COUNTY GOVERNMENT OF BOMET

TENDER NO: CGB/LHUP/003/2022-2023

TENDER FOR PURCHASE OF LAND FOR STADIUM FOR BOMET COUNTY

CLOSING DATE: TUESDAY, 20TH JUNE 2023

TIME: 11.00 AM

INVITATION TO TENDER

PROCURING ENTITY: **COUNTY GOVERNMENT OF BOMET, P.O. BOX 19, 20400 BOMET**

CONTRACT NAME AND DESCRIPTION: **TENDER FOR PURCHASE OF LAND FOR STADIUM FOR BOMET COUNTY**

1. The **COUNTY GOVERNMENT OF BOMET – DEPARTMENT OF LAND, HOUSING AND URBAN PLANNING** invites sealed tenders for the **TENDER FOR PURCHASE OF LAND FOR STADIUM FOR BOMET COUNTY.**

2. Tendering will be conducted under an open competitive method using a standardized tender document. Tendering is open to all qualified and interested Tenderers.

3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hour's i.e **0800hrs** to **1700hrs** at the address given below.

   HEAD OF SUPPLY CHAIN MANAGEMENT

   COUNTY GOVERNMENT OF BOMET

   PROCUREMENT OFFICE – OPPOSITE TWIGGS ANNEX

   P.O. BOX 19, 20400

   BOMET.

4. Tendered documents may be viewed and downloaded free of charge from the website **www.bomet.go.ke** or **www.tenders.go.ke** or **www.ppip.go.ke**.

5. Completed tenders must be sealed, tender description and number clearly indicated delivered and deposited at the tender box situated at the procurement office – opposite Twiggs annex or to the address below on or before **Tuesday, 20th June 2023, Time at 11:00AM**.

   COUNTY SECRETARY

   COUNTY GOVERNMENT OF BOMET

   P.O. BOX 19, 20400

   BOMET.

6. Tenders will be opened immediately after the deadline, date, and time specified above or any deadline, date, and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.

   PROCUREMENT OFFICE – OPPOSITE TWIGGS ANNEX

   COUNTY GOVERNMENT OF BOMET

   P.O. BOX 19, 20400

   BOMET.

7. Late tenders will be rejected.

DIRECTORATE OF SUPPLY CHAIN MANAGEMENT

FOR: COUNTY SECRETARY AND HEAD OF PUBLIC SERVICE

Name **DAVID K. KOECH**

Designation **CHIEF OFFICER, DEPARTMENT OF LANDS, HOUSING AND URBAN PLANNING**

Signature _____

Date

PART 1 - TENDERING PROCEDURES

SECTION I -INSTRUCTIONS TO TENDERERS

A General Provisions

1. Scope of Tender

1.1 The Procuring Entity as define in the TDS invites tenders for offer for sale immovable property (i.e) (land or land and buildings) as specified in Section V, Schedule of Requirements. The name of the Procuring Entity (*the Procuring Entity*), identification and reference number of this Tender Document are **specified in the TDS.**

2. Definitions

2.1 Throughout this tendering document: the term "in writing" means communicated in written form (e.g. by mail, e-mail, including if specified in the TDS, distributed or received through the electronic-procurement system used by the Procuring Entity) with proof of receipt; if the context so requires, "singular" means "plural" and vice versa; "Day" means calendar day, unless otherwise specified as "Business Day". A Business Day is any day that is an official working day of the Procuring Entity. It excludes official public holidays.

3. Fraud and Corruption

3.1 The Procuring Entity requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015, Section 62 "Declaration not to engage in corruption". The tender submitted by a person shall include a declaration that the person shall not engage in any corrupt or fraudulent practice and a declaration that the person or his or her sub-contractors are not debarred from participating in public procurement proceedings.

3.2 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any tenderer found to have engaged in collusive conduct shall be disqualified and criminal land/or civil sanctions may be imposed. To this effect, Tenders shall be required to complete and sign the "Certificate of Independent Tender Determination" annexed to the Form of Tender.

3.3 Unfair Competitive Advantage - Fairness and transparency in the tender process require that the firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment to this tender. To that end, the Procuring Entity shall indicate in the Data Sheet and make available to all the firms together with this tender document all information that would in that respect give such firm any un fair competitive advantage over competing firms.

3.4 Tenderers shall permit and shall cause their agents (whether declared or not), subcontractors, sub-consultants, service providers, suppliers, and their personnel, to permit he Procuring Entity to inspect all accounts, records and other documents relating to any initial selection process, prequalification process, tender submission, proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Procuring Entity.

4. Eligible Tenderers

4.1 A Tenderer may be a firm that is a private entity, or a state-owned enterprise or institution. Tenderers shall be the legal owner of the property being offered for sale and the property offered shall be legally registered in their names. Tenderer shall provide evidence of such ownership and registration. A firm that is a Tenderer can participate in more than one Tender, depending on the items being offered for sale.

4.2 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to tender or be awarded a contract. Public Officers are also not allowed to participate in any procurement proceedings.

4.3 A Tenderer shall not have a conflict of interest. Any Tenderer found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest for the purpose of this Tendering process, if the Tenderer:

i) Directly or in directly controls, is controlled by or is under common control with another Tenderer;
ii) Or receives or has received any direct or indirect subsidy from another Tenderer; or has the same – representative or ownership as another Tenderer; or has a relationship with another Tenderer, directly or

through common third parties, that put sit in a position to influence the Tender of another Tenderer, or influence the decisions of the Procuring Entity regarding this Tendering process; or

iii) any of its affiliates participated as a consultant in the preparation of the design nor technical specifications of the works that are the subject of the Tender; or

iv) any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity or Procuring Entity for the Contract implementation; or

v) would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the project specified in the ITT 2.1 that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or

vi) has a close business or family relationship with a professional staff of the Procuring Entity (or of the project implementing agency, who:

i) are directly or indirectly involved in the preparation of the tendering document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or

ii) Would be involved in the implementation or supervision of such Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the Tendering process and execution of the Contract.

4.4 A tenderer shall not be involved in corrupt, coercive, obstructive or fraudulent practice. A tenderer that is proven to have been involved in any of these practices shall be automatically disqualified and would not be awarded a contract

4.5 A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT 4.9. A Tenderer shall be deemed to have the nationality of a country if the Tenderer is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case maybe.

4.6 Firms, individuals and offered properties may be in eligible if their countries of origin(a)as a matter of law or official regulations, Kenya prohibits commercial relations with that country, or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of property or contracting for supply of property or services from that country, or any payments to any country, person, or entity in that country. A tenderer shall provide such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

4.7 A Tenderer that has been debarred from participating in public procurement shall be ineligible to tender or be awarded a contract. The list of debarred firms and individuals is available from the website of PPRA www.ppra.go.ke.

4.8 A Kenyan tenderer shall provide evidence of having fulfilled his/her tax obligations by producing a valid tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

5. Eligible Properties

5.1 In this particular document, tenderers shall mean and refer to owners of real property (land and sea), meaning landed property on which immovable assets may be attached.

5.2 All the properties and Related Services to be offered under the Contract shall be in any country that is eligible in accordance with ITT 3.4.

5.3 Any property may be considered in eligible if it has construction items, or works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human being s and to the environment shall not be eligible for procurement.

B. Contents of Tendering Document

6. Sections of Tendering Document

6.1 The tendering document consist of Parts 1, 2, and 3, which include all the sections indicated below, and should be read in conjunction with any Addenda issued in accordance with ITT 10.

PART 1 - Tendering Procedures
Section I - Instructions to Tenderers (ITT)
Section II - Tendering Data Sheet (TDS)
Section III - Evaluation and Qualification Criteria
Section IV - Tendering Forms

PART 2 - Supply Requirements
Section IV - Schedule of Requirements

PART 3 - Contract
Section V- General Conditions of Contract (GCC)
Section VI - Special Conditions of Contract (SCC)
Section VII - Contract Forms

6.2 The Invitation to Tenders Notice, issued by the Procuring Entity is not part of this tendering document.

6.3 Unless obtained directly from the Procuring Entity, the Procuring Entity is not responsible for the completeness of the document, responses to requests for clarification, or Addenda to the tendering document in accordance with ITT 10. In case of any contradiction, documents obtained directly from the Procuring Entity shall prevail.

6.4 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tendering document and to furnish with its Tender all information or documentation as is required by the tendering document.

7. Clarification of Tendering Document and Pre-Tender Conference

7.1 A Tenderer requiring any clarification of the tendering document shall contact the Procuring Entity in writing at the Procuring Entity's address specified in the TDS. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received prior to the deadline for submission of Tenders with in a period specified in the **TDS**. The Procuring Entity shall forward copies of its response to all Tenderers who have acquired the tendering document in accordance with ITT 6.3, including description of the inquiry but without identifying its source. If so specified in the **TDS**, the Procuring Entity shall also promptly publish its response at the web page identified in the **TDS**. Should the clarification result in changes to the essential elements of the tendering document, the Procuring Entity shall amend the tendering document following the procedure under ITT 7 and ITT 21.2.

7.2 The Procuring Entity shall specify in the TDS if a pre-tender conference will be held, when and where. The Tenderer's designated representative is invited to attend a pre-tender conference. The purpose of the conference will be to clarify issues and to answer questions on any matter that may be raised at that stage.

7.3 The Tenderer is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the TDS before the meeting.

7.4 Minutes of the pre-tender conference, including the text of the questions asked by Tenderer sand the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Tenderers who have acquired the Tender Documents in accordance with ITT 6.5. Minutes shall not identify the source of the questions asked.

7.5 The Procuring Entity shall also promptly publish anonymized (no names) Minutes of the Pre-Tender conference at the web page identified in the TDS. Any modification to the Tender Documents that may become necessary as a result of the pre-Tender conference shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to ITT 7 and not through the minutes of the Pre-Tender conference. Non-attendance at the pre-Tender conference will not be a cause for disqualification of a Tenderer.

8. Amendment of Tendering Document

8.1 At any time prior to the deadline for submission of Tenders, the Procuring Entity may amend the tendering document by issuing addenda.

8.2 Any addendum issued shall be part of the tendering document and shall be communicated in writing to all who have obtained the tendering document from the Procuring Entity in accordance with ITT 6.3. The Procuring Entity shall also promptly publish the addendum on the Procuring Entity's web page in accordance with ITT 7.1.

8.3 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders, pursuant to ITT 22.2.

C. Preparation of Tenders

9. Cost of Tendering

9.1 The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

10. Language of Tender

10.1 The Tender, as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and the Procuring Entity, shall be written in English Language. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate translation of the relevant passages into the English Language, in which case, for purposes of interpretation of the Tender, such translation shall govern.

11. Documents Comprising the Tender

11.1 The Tender shall comprise the following:

a) Form of Tender prepared in accordance with ITT 12;

b) Price Schedules: completed in accordance with ITT 12 and ITT 14;

c) Authorization: written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 20.3;

d) Qualifications: documentary evidence in accordance with ITT 17 establishing the Tenderer qualifications to perform the Contract if its Tender is accepted;

e) Tenderer Eligibility: documentary evidence in accordance with ITT 17 establishing the Tenderer eligibility to tender;

f) Eligibility of Properties Offered: documentary evidence in accordance with ITT 16, establishing the eligibility of the Property to be sold by the Tenderer;

g) Conformity: documentary evidence in accordance with ITT 16 and 38, that he Properties are conform to the tendering document; and

h) Any other document required in the TDS.

12. Form of Tender and Price Schedules

12.1 The Form of Tender and Price Schedules shall be prepared using the relevant forms furnished in Section IV, Tendering Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITT 20.3. All blank spaces shall be filled in with the information requested. The Tenderer shall chronologically serialize all pages of the tender document submitted.

12.2 The Tenderer should note that the Procuring Entity will indicate the type of property required and locations where such property should be located. A tenderer can submit as many tenders as there are such properties in the stated locations that the tenderer wishes to offer. In the case of land, the acreage of land stated in the Schedule of Requirements can be plus or minus the percentage specified in the TDS.

12.3 Each item on the Schedule of Requirements must be priced separately in the Price Schedules and for full quantities required. Tenderers may quote for one or more of the items on the Schedule of Requirements. Tenders will be evaluated and awarded on basis of property items.

12.4 The Tenderer shall furnish in the Form of Tender information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Tender.

12.5 The Tenderer shall furnish in the Form of Tender information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Tender.

13. Alternative Tenders

13.1 There will be no alternative tenders. Every offer item will be considered as a tender on its own.

14. Tender Prices and Discounts

14.1 Tenders are being invited for individual Properties not lots. The discounts quoted by the Tenderer in the Form of Tender and in the Price, Schedules shall be for individual contracts.

14.2 Prices quoted by the Tenderer shall be fixed and not subject to variation on any account.

15. Currencies of Tender and Payment

15.1 The currency (ies) of the Tender and the currency (ies) of payments shall be the same. The Tenderer shall quote in the currency of the country in which the property is located unless otherwise specified in the TDS.

15.2 The Tenderer may express the Tender price in any currency. If the Tenderer wishes to be paid in a combination of amounts in different currencies, it may quote its price accordingly but shall use no more than two foreign currencies.

16. Documents Establishing the Eligibility and Conformity of the Offered Properties

16.1 To establish the conformity of the Properties offered to the tendering document, the Tenderer shall furnish as part of its Tender the documentary evidence that the Properties offered conform to the technical specifications and standards specified in Section VI, Schedule of Requirements.

16.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical characteristics of the Properties offered, demonstrating substantial responsiveness of the Properties offered to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Section VI, Schedule of Requirements.

17. Documents Establishing the Eligibility and Qualifications of the Tenderer

17.1 To establish Tenderer eligibility in accordance with ITT 4, Tenderers shall complete the Form of Tender, included in Section III, Tendering Forms.

17.2 The Tenderer shall include documentary evidence to show that the Tenderer owns the properties offered and that has all the required registration papers of the property.

17.3 Tenderers shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractor's qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between tenderers, and thereby help to prevent any corrupt influence in relation to the procurement process or

contract management.

17.4 The purpose of the information described in ITT 6.2 above overrides any claims to confidentiality which a tenderer may have. There can be no circumstances in which it would be justified for a tenderer to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for a Tenderer's failure to disclose, or failure to provide required information on its ownership and control.

17.5 The Tenderer shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to owner ship and control which information on any changes to the information which was provided by the tenderer underITT6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.

17.6 All information provided by the tenderer pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Tenderer shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.

17.7 If a tenderer fails to submit the information required by these requirements, it's tender will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by a tenderer pursuant to these requirements, then the tender will be rejected.

17.8 If information submitted by a tenderer pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the tenderer in relation to the procurement or contract management process, then:

i) If the procurement process is still ongoing, the tenderer will be disqualified from the procurement process,

ii) If the contract has been awarded to that tenderer, the contract award will be set aside,

iii) The tenderer will be referred to the relevant law enforcement authorities for investigation of whether the tenderer or any other persons have committed any criminal offence.

17.9 If a tenderer submits information pursuant to these requirements that is in complete, in accurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT16.8 will ensue unless the tenderer can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the tenderer.

18. Period of Validity of Tenders

18.1 Tenders shall remain valid for the Tender Validity period specified in the TDS. The Tender Validity period starts from the date fixed for the Tender submission deadline (as prescribed by the Procuring Entity in accordance with ITT 22.1). A Tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.

18.2 In exceptional circumstances, prior to the expiration of the Tender validity period, the Procuring Entity may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing. If a Tender Security is requested in accordance with ITT 19, its hall also be extended for a corresponding period. A Tenderer may refuse the request without forfeiting its Tender Security. A Tenderer granting the request shall not be required or permitted to modify its Tender, except as provided in ITT 18.3.

19. Tender Security

19.1 The Tenderer shall furnish as part of its Tender, either a Tender-Securing Declaration or a Tender Security, as specified in the TDS, in original form and, in the case of a Tender Security, in the amount and currency specified in the TDS. In this case a Tender-Securing Declaration or a Tender Security shall be for each item. Alternatively, a tenderer may aggregate all the Items tendered for and provide one Tender-Securing Declaration or a Tender Security in the required amounts, as the case may be.

19.2 If a Tender Security is specified pursuant to ITT 18.1, the Tender Security shall be a demand bank

guarantee in any of the following forms at the Tenderer option:

i) cash;

ii) a bank guarantee;

iii) a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Authority; or

iv) a guarantee issued by a financial institution approved and licensed by the Central Bank of Kenya.

19.3 If an unconditional guarantee is issued by a non-Bank financial institution located outside Kenya, the issuing non-Bank financial institution shall have a correspondent financial institution located in Kenya to make it enforceable unless the Procuring Entity has agreed in writing, prior to tender submission, that a correspondent financial institution is not required. In the case of a bank guarantee, the Tender Security shall be submitted either using the Tender Security Form included in Section III, Tendering Forms, or in another substantially similar format approved by the Procuring Entity prior to Tender submission. The Tender Security shall be valid for 60 days beyond the original validity period of the Tender, or beyond any period of extension if requested under ITT 18.2.

19.4 If a Tender Security is specified pursuant to ITT 18.1, any Tender not accompanied by a substantially responsive Tender Security shall be rejected by the Procuring Entity as non-responsive.

19.5 If a Tender Security is specified pursuant to ITT 18.1, the Tender Security of unsuccessful Tenderers shall be returned as promptly as possible upon the successful tenderer signing the Contract and furnishing the Performance Security pursuant to ITT 46.

19.6 The Tender Security shall be returned/release as promptly as possible

a) The procurement proceedings are terminated;

b) The procuring entity determines that none of the submitted tenders is responsive;

c) A bidder declines to extend the tender validity.

d) Once the successful Tenderer has signed the Contract and furnished the required Performance

e) Security.

19.7 The Tender Security may be forfeited the Tender-Securing Declaration executed:

a) if a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer in the Form of Tender, or any extension there to be provided by the Tenderer; or

b) if the successful Tenderer fails to:

i) sign the Contract in accordance with ITT 45; or

ii) Furnish the transfer documents of the property.

19.8 Where the Tender-Securing Declaration is executed the Procuring Entity will recommend to the PPRA that PPRAdebarstheTendererfromparticipatinginpublicprocurementasprovidedinthe law.

19.9 A tenderer shall not issue a tender security to guarantee itself.

20. Format and Signing of Tender

20.1 The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT 11 and clearly mark it “ORIGINAL.” In addition, the Tenderer shall submit copies of the Tender, in the number specified in the TDS and clearly mark them “COPY.” In the event of any discrepancy between the original and the copies, the original shall prevail.

20.2 Tenderers shall mark as “CONFIDENTIAL” information in their Tenders which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.

20.3 The original and all copies of the Tender shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation as specified in the TDS and shall be attached to the Tender. Then amend position held by each person signing the authorization must be typed or printed below the signature. All pages of the Tender where entries or amendments have been made shall be signed or initialed by the person signing the Tender.

20.4 Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Tender.

D. Submission and Opening of Tenders

21. Sealing and Marking of Tenders

21.1 The Tenderer shall deliver the Tender in a single sealed envelope, or in a single sealed package, or in a single sealed container bearing the name and Reference number of the Tender, addressed to the Procuring Entity and a warning not to open before the time and date for Tender opening date. Within the single envelope, package or container, the Tenderer shall place the following separate, sealed envelopes: in an envelope or package or container marked "ORIGINAL", all documents comprising the Tender, as described in ITT 11; and in an envelope or package or container marked "COPIES", all required copies of the Tender; and if alternative Tenders are permitted in accordance with ITT 13, and if relevant: in an envelope or package or container marked "ORIGINAL – ALTERNATIVE TENDER", the alternative Tender; and in the envelope or package or container marked "COPIES-ALTERNATIVE TENDER", all required copies of the alternative Tender.

The inner envelopes or packages or containers shall:
- bear the name and address of the Procuring Entity.
- bear the name and address of the Tenderer; and
- bear the name and Reference number of the Tender.

21.2 If an envelope or package or mentor premature opening of the Tender. Tenders that are misplaced or opened prematurely will not be accepted.

22. Deadline for Submission of Tenders

22.1 Tenders must be received by the Procuring Entity at the address and no later than the date and time specified in the TDS. When so specified in the TDS, Tenderers shall have the option of submitting their Tenders electronically. Tenderers submitting Tenders electronically shall follow the electronic Tender submission procedures specified in the TDS.

22.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders by amending the tendering document in accordance with ITT7, in which case all rights and obligations of the Procuring Entity and Tenderers previously subject to the dead line shall thereafter be subject to the deadline as extended.

23. Late Tenders

23.1 The Procuring Entity shall not consider any Tender that arrives after the dead line for submission of Tenders, in accordance with ITT 22. Any Tender received by the Procuring Entity after the deadline for submission of Tenders shall be declared late, rejected, and returned un opened to the Tenderer.

24. Withdrawal, Substitution, and Modification of Tenders

24.1 A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with ITT 20.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Tender must accompany the respective written notice. All notices must be: prepared and submitted in accordance with ITT 20 and 21 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION;" and received by the Procuring Entity prior to the deadline prescribed for submission of Tenders, in accordance with ITT 22.

24.2 Tenders requested to be withdrawn in accordance with ITT 24.1 shall be returned unopened to the Tenderers.

24.3 No Tender may be withdrawn, substituted, or modified in the interval between the deadline for submission of Tenders and the expiration of the period of Tender validity specified by the Tenderer on the Form of Tender or any extension thereof.

25. Tender Opening

25.1 Except abs in the cases specified in ITT 23 and ITT 24.2, the Procuring Entity shall, at the Tender opening, publicly open and read out all Tenders received by the deadline at the date, time and place specified in the TDS in the presence of Tenderers' designated representatives who chooses to attend any specific electronic Tender opening procedures required if electronic tendering is permitted in accordance with ITT 22.1, shall be as specified in the TDS.

25.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding Tender shall not be opened but returned to the Tenderer. If the withdrawal envelope does not contain a copy of the "power of attorney" confirming he signature as a person duly authorized to sign on behalf of the Tenderer, the corresponding Tender will be opened. No Tender withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Tender opening.

25.3 Next, envelopes marked "SUBSTITUTION" shall be opened and read out and exchanged with the corresponding Tender being substituted, and the substituted Tender shall not be opened, but returned to the Tenderer. No Tender substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Tender opening.

25.4 Next, envelopes marked "MODIFICATION" shall be opened and read out with the corresponding Tender. No Tender modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening.

25.5 Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Tenderer and whether there is a modification; the total Tender Prices, per lot (contract) if applicable, including any discounts and alternative Tenders; the presence or absence of a Tender Security, if required; and any other details as the Procuring Entity may consider appropriate.

25.6 Only Tenders and discounts that are opened and read out at Tender opening shall be considered further in the evaluation. The Form of Tender and the Price Schedules re to be initialed by representatives of the Procuring Entity attending Tender opening in the manner specified in the TDS.

25.7 The Procuring Entity shall neither discuss the merits of any Tender no reject any Tender (except for late Tenders, in accordance with ITT 23.1).

25.8 The Procuring Entity shall prepare a record of the Tender opening that shall include, as a minimum:

a) The name of the Tenderer and whether there is a withdrawal, substitution, or modification;

b) The Tender Price, per lot (contract) if applicable, including any discounts;

c) Any alternative Tenders;

d) The presence or absence of a Tender Security or Tender-Securing Declaration, if one was required.

25.9 The Tenderers 'representatives who are present shall be requested to sign the record. The omission of a Tenderer signature on the record shall not invalidate the contents and effect of the record. A copy of the tender opening register shall be distributed to all Tenderers upon request.

E. Evaluation and Comparison of Tenders

26. Confidentiality

26.1 Information relating to the evaluation of Tenders and recommendation of contract award, shall not be disclosed to Tenderers or any other persons not officially concerned with the Tendering process until the information on Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 40.

26.2 Any effort by a Tenderer to influence the Procuring Entity in the evaluation or contract award decisions may result in the rejection of its Tender.

26.3 Notwithstanding ITT 26.2, from the time of Tender opening to the time of Contract signature, if any Tenderer wishes to contact the Procuring Entity on any matter related to the tendering process and award, it should do so in writing.

27. Clarification of Tenders

27.1 To assist in the examination, evaluation, comparison of the Tenders, and qualification of the Tenderers, the Procuring Entity may, at its discretion, ask any Tenderer for a clarification of its Tender. Any clarification submitted by a Tenderer in respect to its Tender and that is not in response to a request by the Procuring Entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the Tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the Evaluation of the Tenders, in accordance with ITT 31.

27.2 If a Tenderer does not provide clarifications of its Tender by the date and time set in the Procuring Entity's request for clarification, its Tender may be rejected.

28. Deviations, Reservations, and Omissions

28.1 During the evaluation of Tenders, the following definitions apply:

- "Deviation" is a departure from the requirements specified in the Tendering document;
- "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the tendering document; and
- "Omission" is the failure to submit part or all of the information or documentation required in the tendering document.

29. Determination of Responsiveness

29.1 The Procuring Entity's determination of a Tender's responsiveness is to be based on the contents of the tender itself, as defined in ITT 11.

29.2 A substantially responsive Tender is one that meets the requirements of the tendering document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that: if accepted, would:

i) Affect in any substantial way the scope, quality, or performance of the Property specified in the

ii) Contract; or

iii) Limit in any substantial way, inconsistent with the tendering document, the Procuring Entity's rights or the Tenderer obligations under the Contract; or

iv) If rectified, would unfairly affect the competitive position of other Tenderers presenting substantially responsive Tenders.

29.3 The Procuring Entity shall examine the technical aspects of the Tender submitted in accordance with ITT 16 and ITT 17, in particular, to confirm that all requirements of Section IV (Schedule of Requirements) have been met without any material deviation or reservation, or omission.

29.4 If a Tender is not substantially responsive to the requirements of tendering document, it shall be rejected by the Procuring Entity and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.

30. Non-conformities, Errors and Omissions

30.1 Provided that a Tender is substantially responsive, the Procuring Entity may waive any non-conformity in the Tender.

30.2 Provided that a Tender is substantially responsive, the Procuring Entity may request that the Tenderer submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial non- conformities or omissions in the Tender related to documentation requirements. Such omission shall not be related to any aspect of the price of the Tender. Failure of the Tenderer to comply with their quest may result in the rejection of its Tender.

30.3 Provided that a Tender is substantially responsive, the Procuring Entity shall have no recourse to rectify any quantifiable nonmaterial non-conformities related to the Tender Price.

31. Correction of Arithmetical Errors

31.1 This tender is based on unit parcels of Immovable Properties and does not require checking for arithmetical errors. However, if there is a difference between the entries of unit price in figures and words, price in words shall prevail.

31.2 Tenderers shall be requested to accept correction of such difference. Failure to accept the correction in accordance with ITT 30.1, shall result in the rejection of the Tender.

32. Conversion to Single Currency

32.1 For evaluation and comparison purposes, the currency (ies) of the Tender shall be converted in a single currency as specified in the **TDS**.

33. Margin of preference and Reservations

33.1 No Margin of Preference and Reservations shall be allowed in this tender.

34. Evaluation of Tenders

34.1 The Procuring Entity shall use the criteria and methodologies listed in this ITT and Section III, Evaluation and Qualification criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies, the Procuring Entity shall determine the Lowest Evaluated Tender. This is the Tender of the Tenderer that meets the qualification criteria and whose Tender has been determined to be:

a) Substantially responsive to the tendering document; and

b) The lowest evaluated price.

34.2 Price evaluation will be done for Items specified in the **TDS**; and the Tender Price as quoted in accordance with ITT14.To evaluate a Tender, the Procuring Entity shall consider the following:

a) price adjustment for correction of arithmetic errors in accordance with ITT 30; excluding provisional sums and contingencies, if any;

b) price adjustment due to discounts offered in accordance with ITT 13.2;

c) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with ITT 31;

d) price adjustment due to quantifiable non material non-conformities in accordance with ITT 29.3; and

e) any additional evaluation factors specified in the **TDS** and Section III, Evaluation and Qualification Criteria.

34.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be considered in Tender evaluation.

34.4 Where the tender involves multiple lots or contracts, the tenderer will be allowed to tender for one or more lots (contracts). Each lot or contract will be evaluated in accordance with ITT 33.2. The methodology to determine the lowest evaluated tenderer or tenderers based one lot (contract) or based on a combination of lots (contracts), will be specified in Section III, Evaluation and Qualification Criteria. In the case of multiple lots or contracts, tenderer will be required to prepare the Eligibility and Qualification Criteria Form for each Lot.

34.5 The Procuring Entity's evaluation of a Tender will include and consider all taxes and levies payable on transfer of property.

34.6 The Procuring Entity's evaluation of a Tender may require the consideration of other factors, in addition to the Tender Price quoted. These factors shall be specified in the TDS and shall be expressed in monetary terms to facilitate comparison of Tenders. Any additional criteria and methodologies to be used shall be as specified in ITT 33.2 (e).

35. Comparison of Tenders

35.1 The Procuring Entity shall compare the evaluated costs of all substantially responsive Tenders established

in accordance with ITT 33.2 to determine the Tender that has the lowest evaluated cost. The comparison shall be based on total cost including all transfer costs as indicated in ITT 33.5.

36. Abnormally High Tenders

36.1 An abnormally high price is one where the tender price, in combination with other constituent elements of the Tender, appears unreasonably too high to the extent that the Procuring Entity is concerned that it (the Procuring Entity) may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between Tenderers is compromised.

36.2 In case of an abnormally high tender price, the Procuring Entity shall make a survey of the market prices, check if the estimated cost of the contract is correct and review the Tender Documents to check if the specifications, scope of work and conditions of contract are contributory to the abnormally high tenders. The Procuring Entity may also seek written clarification from the tenderer on the reason for the high tender price. The Procuring Entity shall proceed as follows:

i) If the tender price is abnormally high based on wrong estimated cost of the contract, the Procuring Entity may accept or not accept the tender depending on the Procuring Entity's budget considerations.
ii) If specifications, scope of work and/or conditions of contract are contributory to the abnormally high tender prices, the Procuring Entity shall reject all tenders and may retender for the contract based on revised estimates, specifications, scope of work and conditions of contract, as the case may be.

36.3 If the Procuring Entity determines that the Tender Price is abnormally too high because genuine competition between tenderers is compromised (*often due to collusion, corruption or other manipulations*), the Procuring Entity shall reject all Tenders and shall institute or cause competent Government Agencies to institute an investigation on the cause of the compromise, be for ere tendering.

37. Qualification of the Tenderer

37.1 The Procuring Entity shall determine, to its satisfaction, whether the eligible Tenderers that have submitted substantially responsive tenders that meet the qualifying criteria based upon an examination of the documentary evidence of the Tenderer qualifications submitted by the Tenderer, pursuant to ITT 17.

37.2 Upon an affirmative determination that eligible Tenderer shave submitted substantially responsive tenders, the Procuring Entity shall (in accordance with ITT 34) proceed with physical inspection of the properties offered in all the responsive tenders to confirm their conformity to the Procuring Entity's requirements. If any of the tenders fails to meet the Procuring Entity's requirements, the Procuring Entity shall declare it non-responsive and remove it from the list of the Evaluated Tenderers.

38. Confirmation of the responsiveness of the offered properties

38.1 Upon establishing a tender that meets the Procuring Entity's requirements, pursuant to ITT 34.2, the Procuring Entity will engage one or two qualified real estate Expert Firms available in the country of the property (*one or two private real estate valuers or firms depending on the size, value and complexity of the property, selected by the Procuring Entity and agreed with the Seller*) to make a detailed inspection of the offered property and prepare:

i) A report confirming its conformity with the Procuring Entity's requirements and itemizing things that the Tenderer would need to attend to prior to the finalization of the sale agreement; and

ii) A commercial valuation of the property; the expert shall confirm with the Country's Lands Office that the valuation arrived at is close to the listed commercial value of the said property.

38.2 Based on the report, the Procuring Entity shall identify a responsive Lowest Evaluated Tenderer and the commercial value of tendered property, which commercial value shall form a basis for price analysis/consideration.

39. Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders

39.1 The Procuring Entity reserves the right to accept or reject any tender, and to annul the Tendering process and reject all Tenders at any time prior to Contract Award, without there by incurring any liability to Tenderers. In case of annulment, all Tenders submitted and specifically, tender securities, shall be promptly returned to the Tenderers.

F. Negotiations and Award of Contract

40. Invitation to Negotiate a Contract

40.1 Prior to the expiration of the Tender Validity Period or any extension thereof, pursuant to ITT35.2, the Procuring Entity shall invite the identified Lowest Evaluated Tenderer to negotiate a contract.

41. Negotiations

41.1 The negotiations will be held at the place indicated in the TDS with the Tenderer's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Tenderer. The Procuring Entity will constitute a team to negotiate a contract, which team shall include representation from the Expert Firm(s) referred to in ITT 34.1.

41.2 The negotiations shall start with discussions of the scope of the offered property, its conformity to the Procuring Entity's requirements, and the items that would need to be attended to before the contract is signed. These discussions shall not substantially alter the original scope of the Procuring Entity's requirements. The items that would need to be attended to before the contract is signed should not be so extended as to render the scope of the property different from the Procuring Entity's requirements.

41.3 The financial negotiations include the clarification of the tax liabilities in the Country where the property is located and how it should be reflected in the Contract, including a determination of who will bear the cost of each tax item. They will include the process of dealing with any loans, credits, charges, tenancy agreements and caveats imposed on the property to free it before handover to the Procuring Entity. The negotiations are concluded with a review of the draft Contract, which then shall be initialed by the Procuring Entity and the Tenderer.

41.4 The Procuring Entity shall prepare minutes of negotiations that are signed by the Procuring Entity and the Tenderers' authorized representative.

42. Award of Contract

42.1 The Procuring Entity shall award the Contract to the Tenderer offering the Lowest Evaluated Tender, subject to negotiations in accordance with ITT 37. The Lowest Evaluated Tender is the Tender of the Tenderer that meets the qualification criteria and whose Tender has been determined to be:

a) Most responsive to the tendering document; and
b) The Evaluated Tenderer with whom the Procuring Entity has concluded negotiations pursuant to ITT 37.

43. Notice of Intention to enter in to a Contract /Notification of award

43.1 Upon award of the contract and Prior to the expiry of the Tender Validity Period the Procuring Entity shall issue a Notification of Intention to Enter in to a Contract / Notification of award to all tenderers which shall contain, at a minimum, the following information:

a) The name and address of the Tenderer submitting the successful tender;
b) the Contract price of the successful tender;
c) a statement of the reason(s) the tender of the unsuccessful tenderer to whom the letter is addressed was unsuccessful, unless the price information in (c) above already reveals the reason;
d) the expiry date of the Standstill Period; and
e) instructions on how to request a debriefing and/or submit a complaint during the stand still period;

44. Standstill Period

44.1 The Contract shall not be signed earlier than the expiry of a Standstill Period of 14 days to allow any dissatisfied tender to launch a complaint. Where only one Tender is submitted, the Standstill Period shall not apply.

44.2 Where a Standstill Period applies, it shall commence when the Procuring Entity has transmitted to each Tenderer the Notification of Intention to enter in to a Contract with the successful Tenderer.

45. Debriefing by the Procuring Entity

45.1 On receipt of the Procuring Entity's Notification of Intention to Enter into a Contract referred to in ITT 43, an unsuccessful tenderer may make a written request to the Procuring Entity for a debriefing on specific issues or concerns regarding their tender. The Procuring Entity shall provide the debriefing within five

days of receipt of the request.

45.2 Debriefings of unsuccessful Tenderers may be done in writing or verbally. The Tenderer shall bear its own costs of attending such a debriefing meeting.

46. Letter of Award

46.1 Prior to the expiry of the Tender Validity Period and upon expiry of the Standstill Period specified in ITT 44.1, upon addressing a complaint that has been filed within the Standstill Period, the Procuring Entity shall transmit the Letter of Award to the successful Tenderer. The letter of award shall request the successful tenderer to furnish the Performance Security within 21 days of the date of the letter.

47. Signing of Contract

47.1 Upon the expiry of the fourteen days of the Notification of Intention to enter into contract and upon the parties meeting their respective statutory requirements, the Procuring Entity shall send the successful Tenderer the Contract Agreement.

47.2 Within fourteen (14) days of receipt of the Contract Agreement, the successful Tenderer shall sign, date, and return it to the Procuring Entity.

47.3 The written contract shall be entered into within the period specified in the notification of award and before expiry of the tender validity period.

48. Signing of Contract

48.1 Within twenty-eight (28) days of conclusion of contract negotiations, the successful Tenderer shall sign, date, and return it to the Procuring Entity for signature and distribution.

49. Publication of Procurement Contract

49.1 Within fourteen days after signing the contract, the Procuring Entity shall publish the awarded contract at its notice boards and websites; and on the Website of the Authority. At the minimum, the notice shall contain the following information:

a) Name and address of the Procuring Entity;

b) Name and reference number of the contract being awarded, a summary of its scope and the selection method used;

c) The name of the successful Tenderer, the final total contract price, the contract duration.

d) Dates of signature, commencement and completion of contract;

e) Names of all Tenderers that submitted Tenders, and their Tender prices as read out at Tender opening.

49.2 All acquisitions of building or public land with or without buildings shall be notified to the National Treasury or relevant county treasury.

50. Procurement Related Complaints and Administrative Review

50.1 The procedures for making a Procurement-related Complaint are as specified in the **TDS.**

50.2 A request for administrative review shall be made in the form provided under contract forms.

Section II - Tender Data Sheet (TDS)

The following specific data shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions herein shall prevail over those in ITT.

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
A. General	
ITT 1.1	The Procuring Entity is: **COUNTY GOVERNMENT OF BOMET** The reference number of the Invitation for Tenders is: **CGB/LHUP/003/2022-2023** The name of the Contract is: **TENDER FOR PURCHASE OF LAND FOR STADIUM FOR BOMET COUNTY**
ITT 2.1	Electronic –Procurement System The Procuring Entity shall use the following electronic-procurement system to manage this Tendering process: **Intergrated finance management information system(IFMIS)** The electronic-procurement system shall be used to manage the following aspects of the Tendering process: **1) Payment**
ITT 7.1	For Clarification of Tender purposes only, the Procuring Entity's address is: Attention: _____**HEAD OF SUPPLY CHAIN MANAGEMENT** Postal Address: **P.O. BOX 19,20400, BOMET** Physical Address: **PROCUREMENT OFFICE – OPPOSITE TWIGGS ANNEX.** Telephone: **N/A** Requests for clarification should be received by the Procuring Entity no later than: **Tuesday, 20TH *June 2023.*** The Procuring Entity shall publish its response at the website **www.bomet.go.ke** or **www.tenders.go.ke or www.ppip.go.ke**
B. Contents of Tendering Document	
C. Preparation of Tenders	
ITT 11 (h)	The Tenderer shall submit the following additional documents in its Tender: 1) A certified copy of the title deed 2) A certified copy of a green card 3) A certified Copy of National identification card 4) A Certified Copy of valid KRA Pin Certificate 5) A passport size photograph in color of the land seller (taken within seven days from the date of the tender notice). 6) Land rates clearance Certificate (Where applicable). 7) Land rent clearance certificate (Where applicable) 8) A certified Survey plan or Certified Registry index map (RIM) 9) A declaration and commitment to the Code of Ethics 10) Must have a duly registered Power of Attorney 11) Must have a duly filled form of tender
ITT 12.2	The acreage of land stated in the Schedule of Requirements can be plus or minus **+-0.1** percentage of the specified acreage.
ITT 15.1	The Tenderer shall quote in **KENYA SHILLINGS**.
ITT 18.1	The Tender validity period shall be **180 days**.

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITT 20.1	In addition to the original of the Tender, the number of copies is: **1 COPY**
D. Evaluation and Comparison of Tenders	
ITT 32.1	The evaluation and comparison the currency shall be **Kenya Shillings.**

SECTION III - EVALUATION AND QUALIFICATION CRITERIA

1. General Provision

1.1 Wherever a Tenderer is required to state a monetary amount, Tenderers should indicate the Kenya Shilling equivalent using the rate of exchange from the publicly available source identified in the ITT. Any error in determining the exchange rates in the Tender may be corrected by the Procuring Entity.

1.2 This section contains the criteria that the Employer shall use to evaluate tender and qualify tenderers. No other factors, methods or criteria shall be used other than specified in this tender document. The Tenderer shall provide all the information requested in the forms included in Section IV, Tendering Forms. The Procuring Entity should use the Standard Tender Evaluation Report for Goods and Works for evaluating Tenders.

1.3 Evaluation and contract award Criteria –the Procuring Entity shall use the criteria and methodologies listed in this Section to evaluate tenders and arrive at the Lowest Evaluated Tender. The tender that (i) meets the qualification criteria, (ii) has been determined to be substantially responsive to the Tender Documents, and (iii) is determined to have the Lowest Evaluated Tender price shall be selected for award of contract.

2 Preliminary examination for Determination of Responsiveness

The Procuring Entity will start by examining all tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements in the ITT, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. The Standard Tender Evaluation Report Document for Goods and Works for evaluating Tenders provides very clear guide on how to deal with review of these requirements. Tenders that do not pass the Preliminary Examination will be considered non- responsive and will not be considered further.

i) Preliminary evaluation (Yes/No)

S/NO	MANDATORY REQUIREMENTS
1.	A certified copy of the title deed
2.	A certified current search certificate (done in the last 14 days from the date of the tender notice)
3.	A certified Copy of National identification card
4.	Certified Copy of land rates clearance certificate (where applicable)
5.	Certified Copy of land rent clearance certificate (where applicable)
6.	A certified Survey plan or Certified Registry index map (RIM)
7.	A certified copy of a green card
8.	A certified copy of the title deed
9.	Duly registered power of attorney
10.	Duly filled, signed and stamped declaration and commitment to the code of Ethics

11.	A Certified Copy of valid KRA Pin Certificate
12.	A passport size photograph in colour taken within seven days from the date of the tender notice.
13.	Serialization of all pages
	RESPONSIVENESS (FAIL/PASS)

ii) Technical evaluation (Marks to be awarded)

S/no.	Technical Specification	Maximum marks
1.	The Land required must be within 3km from Bomet town CBD , Bomet county	20
2.	The acreage limit is at least Fifteen (15) acres	30
3.	The land must be one parcel or a combination of parcels with common boundaries	30
4.	The gradient of the land should be relatively plain/flat	5
5.	The location of the land must be easily accessible by registered Public road networks that can be improved to bitumen standard.	5
6.	The land should have a valid title deed with no any encumbrances of third parties**. (The land must be free from disputes, court orders, caveat, court injunctions or any otherinhabitations).**	10
	Minimum score – 70 marks **Maximum score – 100 marks0**	

iii) Financial evaluation

a) The County government of Bomet shall, prior to the award of tender, carry out due diligence of the parcel(s) to check conformance of the technical requirements.

b) Technically responsive parcels shall be valued by an expert from the County government of Bomet and a valuation/inspection report prepared which shall form basis of price negotiations (If necessary).

c) The County government of Bomet shall appoint a team to conduct price negotiations with the lowest evaluated tenderer and a report prepared which shall form basis of price negotiations.

d) The team shall then prepare a report which shall be signed by both parties and will form the basis of award of the tender.

SECTION IV - TENDERING FORMS

FORM OF TENDER

Date of this Tender submission:.....

Tender Name and Identification:.....

Alternative

No.:.....

To: .....

a) **No reservations:** We have examined and have no reservations to the Tendering document, including Addenda issued in accordance with Instructions to tenderers (ITT 7);

b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT3;

c) **Tender/Proposal-Securing Declaration**: We have not been debarred by the Authority based on execution of a Tender-Securing Declaration or Tender Securing Declaration in Kenya in accordance with ITT3.6;

d) **Conformity:** We offer to sell in conformity with the Tendering Document and in accordance with the Schedule of Requirements the following Properties [*insert the Schedule of Properties offered and their Prices*];

SCHEDULE OF PROPERTIES AND TENDERED PRICES

1	2	3	4	5	6	7
Property Item N°	**Description of Property**	**Location of Property**	**Land Acreage offered**	**Land Acreage required**	**Price and Currency**	**Discount offered (if any)**
No. 1	Purchase of land for Stadium for Bomet county	The Land required must be within 3km from Bomet town CBD Town or its environs, Bomet county		At least 12 acres		

e) **Discounts:** The discounts offered and the methodology for their application are:

i) The discounts offered are:

ii) The exact method of calculations to determine the net price after application of discounts are shown below:

f) **Tender Validity Period**: Our Tender shall be valid for the period specified in TDS 17.1 (as amended, if applicable) from the date fixed for the Tender submission deadline specified in TDS21.1 (as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

g) **Commissions, gratuities, fees**: We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract:

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate "none.")

h) **Binding Contract:** We understand that this Tender shall constitute a binding contract between us, until negotiations have been concluded and a formal contract is prepared and executed. We understand that this Tender, together with your written acceptance thereof included in your Form of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;

i) **Procuring Entity Not Bound to Accept:** We understand that you are not bound to accept the lowest Tender or any other Tender that you may receive; and

j) **Fraud and Corruption:** We here by certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.

k) **Collusive practices:** We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the "Certificate of Independent Tender Determination" attached below.

l) **Code of Ethical Conduct:** We undertake to adhere by the Code of Ethical Conduct for Suppliers, Contractors and Service Providers, copy available from____(*specify website*) during the procurement process and the execution of any resulting contract.

m) **Beneficial Ownership Information:** We commit to provide to the procuring entity the Beneficial Ownership Information in conformity with the Beneficial Ownership Disclosure Form upon receipt of notification of intention to enter into a contract in the event we are the successful tenderer in this subject procurement proceeding.

n) We, the Tenderer, have duly completed, signed and stamped the following Forms as part of our Tender:

i) Tenderer's Eligibility; Confidential Business Questionnaire - to establish we are not in any conflict to interest.

ii) Certificate of Independent Tender Determination - to declare that we completed the tender without colluding with other tenderers.

iii) Self-Declaration of the Tenderer–to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.

iv) declaration and commitment to the code of ethics for Persons Participating in Public Procurement and Asset Disposal Activities in Kenya,

o) **Read and understood**: Further, we confirm that we have read and understood the full content and scope of fraud and corruption as informed in "Appendix1-Fraud and Corruption" attached to the Form of Tender.

Name of the tenderer:

Name of the person duly authorized to sign the Tender on behalf of the tenderer:

Title of the person signing the Tender: .....

Signature of the person named above: .....

Date signed.....day of…….....

*: In the case of the Tender submitted by a Joint Venture specify the name of the Joint Venture as tenderer.

**: Person signing the Tender shall have the power of attorney given by the tenderer. The power of attorney shall be attached with the Tender Schedules.

TENDERER'S ELIGIBILITY - CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

(a) Instruction to Tenderer
Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV.*
Tenderer is further reminded that it is an offence to give false information on this Form.

A. Tenderer's details

	ITEM	**DESCRIPTION**
1	Name of the Procuring Entity	
2	Name of the Tenderer	
3	Full Address and Contact Details of the Tenderer.	Country City Location Building Floor Postal Address Name and email of contact person.
4	Reference Number of the Tender	
5	Date and Time of Tender Opening	
6	Current Trade License No and Expiring date	
7	Maximum value of business which the Tenderer handles.	
8		

General and Specific Details

(b) Sole Proprietor, provide the following details.

Name in full_____ Age_____

Nationality_____ Country of Origin_____

Citizenship _____

c) Partnership, provide the following details.

	Names of Partners	**Nationality**	**Citizenship**	**% Shares owned**
1				
2				
3				

(d) Registered Company, provide the following details.

i) Private or public Company_____

ii) State the nominal and issued capital of the Company: -

Nominal Kenya Shillings (Equivalent).....

Issued Kenya Shillings (Equivalent).....

iii) Give details of Directors as follows

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

e) DISCLOSURE OF INTEREST - Interest of the Firm in the Procuring Entity.

i) Are there any person/persons in.....who has an interest or relationship in this firm? Yes/No……..……

If yes, provide details as follows.

	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

ii) Conflict of interest disclosure

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract?		

f) Certification

On behalf of the Tenderer, I certify that the information given above is correct.

Full Name_____

(Signature) *(Date)*

CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the under signed, in submitting the accompanying Letter of Tender to the_____ [Name of Procuring Entity] for:_____ [Name and number of tender] in response to the request for tenders made by:_____ [Name of Tenderer] do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of_____ [Name of Tenderer] that:

1. I have read and I understand the contents of this Certificate;

2. I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;

3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer;

4. For the purposes of this Certificate and the Tender, I understand that the word "competitor" shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:

   a) Has been requested to submit a Tender in response to this request for tenders;

   b) could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience;

5. The Tenderer discloses that [check one of the following, as applicable]:

   a) The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;

   b) The Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;

6. In particular, without limiting the generality of paragraphs (5) (a) or (5) (b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

   a) prices;

   b) methods, factors or formulas used to calculate prices;

   c) the intention or decision to submit, or not to submit, a tender; or

   d) the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed pursuant to paragraph(5)(b) above;

7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;

8. The terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the Contract, which ever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5) (b) above.

Name_____

Title_____

Date _____

[Name, title and signature of authorized agent of Tenderer and Date]

SELF-DECLARATION FORMS

FORM SD1

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

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 I V of the Act.

3. THAT what is deposed to here in above is true to the best of my knowledge, information and belief.

……	……	……
(Title)	(Signature)	(Date)

Bidder's Official Stamp

FORM SD2

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 herein above is true to the best of my knowledge information and belief.

……	……	……
(Title)	(Signature)	(Date)

Bidder's Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I..... (Person) on behalf of ***(Name of the Business/ Company/Firm***) ...……. declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal activities in Kenya and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory..... Sign…..…

Position…….....……

Office address……. Telephone…….....…….

E-mail…….....…

Name of the Firm/ Company…….....……

Date…….....……

(Company Seal/ Rubber Stamp where applicable)

Witness

Name…….....

Sign…….....…….....….…

Date……

(3) APPENDIX 1 – FRAUD AND CORRUPTION

(Appendix 1 shall not be modified)

Purpose

The Government of Kenya's Anti-Corruption and Economic Crime laws and their sanction's policies and procedures, Public Procurement and Asset Disposal Act *(no.33 of 2015)* and its Regulation, and any other Kenya's Acts or Regulations related to Fraud and Corruption, and similar offences, shall apply with respect to Public Procurement Processes and Contracts that are governed by the laws of Kenya.

Requirements

The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Consultants, Contractors and Suppliers; any Sub-contractors, Sub-consultants, Service providers or Suppliers; any Agents (whether declared or not); and any of their Personnel, involved and engaged in procurement under Kenya's Laws and Regulation, observe the highest standard of ethics during the procurement process, selection and contract execution of all contracts, and refrain from Fraud and Corruption and fully comply with Kenya's laws and Regulations as per paragraphs 1.1 above.

Kenya's public procurement and asset disposal act *(no.33 of 2015)* under Section 66 describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below highlight Kenya's policy of no tolerance for such practices and behavior:

(1) a person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflicts of interest in any procurement or asset disposal proceeding;

(2) A person referred to under subsection (1) who contravenes the provisions of that sub-section commits an offence;

(3) Without limiting the generality of the subsection (1) and (2), the person shall be

(a) disqualified from entering into a contract for a procurement or asset disposal proceeding; or
(b) if a contract has already been entered into with the person, the contract shall be voidable;

(4) The voiding of a contract by the procuring entity under subsection (7) does not limit any legal remedy the procuring entity may have;

(5) An employee or agent of the procuring entity or a member of the Board or committee of the procuring entity who has a conflict of interest with respect to a procurement—

(a) Shall not take part in the procurement proceedings;

(b) Shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract; and

(c) Shall not be a subcontract or for the bidder to whom was awarded contract, or a member of the group of bidders to whom the contract was awarded, but the subcontract or appointed shall meet all the requirements of this Act.

(6) An employee, agent or member described in subsection (1) who refrains from doing anything prohibited under that subsection, but for that subsection, would have been within his or her duties shall disclose the conflict of interest to the procuring entity;

(7) If a person contravenes subsection (1) with respect to a conflict of interest described in subsection (5) (a) and the contract is awarded to the person or his relative or to another person in whom one of them had a direct or indirect pecuniary interest, the contract shall be terminated and all costs incurred by the public entity shall be made good by the awarding officer. Etc.

(8) In compliance with Kenya's laws, regulations and policies mentioned above, the Procuring Entity: -

a) Defines broadly, for the purposes of the above provisions, the terms set for the below as follows:

i) “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempt s to mislead, a party to obtain financial or other benefit or to avoid an obligation;

iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

v) “obstructive practice” is: deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate authority appointed by Government of Kenya in to allegations of a corrupt, fraudulent, coercive, or collusive practice; and/ or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or acts intended to materially impede the exercise of the PPRA's or the appointed authorities inspection and audit rights provided for under paragraph 2.3 e. below.

b) Defines more specifically, in accordance with the above procurement Act provisions set forth for fraudulent and collusive practices as follows:

"fraudulent practice" includes a misrepresentation off act in order to influence a procurement or disposal process or the exercise of a contract to the detriment of the procuring entity or the tenderer or the contractor, and includes collusive practices amongst tenderers prior to or after tender submission designed to establish tender prices at artificial non-competitive levels and to deprive the procuring entity of the benefits of free and open competition.

c) Rejects a proposal for award[1] of a contract if PPRA determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;

d) Pursuant to the Kenya's above stated Acts and Regulations, may sanction or recommend to appropriate authority (ies) for sanctioning and debarment of a firm or individual, as applicable under the Acts and Regulations;

e) Requires that a clause be included in Tender documents and Request for Proposal documents requiring (i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub-consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect[2] all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and

f) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a “Self-Declaration Form” as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/will not engage in any corrupt or fraudulent practices.

SCHEDULE OF REQUIREMENTS (to be completed by Tenderer)

The Tenderer shall complete this form and submit with Tender

1	2	3	4	5	6	7	8
Property Item N°	**Description of Property**	**Locations of Property**	**Land (minimum Acreage required)**	**Land (minimum Acreage offered)**	**Minimum facilities (required)**	**Minimum facilities (Offered)**	**Ownership Certificate Attached (YE/NO) if Yes Describe**
1	Land complying with the following requirements: a) The Land must be within Bomet County b) The Land required must be within 3KM from Bomet CBD, Bomet county c) The acreage limit is at least Twelve (12) acres and should be one parcel or a combination of parcels with common boundaries d) The location of the land must be easily accessible by registered public road networks that can be improved to bitumen standard e) The land to should have a valid title deed **f)** A certified current search certificate (obtained within 14 days from the date of the tender notice) and a certified green card with no any encumbrances of third parties**. (The land must be free from disputes, court orders, caveat, court injunctions or any other inhabitations)** g) The gradient of the land should be plain/flat h) A certified current search certificate (obtained within 14 days from the date of the tender notice i) A certified Survey plan or Certified Registry index map (RIM) j) Land rent clearance certificate (**Where applicable**)	The Land required must be within 3km radius from CBD ,Bomet county	12 acres		12 acres		

Note: Tender shall complete Columns 5, 7 and 8 and submit with tender.

PRICE SCHEDULE FORM

[The list of Property Items in the Price Schedules shall coincide with the List of Property Items specified by the Procuring Entity in the Schedule of Requirements. This form shall be same as the on the Form of Tender]

SCHEDULE OF PROPERTIES AND TENDERED PRICES

1	2	3	4	5	6	7
Property Item N°	**Description of Property**	**Location of Property**	**Land Acreage offered**	**Land Acreage required**	**Price and Currency**	**Discount offered (if any)**
No. 1	Purchase of land for stadium	The Land required must be within 3KM , from Bomet CBD Bomet county		At least 12 acres		

Notes: *All columns should be completed by the Procuring Entity except Column 4, 6 and 7 will be completed by the Tenderer.*

Tenderer Information Form

[The tenderer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: ..... *[Insert date (as day, month and year) of Tender submission*]

Tender Name and Identification: ..... [*Insert identification*

Alternative No.: ..... *[Insert identification No if this is a Tender for an alternative]*

1. Tenderer's Name…….. *[insert Tenderer's legal name] or full name of person tendering*
2. Tenderer's actual country of registration: *[insert actual or intended country of registration]*
3. Tenderer's year of registration: *[insert Tenderer's year of registration]*
4. Tenderer's Address in country of registration: *[insert Tenderer's legal address in country of registration]*
5. Tenderer's Authorized Representative Information Name: *[insert Authorized Representative's name]* Address: *[insert Authorized Representative's Address]* Telephone/Fax numbers: *[insert Authorized Representative's telephone/fax numbers]* Email Address: *[insert Authorized Representative's email address]*
6. Attached are copies of original documents of *[check the box(es) of the attached original documents]* ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 3.1. ☐ Tax Obligations for Kenyan Tenderers, attach copy of current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority in accordance with ITT 3.7.
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

PART 2 - SCHEDULE OF REQUIREMENTS

SECTION IV - SCHEDULE OF REQUIREMENTS

Notes for Preparing the Schedule of Requirements

1. The Schedule of Requirements shall be included in the Tendering Document by the Procuring Entity, and shall cover, at a minimum, a description of the Property (ies) required.

2. The objective of the Schedule of Requirements is to provide sufficient information to enable tenderers to prepare their Tenders efficiently and accurately, in particular, the Price Schedule, for which a form is provided in Section III. In addition, the Schedule of Requirements, together with the Price Schedule, should serve as a basis in the event of quantity variation at the time of award of contract pursuant to ITT40.1.

LIST OF PROPERTIES

List and number each required Property and provide full descriptions of the main features of the property. These features shall include physical location (of where the required property should be) and full descriptions of the properties in terms of such items as acreage, soil conditions, access size of buildings, floor areas, facilities, finishes, etc. Care should be taken not to be too restrictive as to limit competition and or availability. If there are more than one location where the Property could be located, these locations should be listed against each property. Where the required property is a building, the Procuring Entity shall indicate minimum acreage it should occupy. The Tenderer can offer as many Items as possible, even though the Procuring Entity will purchase only the required quantity. The list of the Items is then summarized on the Table below (Schedule of Requirements). *The Examples given on the Schedule of Requirements below should not be in the final Tender Document.*

E.g.

1. Property Item N1.Office Building (*Give full Descriptions of the required Property).*

*Number of floors*_____

*Estimated area of*_____*square*

*meters Complete with*_____

*Constructed of*_____

*Locations*_____ *Etc.*

2. Property Item N10. Farmland *(Give full Descriptions of the required Property*).

*Locations*_____

Soils–Red soil

*Elevation Steep-not more than*_____

*Access- not more than*_____*Km from*

Vegetation

Etc.

SCHEDULE OF REQUIREMENTS (to be completed by the Procuring Entity (except Columns 5, 7 and 8)

1	2	3	4	5	6	7	8
Property Item N°	**Description of Property**	**Locations of Property**	**Land (minimum Acreage required)**	**Land (minimum Acreage offered)**	**Minimum facilities (required)**	**Minimum facilities (Offered)**	**Ownership Certificate Attached (YE/NO) if Yes Describe**
No. 1	Land complying with the following requirements: a) The Land must be within Bomet County b) The Land required should be within 3KM from Bomet Town CBD. c) The acreage limit is at least Twelve (12) acres and should be one parcel or a combination of parcels with common boundaries d) The location of the land must be easily accessible by registered public road networks that can be improved to bitumen standard e) The land to should have a valid title deed **f)** A certified current search certificate (obtained within 14 days from the date of the tender notice) and a certified green card with no encumbrance of third parties**. (The land must be free from disputes, court orders, caveat, court injunctions or any otherinhabitations)** g) The gradient of the land should be plain/flat h) A certified current search certificate (obtained within 14 days from the date of the tender notice i) A certified Survey plan or Certified Registry index map (RIM) j) Land rent clearance certificate (**Where applicable**)	within 3km from Bomet town CBD	12 acres		12 acres		

Note: *The Document for Tender shall not have the examples.*

Tenderer shall complete Columns 5, 7 and 8 and submit with tender.

PART 3 – CONDITIONS OF CONTRACT

SECTION V - GENERAL CONDITIONS OF CONTRACT

1. Definitions

1.1 The following words and expressions shall have the meanings hereby assigned to them:

a) "Contract" means the Contract Agreement entered into between the Procuring Entity and the Seller, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.

b) "Contract Documents" means the documents listed in the Contract Agreement, including any amendments thereto.

c) "Contract Price" means the price payable to the Seller as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.

d) "Day" means calendar day.

e) "Completion" means the fulfillment of the sale agreement by the Seller in accordance with the terms and conditions set forth in the Contract.

f) "GCC" means the General Conditions of Contract.

g) "Property" means all of the immovable assets (lands and buildings) that the Seller is required to sell to the Procuring Entity under the Contract.

h) "Procuring Entity" means the Entity purchasing the property as specified in the SCC. "SCC" means the Special Conditions of Contract.

i) "Seller" means the person, private or government entity, or a combination of the above, who's Tender to perform the Contract has been accepted by the Procuring Entity and is named as such in the Contract Agreement.

2. Contract Documents

Subject to the order of precedence set forth in the Contract Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole.

3. Fraud and Corruption

3.1 The Government of Kenya requires compliance with anti-corruption laws and guidelines and its prevailing sanctions, policies and procedures as set forth in Laws of Kenya.

3.2 The Procuring Entity requires the Seller to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the Tendering process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

4 Interpretation

Singular and plural -If the context so requires it, singular means plural and vice versa.

Entire Agreement- the Contract constitutes the entire agreement between the Procuring Entity and the Seller and supersedes all communications, negotiations and agreements (whether written or oral) of the parties with respect there to made prior to the date of Contract.

Amendment- No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.

Non-waiver -Subject to GCC Sub-Clause 4.5(b) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.

Any waiver-of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.

Severability-If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

5 Language

5.1 The Contract as well as all correspondence and documents relating to the Contract exchanged by the Seller and the Procuring Entity, shall be written in the English Language. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English Language, in which case, for purposes of interpretation of the Contract, this translation shall govern.

5.2 The Seller shall bear all costs of translation to the governing language and all risks of the accuracy of such translation, for documents provided by the Seller.

6 Joint Venture, Consortium or Association

If the Seller is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Procuring Entity for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Procuring Entity.

7 Eligibility

The Seller shall have the nationality of an eligible country. A Seller shall be deemed to have the nationality of a country if it is a citizen or constituted, incorporated, or registered, and operates in conformity with the provisions of the laws of that country. Al l properties to be sold under the Contract shall be located in Eligible Countries.

8 Notices

Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the **SCC**. The term “in writing” means communicated in written form with proof of receipt. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

9 Governing Law

The Contract shall be governed by and interpreted in accordance with the laws defined in the TDS.

10 Settlement of Disputes

10.1 The Procuring Entity and the Seller shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute a rising between them under or in connection with the Contract.

10.2 If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, the neither the Procuring Entity or the Seller may give notice to the other party of its intention to commence arbitration, as here in after provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Contract. Arbitration proceedings shall be conducted in accordance with the rules of procedure specified in the **SCC**.

10.3 Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and the Procuring Entity shall pay the Seller any monies due to the Seller.

11 Inspections and Audit by the Procuring Entity

11.1 The Seller shall keep accurate and systematic accounts and records in respect of the properties in such form and details as will clearly identify relevant time changes and costs.

11.2 The Seller shall permit the Procuring Entity and/or persons appointed by the Procuring Entity or by other statutory bodies of the Government to inspect the Site and/or the accounts and records relating to the procurement process, selection and/or contract execution, and to have such accounts and records audited by auditors appointed by the Procuring Entity. The Seller's attention is drawn to Sub-Clause 3.1 which provides, *inter alia*, that acts intended to materially impede the exercise of the Procuring Entity's inspection and audit rights constitute a prohibited practice subject to a determination of ineligibility.

12 Scope of the property sale

The Property to be sold shall be as specified in the Schedule of Requirements.

13 Delivery and Documents

Subject to GCC Sub-Clause 33.1, the completion of the contract (handover of the transfer documents to the Procuring Entity for property registration) shall be not more than the period specified ion the TDS after completion of Negotiations and signing of the contract.

14 Seller's Responsibilities

The Seller shall hand over of the Property in accordance with GCC Clause12, and the completion of the contract as per GCC Clause13.

15. Contract Price

Prices charged by the Seller for the Property under the Contract shall vary from the prices quoted by the Seller in its Tender, given the tender price will be subject to negotiations.

16. Terms of Payment

16.1 The Contract Price, including any Advance Payments, if applicable, shall be paid as specified in the **SCC**.

16.2 The Seller's request for payment shall be made to the Procuring Entity in writing, accompanied by invoices describing, as appropriate, the Property to be sold and the documents submitted pursuant to GCC Clause13 and upon fulfillment of all other obligations stipulated in the Contract.

16.3 Payments shall be made promptly by the Procuring Entity, but in no case later than sixty (60) days after submission of an invoice or request for payment by the Seller, and after the Procuring Entity has accepted it.

16.4 The currencies in which payments shall be made to the Seller under this Contract shall be those in which the Tender price is expressed.

16.5 In the event that the Procuring Entity fails to pay the Seller any payment by its due date or within the period set forth in the **SCC**, the Procuring Entity shall pay to the Seller interest on the amount of such delayed payment at the rate shown in the **SCC**, for the period of delay until payment has been made in full, whether before or after judgment or arbitrage award.

17 Taxes and Duties

17.1 The taxes to be paid by the Procuring Entity and the Seller shall be specified in the **SCC**.

17.2 If any tax exemptions, reductions, allowances or privileges may be available to the Seller, the Procuring Entity shall use its best efforts to enable the Seller to benefit from any such tax savings to the maximum allowable extent.

18 Performance Security

No performance Security is envisaged, but if required, it shall be as specified in the **SCC**.

19 Copyright

The copyright in all documents and other materials containing data and information furnished to the Procuring

Entity by the Seller herein shall remain vested in the Seller, or, if they are furnished to the Procuring Entity directly or through the Seller by any third party, including sellers of materials, the copyright in such materials shall remain vested in such third party

20 Confidential Information

20.1 The Procuring Entity and the Seller shall keep confidential and shall not, without the written consent of the other partyhereto,divulgetoanythirdpartyanydocuments,data,orotherinformationfurnisheddirectlyorindirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Seller may furnish to its Agents such documents, data, and other information it receives from the Procuring Entity to the extent required for the Agent to perform its work under the Contract, in which event the Seller shall obtain from such Agent an undertaking of confidentiality similar to that imposed on the Seller under GCC Clause 20.

20.2 The Procuring Entity shall not use such documents, data, and other information received from the Seller for any purposes un-related to the contract. Similarly, the Seller shall not use such documents, data, and other information received from the Procuring Entity for any purpose other than the performance of the Contract.

20.3 TheobligationofapartyunderGCCSub-Clauses20.1and20.2above,however,shallnotapplytoinformation that:

a The Procuring Entity or Seller need to share with other arms of Government or other bodies participating in the financing of the Contract; such parties shall de disclosed in the **SCC**;

b now or hereafter enters the public domain through no fault of that party;

c can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.

20.4 The above provisions of GCC Clause 20 shall not in any way modify any undertaking of confidentiality given by either of the parties here to prior to the date of the Contract in respect of any part thereof.

20.5 The provisions of GCC Clause 20 shall survive completion or termination, for whatever reason, of the Contract.

21 Insurance

The Seller shall be responsible for insurance against incidental damage of the Property prior to transfer to the Procuring Entity and the Procuring Entity shall be responsible for insurance against incidental damage of the Property after receipt of the transfer documents.

22 Liquidated Damages

Except as provided under GCC Clause 32, if the Seller fails to deliver the transfer documents of the property by the Date(s) within the period specified in the Contract, the Procuring Entity may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the **SCC** of the contract price for month or part thereof of delay until actual the transfer documents of the property, up to a maximum deduction of the percentage specified in the **SCC**. Once the maximum is reached, the Procuring Entity may terminate the Contract pursuant to GCC Clause 35.

23 Warranty and Patent Indemnity

If there are any warranties or patent indemnities required under this contract, they will be specified in the **SCC**.

24 Change in Laws and Regulations

Unless otherwise specified in the Contract, if after the date of 28 days prior to date of Tender submission, any law, regulation, ordinance, or der or by law having the force of law is enacted, promulgated, abrogated, or changed in Kenya or the country of the Seller, that subsequently affects the completion date or the Contract Price, then such completion date o Contract Price shall be correspondingly increased or decreased, to the extent that the Seller has there by been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price negotiations where applicable, in accordance with GCC Clause15.

25 Force Majeure

25.1 The Seller shall not be liable for forfeiture of its Performance Security (if applicable), liquidated damages, 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.

25.2 For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Seller that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Seller. Such events may include, but not be limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

25.3 If a Force Majeure situation arises, the Seller shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Seller shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

26. Change Orders and Contract Amendments

26.1 The Procuring Entity may shall not at any time order the Seller through notice in accordance GCC Clause 8, to make changes within the general scope of the Contract.

26.2 Prices to be charged by the Seller that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Seller for similar services.

27. Value Engineering

27.1 The Seller may prepare, at its own cost, a value engineering proposal at any time during the performance of the contract. The value engineering proposal shall, at a minimum, include the following;

i) The proposed change(s), and a description of the difference to the existing contract requirements;

ii) A full cost/benefit analysis of the proposed change(s) including a description and estimate of costs the Procuring Entity may in cur in implementing the value engineering proposal and

iii) A description of any effect(s) of the change on performance / functionality.

27.2 The Procuring Entity may accept the value engineering proposal if the proposal demonstrates benefits that:

a Accelerates the delivery period; or

b Reduces the Contract Price or the life cycle costs to the Procuring Entity; or

c Improves the quality, efficiency or sustainability of the property; or

d Yields any other benefits to the Procuring Entity, without compromising the necessary functions of the property.

27.3 If the value engineering proposal is approved by the Procuring Entity and results in:

A reduction of the Contract Price; the amount to be paid to the Seller shall be the percentage specified in the **SCC** of the reduction in the Contract Price; or

An increase in the Contract Price; but results in a reduction in life cycle costs due to any benefit described in (a) to (d) above, the amount to be paid to the Seller shall be the full increase in the Contract Price.

27.4 Subject to the above, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

28 Extensions of Time

28.1 If at any time during performance of the Contract, the Seller should encounter conditions impeding timely delivery of the Property pursuant to GCC Clause 13, the Seller shall promptly notify the Procuring Entity in writing of the delay, it's likely duration, and its cause. As soon as practicable after receipt of the Seller's notice, the Procuring Entity shall evaluate the situation and may at its discretion extend the Seller's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.

28.2 Except in case of Force Majeure, as provided under GCC Clause 25,a delay by the Seller in the performance

of its Delivery and Completion obligations shall render the Seller liable to the imposition of liquidated damages pursuant to GCC Clause 22, unless an extension of time is agreed upon, pursuant to GCCSub-Clause28.1.

29 Termination for Default

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

a if the Seller fails to deliver the Property within the period specified in the Contract, or within any extension thereof granted by the Procuring Entity pursuant to GCC Clause 28;

b if the Seller fails to perform any other obligation under the Contract; or

c if the Seller, in the judgment of the Procuring Entity has engaged in Fraud and Corruption in competing for or in executing the Contract.

30 Termination for Insolvency.

The Procuring Entity may at any time terminate the Contract by giving notice to the Seller if the Seller becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Seller, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Procuring Entity

31 Termination for Convenience.

The Procuring Entity, by notice sent to the Seller, may terminate the Contract at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Entity's convenience, the extent to which performance of the Seller under the Contract is terminated, and the date upon which such termination becomes effective.

32 Assignment

Neither the Procuring Entity nor the Seller shall assign their obligations under this Contract, except with prior written consent of the other party.

SECTION VII - CONTRACT FORMS

This Section contains forms which, once completed, will form part of the Contract. The forms for Performance Security and Advance Payment Security, when required, shall only be completed by the successful tenderer after contract award.

FORM No1: NOTIFICATION OF INTENTION TO NEGOTIATE

This Notification of Intention to Negotiate shall be sent to the responsive and Lowest Evaluated Tenderer that submitted a Tender. Send this Notification to the Tenderer's Authorized Representative named in the Tender Information Form on the format below.

FORMAT

1. For the attention of Tenderer's Authorized Representative Name: .....

   [Insert Authorized Representative's name] Address: ..... *[Insert*

   Authorized Representative's Address] Telephone: ..... *[Insert Authorized*

   Representative's telephone/fax numbers] Email Address: ..... *[Insert*

   Authorized Representative's email address]

   [IMPORTANT: insert the date that this Notification is transmitted to Tenderers. The Notification must be sent to all Tenderers simultaneously. This means on the same date and as close to the same time as possible.]

2. Date of transmission: ..... *[Email]* on..... *[Date](Local time)*

   This Notification is sent by *(Name and designation)*_____

   _____

3. Notification of Intention to Commence Negotiations Procuring Entity: ..... *[insert*

   the name of the Procuring Entity] ITT Reference Number: ..... *[insert*

   Number] Contract title: ..... *[insert the name of the contract]* Country:

   ..... *[insert country where ITT is issued]*

   This Notification of Intention to negotiate a contract notifies you of our decision to commence negotiations with you on the above contract. The negotiations will be held at_____from (*date and time*)_____and will go on till completion.

4. Please confirm your availability to commence the negotiations and let us know the names, designations and addresses (postal, email and telephone number) of your representative sat the negotiations. The negotiations will be conducted in accordance with ITT40.

5. If you have any questions regarding this Notification please do not hesitate to contact us. On behalf of the Procuring Entity:

Signature:_____

Name:_____

Title/position:_____

Telephone:_____

Email:_____

Form 2: Notification of Intention to Award

[This Notification of Intention to Award shall be sent to each Tenderer that submitted a Tender.] *[Send this Notification to the Tenderer's Authorized Representative named in the Tenderer Information Form]* For the attention of Tenderer's Authorized Representative Name: .....*[insert Authorized Representative's name]*

Address: ..... *[Insert Authorized Representative's Address]*

Telephone numbers: ..... *[Insert Authorized Representative's telephone/fax numbers]*

Email Address: ..... *[Insert Authorized Representative's email address]*

[IMPORTANT: insert the date that this Notification is transmitted to Tenderers. The Notification must be sent to all Tenderers simultaneously. This means on the same date and as close to the same time as possible.]

DATE OF TRANSMISSION: This Notification is sent by: ..... *[Email/fax] on [date] (local* time)

Notification of Intention to Award

Procuring Entity:

Project: ..... *[Insert name of project]*

Contract title: ..... *[Insert the name of the contract]*

ITT No: ..... *[Insert ITT reference number from Procurement Plan]*

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period you may:

a) Request a debriefing in relation to the evaluation of your Tender, and/or

b) Submit a Procurement-related Complaint in relation to the decision to award the contract.

1) The successful Tenderer

Name:	
Address:	
Contract price:	

2) Other Tenderers *[INSTRUCTIONS: insert names of all Tenderers that submitted a Tender. If the Tender's price was evaluated include the evaluated price as well as the Tender price as read out.]*

Name of Tenderer	Tender price	Evaluated Tender price (if applicable)

3) Reason/s why your Tender was unsuccessful

[INSTRUCTIONS: State the reason/s why this Tenderer's Tender was unsuccessful. Do NOT include: (a) appoint by point comparison with another Tenderer's Tender or (b) information that is marked confidential by the Tenderer in its Tender.]

4) How to request a debriefing

DEADLINE: The deadline to request a debriefing expires at midnight on [insert date] (local time).

You may request a debriefing in relation to the results of the evaluation of your Tender. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award.

Provide the contract name, reference number, name of the Tenderer, contact details; and address the request for debriefing as follows:

Attention: ..... *[Insert full name of person, if applicable]*

Title/position: ..... *[Insert title/position]*

Agency: ..... *[Insert name of Procuring Entity]*

Email address: ..... *[Insert email address]*

If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.

The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.

If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Contract Award Notice.

5) How to make a complaint

Period: Procurement-related Complaint challenging the decision to award shall be submitted by midnight, *[Insert date] (Local time)*.

Provide the contract name, reference number, name of the tenderer, contact details; and address the Procurement-related Complaint as follows:

Attention: ..... *[Insert full name of person, if applicable]*

Title/position: ..... *[Insert title/position]*

Agency: ..... *[Insert name of Procuring Entity]*

Email address: ..... *[Insert email address]*

At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.

Further information:
For more information refer to the PPRA's Website www.ppra.go.ke or email complaints@ppra.go.ke.

You should read these provisions before preparing and submitting your complaint. In summary, there are four essential requirements:

1. You must be an 'interested party'. In this case, that means a Tenderer who submitted a Tender in this tendering process, and is the recipient of a Notification of Intention to Award.
2. The complaint can only challenge the decision to award the contract.
3. You must submit the complaint within the period stated above.
4. You must include, in your complaint, all of the information required by the Procurement Regulations (as described in Annex III).

6) Standstill Period

DEADLINE: The Standstill Period is due to end at midnight on [insert date] (local time).

The Standstill Period lasts ten (10) Business Days after the date of transmission of this Notification of Intention to Award.

The Standstill Period may be extended as stated in Section 4 above.

If you have any questions regarding this Notification please do not hesitate to contact us. On

behalf of the Procuring Entity:

Signature:_____

Name:_____

Title/position:_____

Telephone:_____

Email:_____

FORM NO. 3 - REQUEST FOR REVIEW

FORM FOR REVIEW(r.203(1))

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 of ……..20…….in the matter of Tender No……..…of ……..20……..for .....….(Tender description).

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 of ……...20…..……

SIGNED

Board Secretary

FORM NO 4: LETTER OF AWARD

[Letter head paper of the Procuring Entity]

..... *[Date]*

To: ..... *[Name and address of the Contractor]*

This is to notify you that your Tender dated *[date]* for execution of the..... *[Name of the Contract and identification number, as given in the Contract Data]* for the Accepted Contract Amount.....*[amount in numbers and words] [name of currency]*, as negotiated in accordance with the Instructions to Tenderer, is hereby accepted by…… (*Name of the Procuring Entity).*

Please find attached two copies of the draft contract for your review and acceptance. Please sign and return to us signed contracts for our further action, i.e. finalizing the contract and carrying on with the next steps. *[If so required]* You are requested to furnish the Performance Securitywithin28 days in accordance with the Conditions of Contract, using, for that purpose, one of the Performance Security Forms included in Section VII, Contract Forms, of the Tender Document.

Authorized Signature: .....

Name and Title of Signatory: .....

Name of Procuring Entity.....

Attachment: *Contract Agreement*.....

Authorized Signature: .....

Name and Title of Signatory: .....

Name of Agency: .....

Attachment: Draft Contract

FORM NO 5 – CONTRACT AGREEMENT

[The successful tenderer shall fill in this form in accordance with the instructions indicated] THIS AGREEMENT made the.....*[Insert: number]* day of ……..*[insert: month], [insert: year]*. BETWEEN

..... *[Insert complete name of Procuring Entity* and having its principal place of business at ..... *[Insert: address of Procuring Entity]* (Hereinafter called "Procuring Entity"), of the one part; and

2. *[Insert name of Seller]*, a corporation incorporated under the laws of *[insert: country of Seller]* and having its principal place of business at *[insert: address of Seller]* (hereinafter called "the Seller"), of the other part.

3. WHEREAS the Procuring Entity invited Tenders for cert a in sale of*[insert brief description of Property]* and has successfully negotiated a contract based on the Tender by the Seller for the sale of the said Property, the Procuring Entity and the Seller agree as follows:

   i) In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.

   ii) The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other contract documents.

   The Letter of Acceptance The Letter of Tender The Addenda Nos.__(If any) General Conditions of Contract Special Conditions of Contract Schedule of Requirements the Completed Price Schedules any other document listed in GCC as forming part of the Contract

   iii) In consideration of the payments to be made by the Procuring Entity to the Seller as specified in this Agreement, the Seller here by covenants with the Procuring Entity to provide the Property and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Entity hereby covenant s to pay the Seller in consideration of the provision of the Property and the remedying of defects there in, the Contract Price or such other sum as may be come payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

5. IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of_____on the day, month and year indicated above.

For and on behalf of the Procuring Entity

Signed: ..... *[Insert signature]*

in the capacity of..... *[Insert title or other appropriate designation]*

In the presence of..... *[Insert identification of official witness]*

For and on behalf of the Seller Signed: ..... *[Insert signature of authorized representative (s) of the Seller]*

in the capacity of..... *[Insert title or other appropriate designation]*

In the presence of..... *[Insert identification of official witness*

FORM NO. 9 BENEFICIAL OWNERSHIP DISCLOSURE

BENEFICIAL OWNERSHIP DISCLOSURE FORM

(Amended and issued pursuant to PPRA CIRCULAR No. 02/2022)

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 pursuant to Regulation 13 (2A) and 13 (6) of the Companies (Beneficial Ownership Information) Regulations, 2020. 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 legal person (tenderer) or arrangements or a natural person on whose behalf a transaction is conducted, and includes those persons who exercise ultimate effective control over a legal person (Tenderer) or arrangement.

Tender Reference No.:_____[*insert identification no*] Name of the Tender Title/Description:_____*[insert name of the assignment]* to:_____*[insert complete name of Procuring Entity]*

In response to the requirement in 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

	Details of all Beneficial Owners		**% of shares a person holds in the company Directly or indirectly**	**% of voting rights a person holds in the company**	**Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer** (Yes / No)	**Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)**
1.	Full Name		Directly---------- % of shares Indirectly---------- % of shares	Directly…….% of voting rights Indirectly---------- % of voting rights	1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes -----No---- 2. Is this right held directly or indirectly?: Direct…… Indirect……	1. Exercises significant influence or control over the Company body of the Company (tenderer**)** Yes -----No---- 2. Is this influence or control exercised directly or indirectly? Direct……
	National identity card number or Passport number					
	Personal Identification Number (where applicable)					
	Nationality					
	Date of birth *[dd/mm/yyyy]*					
	Postal address					
	Residential address					
	Telephone number					
	Email address					
	Occupation or					

	Details of all Beneficial Owners		**% of shares a person holds in the company Directly or indirectly**	**% of voting rights a person holds in the company**	**Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer** (Yes / No)	**Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)**
	profession					Indirect…… …
2.	Full Name		Directly---------- % of shares Indirectly---------- % of shares	Directly…… …….% of voting rights Indirectly---------- % of voting rights	1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes -----No---- 2. Is this right held directly or indirectly?: Direct…… …… Indirect…… ……...	1. Exercises significant influence or control over the Company body of the Company (tenderer**)** Yes -----No-- -- 2. Is this influence or control exercised directly or indirectly? Direct…… ….. Indirect…… …
	National identity card number or Passport number					
	Personal Identification Number (where applicable)					
	Nationality(ies)					
	Date of birth *[dd/mm/yyyy]*					
	Postal address					
	Residential address					
	Telephone number					
	Email address					
	Occupation or profession					
3. **e.t .c**						

II) Am fully aware that beneficial ownership information above shall be reported to the Public Procurement Regulatory Authority together with other details in relation to contract awards and shall be maintained in the Government Portal, published and made publicly available pursuant to Regulation 13(5) of the Companies (Beneficial Ownership Information) Regulations, 2020.(Notwithstanding this paragraph Personally Identifiable Information in line with the Data Protection Act shall not be published or made public). *Note that Personally Identifiable Information (PII) is defined as any information that can be used to distinguish one person from another and can be used to deanonymize previously anonymous data. This information includes National identity card number or Passport number, Personal Identification Number, Date of birth, Residential address, email address and Telephone number.*

III) In determining who meets the threshold of who a beneficial owner is, the Tenderer must consider a natural person who in relation to the company:

(a) holds at least ten percent of the issued shares in the company either directly or indirectly;

(b) exercises at least ten percent of the voting rights in the company either directly or indirectly;

(c) holds a right, directly or indirectly, to appoint or remove a director of the company; or

(d) exercises significant influence or control, directly or indirectly, over the company.

IV) What is stated to herein above is true to the best of my knowledge, information and belief.

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]*

Designation 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 this ..... [insert date of signing] day of..... [Insert month], [insert year]

Bidder Official Stamp