnaire Form** - This form must be completed by the tenderer and submitted with the tender documents.
5. **Tender Security Form** -When required by the tender document the tenderer shall provide the tender security either in the form included hereinafter or in another format acceptable to Maseno University.
6. **Performance security Form** -The performance security form should not be completed by the tenderer 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 Maseno University.
7. **Tender Securing Declaration Form** - The tenderer shall provide the tender securing declaration in the form included.

FORM OF TENDER

TO: The Vice Chancellor,

Date _____

Maseno University
P.O Box Private Bag
MASENO

Gentlemen and/or Ladies

1. Having examined the tender documents including Addenda No (Insert number). The receipt of which is hereby duly acknowledged, we the undersigned, offer to provide sanitary services in conformity with the tender documents at a total annual sum of Kshs.

.....

(Total tender amount in words and figures, Quotation to include all charges and taxes and be in Kenya shillings)

Or such other sum as may be ascertained with the schedule of prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to provide sanitary services in accordance with the delivery schedule specified in the schedule of requirements.
3. We agree to abide by this Tender for a period of 120 days from the date fixed for tender opening as per the instructions to bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. Until a formal Contract is prepared and executed, this tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.
5. 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 and on behalf of _____

TENDER SECURING DECLARATION FORM

[The Tenderer shall complete this Form in accordance with the instructions indicated]

Date: [insert date (as day, month and year) of Proposal Submission] Tender No. [insert number of bidding process]

To: [insert complete name of Client]

I, the undersigned, declare that:

1. I understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

2. I accept that we will automatically be suspended from being eligible for bidding in any contract with the Client for the period of time of 2years starting on [insert date], if I am in breach of my obligation(s) under the bid conditions, because I –
 - (a) have withdrawn my Bid during the period of bid validity specified in the Information to Consultants; or

 - (b) having been notified of the acceptance of my Bid by the Client during the period of bid validity, fail or refuse to execute the Contract, if required, or

3. I understand that this Bid Securing Declaration shall expire if I am not the Successful Bidder, upon the earlier of:
 - (i) My receipt of a copy of your notification of the name of the successful Bidder; or

 - (ii) Thirty days after the expiration of validity of my Tender.

Signed: [insert signature of the consultant)

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

FIRM'S AUTHORIZATION FORM

TO: Maseno University of Science and Technology

WHEREAS _____
(Name of the firm)

Who are established and reputable firm of _____
(Name and/or description of the service)

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 services.

We hereby extend our full guarantee and warranty as per the General conditions of Contract for the service offered for supply by the firm against this Invitation for Tenders.

(Signature for and of behalf of the firm)

Note: This letter of authority should be in the letterhead of the Firm and should be signed by a person competent.

**SELF-DECLARATION FORM
ANTI-CORRUPTION DECLARATION**

We (*insert the name of the company*) _____
declares and guarantees that no offer, gift or payment, consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone by our organization or agent, either directly or indirectly, as an inducement or reward for the award or execution of this procurement.

In the event the above is contravened we accept that the following to apply—

- a) The person shall be disqualified from entering into a contract for the procurement; or
- b) If a contract has already been entered into with the person, the contract shall be voidable at the option of EACC.
- c) The voiding of a contract by the procuring entity under subsection (b) does not limit any other legal remedy That EACC may have.

Name _____

Signature _____

Date _____

Company Seal / Business Stamp

ANTI-FRAUDULENT PRACTICE DECLARATION

We (insert the name of the company) _____
declares and guarantees that no person in our organization has or will be involved
in a fraudulent practice in any procurement proceeding.

Name _____

Signature _____

Date _____

Company Seal / Business Stamp

NON - DEBARMENT DECLARATION

We (insert the name of the company) _____
declares and guarantees that no director or any person who has any controlling
interest in our organization has been debarred from participating in a procurement
proceeding.

Name _____

Signature _____

Date _____

Company Seal / Business Stamp

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part _____ General:

Business Name

.....

Location of business premises

.....

Plot No. Street/Road

Postal Address Tel. No..... Fax

.....

Email

Nature of business

Registration Certificate No.

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

.....

Name of your bankers Branch

Part 2(a) – Sole Proprietor:

Your name in full Age

Nationality Country of origin

Citizenship details.....

Part 2(b) – Partnership

Give details of partners as follows

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

Part 2(c) – Registered Company:

Private or public

.....

State the nominal and issued capital of the company –

Nominal Kshs..
Issued Kshs.....

Give details of all directors as follows

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

Date.....Signature of Tenderer

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

CONTRACT FORM

THIS AGREEMENT made on the _day of _20 _ between Maseno University of P.O Box Private Bag, Maseno (hereinafter called "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 university invited tenders for provision of sanitary services to the University and has accepted a tender by the tenderer for the above in the sum of

(*Contract price in words and figures*) hereinafter called "*the contract price*")

NOW THIS AGREEMENT WITNESS AS FOLLOWS

1. In this agreement words and expression shall have the same meanings as are respective 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 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 University's Notification of Award
3. In consideration of the payments to be made by the University to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the University to provide the service and to remedy defects therein in conformity in all respects with the provisions of the contracts.
4. The University hereby covenants to pay the tenderer in consideration of the provision of the services and remedying of defects therein, the Contract price or such other sum as may become payable under the provision of the contracts at the time and in the manner prescribed by the contract.

IN WITNESS whereof the parties here to have caused this Agreement to be executed in accordance with their respective laws on the day and year written

Signed sealed, delivered by _____ the _____ (for the university)

Signed sealed, delivered by _____ the _____ (for the tenderer)

In the presence of _____

TENDER SECURITY FORM

Whereas [*name of Bidder*] (hereinafter called <the tenderer> has submitted its bid dated [*date of submission of bid*] for the provision of sanitary services (hereinafter called <the tender?

KNOW ALL PEOPLE by these presents that WE [*name of bank*] of [*name of country*], having our registered office at [name of Maseno University] (hereinafter called < Maseno University > in the sum of [*state the amount*] for which payment well and truly to be made to the said Maseno University, 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 Maseno University on the Form; or
2. If the tender, having been notified of the acceptance of its tender by Maseno University 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 tenders.

We undertake to pay to Maseno University up to the above amount upon receipt of its first written demand, without Maseno University having to substantiate its demand, provided that in its demand Maseno University will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the conditions, specifying the occurred condition(s)

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 stated date.

[Authorized Signatories and official stamp of the Bank]

(Amend accordingly if provided by Insurance Company)

PERFORMANCE SECURITY FORM

To:
Maseno University

WHEREAS [name of tenderer]
(Hereinafter called "the tenderer") has undertaken, in pursuance of Contract No. _____
_ [reference number of the contract] dated _____ to
20 _____ supply
[description of sanitary services] (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 a 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 figures], 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 of money within the limits of
..... [Amount of guarantee] as aforesaid, without your 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 _____

Signature and seal of the Guarantors

[Name of bank of financial institution]

[Address]

[Date]

(Amend accordingly if provided by Insurance Company)

LETTER OF NOTIFICATION OF AWARD

The Vice Chancellor
Maseno University
P.O. Box Private Bag
Maseno

To: _____

RE: Tender No. _____

Tender Name _____

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

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

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

FORM RB 1

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

APPLICATION NO.....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.....Fax No.....Tel. No..... Email

....., hereby request the Public Procurement Administrative Review Board to
review the whole/part of the above mentioned decision on the following grounds,
namely:-

- 1.
- 2. etc.

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

- 1.
- 2. etc

SIGNED(Applicant)

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

FOR OFFICIAL USE ONLY

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

SIGNED
Board Secretary

FORM NO. 8 BENEFICIAL OWNERSHIP DISCLOSURE FORM

INSTRUCTIONS TO TENDERERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form ("Form") is to be completed by the successful tenderer. In case of joint venture, the tenderer must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Tenderer is any natural person who ultimately owns or controls the Tenderer by meeting one or more of the following conditions:

- *Directly or indirectly holding 25% or more of the shares.*
- *Directly or in directly holding 25% or more of the voting rights.*
- *Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer.*

Tender Reference No.: _____ [insert identification no]

Name of the Assignment: _____ [insert name of the assignment] to:
 _____ [insert complete name of Procuring Entity]

In response to your notification of award dated _____ [insert date of notification of award] to furnish additional information on beneficial ownership: _____ [select one option as applicable and delete the options that are not applicable]

I) We here by provide the following beneficial ownership information.

Details of beneficial ownership

Identity of Beneficial Owner	Directly or indirectly holding 25% or more of the shares (Yes / No)	Directly or indirectly holding 25 % or more of the Voting Rights (Yes / No)	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer (Yes / No)
[include full name (last, middle, first), nationality, country of residence]			

OR

ii) *We declare that there is no Beneficial Owner meeting one or more of the following conditions: directly or indirectly holding 25% or more of the shares. Directly or indirectly holding 25% or more of the voting rights. Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer.*

OR

We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Tenderer shall provide explanation on why it is unable to identify any Beneficial Owner]

Directly or indirectly holding 25% or more of the shares. Directly or indirectly holding 25% or more of the voting rights.

Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer]”

Name of the Tenderer:[insert complete name of the Tenderer]_____*

*Name of the person duly authorized to sign the Tender on behalf of the Tenderer: ** [insert complete name of person duly authorized to sign the Tender]*

Title of the person signing the Tender: [insert complete title of the person signing the Tender]

Signature of the person named above: [insert signature of person whose name and capacity are shown above]

Date signed [insert date of signing] day of..... [Insert month], [insert year]