



**MINISTRY OF TRANSPORT, INFRASTRUCTURE,  
HOUSING, URBAN  
DEVELOPMENT AND PUBLIC WORKS**

**State Department for Housing and Urban Development**

**TENDER DOCUMENT**

**FOR**

**REQUEST FOR PROPOSALS (RFP) FOR PROVISION OF PROPERTY AND  
MORTGAGE MANAGEMENT SUPPORT SERVICES FOR STATE  
DEPARTMENT FOR HOUSING AND URBAN DEVELOPMENT**

**TENDER NO. MTHUDPW/SDHUD/ADM/017/2020-2021**

## Contents

SECTION I	: INVITATION TO TENDER	1
SECTION II	- INSTRUCTIONS TO TENDERERS	2
2.1	Eligible Tenderers	2
2.2	Cost of Tendering	2
2.3	Contents of Tender Documents	3
2.4	Clarification of tender Documents	3
2.5	Amendment of tender Documents	4
2.6	Language of Tenders	4
2.7.	Documents Comprising the Tender	4
2.8.	Form of Tender	5
2.9.	Tender Prices	5
2.10.	Tender Currencies	5
2.11.	Tenderers Eligibility and Qualifications	5
2.12.	Tender Security	6
2.13.	Validity of Tenders	7
2.14.	Format and Signing of Tenders	7
2.15	Sealing and Marking of Tenders	8
2.16.	Deadline for Submission of Tenders	8
2.17.	Modification and Withdrawal of Tenders	9
2.18.	Opening of Tenders	9
2.19	Clarification of Tenders	10
2.20	Preliminary Examination and Responsiveness	10
2.21.	Conversion to single currency	11
2.22.	Evaluation and Comparison of Tenders	11
2.23.	Contacting the Procuring entity	12
2.24	Post-qualification	12
2.25	Award Criteria	13
2.26.	Procuring entity's right to accept or reject any or all tenders	13
2.27	Notification of Award	14
2.28	Signing of Contract	14
2.29	Performance Security	15
3.0	Corrupt or Fraudulent Practices	15
Appendix to instructions to Tenderers		16
SECTION III	GENERAL CONDITIONS OF CONTRACT	17
3.1.	Definitions	17
3.2.	Application	17
3.3.	Standards	17
3.4.	Use of Contract Documents and Information	18
3.5.	Patent Rights	18
3.6	Performance Security	18
3.7.	Delivery of services and Documents	19
3.8.	Payment	19
3.9.	Prices	19
3.10.	Assignment	20
3.11.	Termination for Default	20
3.12.	Termination for insolvency	20

3.13.	Termination for convenience .....	21
3.14	Resolution of Disputes .....	21
3.15.	Governing Language .....	21
3.16.	Applicable Law .....	21
3.17	Force Majeure .....	22
3.18	Notices .....	22
SECTION IV – SPECIAL CONDITIONS OF CONTRACT .....		23
SECTION V – TERMS OF REFERENCE- TOR .....		24
	<b>Background</b> .....	24
	<b>Mandate of the State Department</b> .....	24
	<b>Objectives</b> .....	24
	<b>Scope of work for the property management firm:</b> .....	25
	Estates management.....	25
	Estates Department .....	25
	<b>Government estates portfolio</b> .....	25
	<b>Expected rent revenue</b> .....	26
	<b>Current rent collection system and practices</b> .....	26
	Challenges currently faced in rent collection and inventory management .....	26
	Inventory management.....	26
	<b>Check off system</b> .....	26
	<b>Manual systems and operations</b> .....	27
	<b>Rent arrears collection/debt recovery</b> .....	27
	Civil Servants Housing Scheme.....	27
	<b>Departmental functions</b> .....	28
	<b>Current Status</b> .....	28
	<b>Mortgages on tenant purchase</b> .....	28
	<b>Houses Constructed and Rented to Civil Servants</b> .....	28
	<b>Collection from commercial premises</b> .....	28
	Slum Upgrading Department .....	29
	<b>Housing units and Commercial Premises</b> .....	29
	Current Situation.....	29
	<b>Inventory</b> .....	29
	<b>Manual payments</b> .....	29
	MANDATORY REQUIREMENTS.....	29
	TECHNICAL REQUIREMENTS AND EVALUATION CRITERIA .....	30
	<b>System requirements (20 marks)</b> .....	30
	<b>Key Technical Personnel (Maximum 30 marks)</b> .....	30
	<b>Professional capability</b> .....	30
	<b>Holder of Relevant Degree (Land Economics or Real Estate)</b> .....	30
	<b>Holder of Relevant Degree (IT/computer science)</b> .....	31
	<b>Other Key Support Staff</b> .....	31
	Experience (Maximum 30 marks) .....	31
	<b>Proposed methodology and Work plan:</b> .....	31
	<b>Financial Capacity (Maximum 10 marks)</b> .....	31
	<b>References (Maximum 10 marks)</b> .....	32
	FINANCIAL EVALUATION .....	32
	<b>Table 3: Summary of Costs</b> .....	32
	SECTION VI - STANDARD FORMS.....	33

<b>Notes on the sample Forms</b> .....	33
Form of Tender .....	34
Price Schedule Form .....	35
Contract Form .....	36
CONFIDENTIAL BUSINESS QUESTIONNAIRE .....	37
TENDER SECURITY FORM.....	39
PERFORMANCE SECURITY FORM.....	40
Signature and seal of the Guarantors .....	40
AUTHORIZATION FORM .....	41
LETTER OF NOTIFICATION OF AWARD .....	42
REQUEST FOR REVIEW FORM.....	43
<b>FORM RB 1</b> .....	43
<b>REQUEST FOR REVIEW</b> .....	43

**SECTION I :INVITATION TO TENDER DATE: 18<sup>TH</sup> FEBRUARY, 2021**

**TENDER REF. NO. MTHUDPW/SDHUD/ADM/17/2020-2021**

**TENDER NAME: PROVISION OF PROPERTY AND MORTGAGE  
MANAGEMENT SUPPORT SERVICES TO STATE  
DEPARTMENT FOR HOUSING AND URBAN  
DEVELOPMENT**

- 1.1 Ministry of Transport, Infrastructure, Housing, Urban development and Public Works (MTHUD&PW) invites sealed tenders from eligible candidates for provision of property and mortgage management support services to State Department for Housing and Urban Development.
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at Ministry of Transport, Infrastructure, Housing, Urban development and Public Works 1<sup>st</sup> Ngong Avenue, Ardhi house 6<sup>th</sup> floor wing B MTC secretariat during normal office working hours.
- 1.3 A complete set of tender documents may be obtained by interested candidates free of charge by downloading from the State Department's website [www.housingandurban.go.ke/tenders](http://www.housingandurban.go.ke/tenders)
- 1.4 Prices quoted should be net inclusive of all taxes and delivery costs, must be in Kenya Shillings and shall remain valid for (120) days from the closing date of the tender.
- 1.5 Completed tender documents enclosed in plain sealed envelopes, marked with the tender number and tender name should be deposited in the tender Box at Ministry of Transport, Infrastructure, Housing and Urban development 1<sup>st</sup> Ngong Avenue, Ardhi house 6<sup>th</sup> floor or be addressed to: **The Principal Secretary, State Department for Housing and Urban Development, Ministry of Transport, Infrastructure, Housing, Urban development and Public Works P.O. Box 30119-00100 Nairobi** so as to be received on or before **5<sup>th</sup> March 2021 at 11am.**

The tenders will be opened immediately thereafter in the presence of the candidates or representatives who choose to attend at Ministry of Transport, Infrastructure, Housing Urban development and Public Works 1st Ngong Avenue, Ardhi house 6th floor wing B boardroom.

Head of Supply Chain Management Services  
FOR: **PRINCIPAL SECRETARY**  
**STATE DEPARTMENT FOR HOUSING AND URBAN DEVELOPMENT**

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

### **2.1 Eligible Tenderers**

- 2.1.1 This invitation for tenders is open to all tenderers eligible as described in the Appendix to Instructions to Tenderers. Successful tenderers shall be contracted for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the schedule of requirements.
- 2.1.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
- 2.1.3 Tenderers shall provide the qualification statement that the tenderer (including all members of a joint venture and subcontractors), is not associated, or have been associated in the past, directly or indirectly, with the firm or any of its officials which have been engaged by the procuring entity to provide consulting services for the preparation of the design specifications and other documents to be used for the purpose of this invitation to tender.
- 2.1.4 Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

### **2.2 Cost of Tendering**

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process
- 2.2.2 The price to be charged for the tender document shall not exceed Kshs.1,000/=
- 2.2.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

## **2.3 Contents of Tender Documents**

2.3.1 The tender documents comprise the documents listed below and addenda issued in accordance with clause 2.7 of these instructions to tenderers.

- (i) Instructions to tenderers
- (ii) General Conditions of Contract
- (iii) Special Conditions of Contract
- (iv) Schedule of particulars of tender
- (v) Form of Tender
- (vi) Price Schedules
- (vii) Contract Form
- (viii) Confidential Business Questionnaire Form
- (ix) Tender security Form
- (x) Performance security Form
- (xi) Authorization Form
- (xii) Declaration form
- (xiii) Request for Review Form

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

## **2.4 Clarification of tender Documents**

2.4.1 A prospective tenderer making inquiry on the tender documents may notify the Procuring entity by post, fax or by email at the procuring entity's address indicated in the Invitation to Tender. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives no later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response

(including an explanation of the query but without identifying the source of inquiry) will be sent to all candidates who have received the tender documents.

2.4.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

## **2.5 Amendment of tender Documents**

2.5.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an **addendum** amendment.

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

2.5.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

## **2.6 Language of Tenders**

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

## **2.7. Documents Comprising the Tender**

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



- (a) a Tender Form and a Price Schedule completed in accordance with paragraph 2.8, 2.9 and 2.10 below
- (b) documentary evidence established in accordance with paragraph 2.12 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) tender security furnished in accordance with paragraph 2.12

## **2.8. Form of Tender**

2.8.1 The tenderer shall complete the Form of Tender and the Price Schedules furnished in the tender documents, indicating the particulars of the tender.

## **2.9. Tender Prices**

2.9.1 The tenderer shall indicate on the Price Schedules the unit prices and total tender price of the particular of tender under the contract.

2.9.2 Prices indicated on the Price Schedule shall be the amounts to be paid by the procuring entity to the tenderer for the particulars of the tender under the contract.

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

## **2.10. Tender Currencies**

2.10.1 Prices shall be quoted in Kenya Shillings unless otherwise stated in the appendix.

## **2.11. Tenderers Eligibility and Qualifications**

2.11.1 Pursuant to paragraph 2.1.1 and 2.1.2 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if it's tender is accepted.

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

## **2.12. Tender Security**

2.12.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified.

2.12.2 The tender security shall be in the amount not exceeding 2 per cent of the tender price

2.12.3 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7

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

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

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

2.12.6 Unsuccessful Tenderer's tender security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity

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

2.12.8 The tender security may be forfeited:

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

### **2.13. Validity of Tenders**

2.13.1 Tenders shall remain valid for 120 days after date of tender opening pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.

2.13.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer granting the request will not be required nor permitted to modify its tender.

### **2.14. Format and Signing of Tenders**

2.14.1 The tenderer shall prepare an original and a copy of the tender, clearly marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy between them, the original shall govern.

2.14.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for un-amended printed literature, shall be initialed by the person or persons signing the tender.

2.14.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

## **2.15 Sealing and Marking of Tenders**

2.15.1 The tenderer shall seal the original and the copy of the tender in separate envelopes, duly marking the envelopes as “ORIGINAL TENDER” and “COPY OF TENDER”. The envelopes shall then be sealed in an outer envelope.

2.15.2 The inner and outer envelopes shall:

- (a) be addressed to the Procuring entity at the address given in the Invitation to Tender
- (b) Bear tender number and name in the Invitation to Tender and the words, “**DO NOT OPEN BEFORE 5/03/2021**”.

2.15.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”.

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

## **2.16. Deadline for Submission of Tenders**

2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 no later than **5<sup>th</sup> March, 2021 at 11am**

2.16.2 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5.3

in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

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

## **2.17. Modification and Withdrawal of Tenders**

2.17.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Procuring entity prior to the deadline prescribed for submission of tenders.

2.17.2 The tenderer's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of paragraph 2.15. a withdrawal notice may also be sent by fax or email but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

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

## **2.18. Opening of Tenders**

2.18.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, on **5<sup>th</sup> March, 2021 at 11am** and in the location specified in the Invitation of tender. The tenderers' representatives who are present shall sign a register evidencing their attendance

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

2.18.3 The Procuring entity will prepare minutes of the tender opening, which will be submitted to tenderers that signed the tender opening register and will have made the request.

## **2.19 Clarification of Tenders**

2.19.1 To assist in the examination, evaluation and comparison of tenders the Procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

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

## **2.20 Preliminary Examination and Responsiveness**

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

2.20.2 The Procuring entity may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation provided such waiver does not prejudice or affect the relative ranking of any tenderer.

2.20.3 Prior to the detailed evaluation, pursuant to paragraph 2.20, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

2.20.4 If a tender is not substantially responsive, it will be rejected by the procuring entity and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

## **2.21. Conversion to single currency**

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

## **2.22. Evaluation and Comparison of Tenders**

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

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

(a) Operational plan proposed in the tender;

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

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

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

2.22.4 Preference, where allowed in the evaluation of tenders shall not exceed 15%.

### **2.23. Contacting the Procuring entity**

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

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

### **2.24 Post-qualification**

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



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

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

## **2.25 Award Criteria**

2.25.1 Subject to paragraph 2.29 the Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

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

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

## **2.26. Procuring entity's right to accept or reject any or all tenders**

2.26.1 The Procuring entity reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award,

without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the Procuring entity's action. If the Procuring entity determines that none of the tenders is responsive, the Procuring entity shall notify each tenderer who submitted a tender.

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

2.26.3 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

## **2.27 Notification of Award**

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

2.27.2 The notification of award will constitute the formation of the contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.29. Simultaneously the unsuccessful tenderers shall be notified that their tenders have been unsuccessful.

2.27.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.30, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

## **2.28 Signing of Contract**

2.28.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the procuring entity will simultaneously inform the other tenderers that their tenders have not been successful.

2.28.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

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

2.28.4 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

### **2.29 Performance Security**

2.29.1 The successful tenderer shall furnish the performance security in accordance with the Appendix to instructions to tenders, in a form acceptable to the Procuring entity.

2.29.2 Failure by the successful tenderer to comply with the requirement of paragraph 2.28 or paragraph 2.29.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated tender or call for new tenders.

### **3.0 Corrupt or Fraudulent Practices**

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

3.1.2 The Procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question

3.1.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public Procurement in Kenya.

### **Appendix to instructions to Tenderers**

The following information for letting, leasing, licensing, tenancy, franchise or management contract of Ministry of Transport , Infrastructure, Housing, Urban Development and Public Works shall complement, supplement, or amend, the provisions on the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the Instructions to Tenderers.

<b>INSTRUCTIONS TO TENDERERS REFERENCE</b>	<b>PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS</b>
2.1.1	Property management Firms with existing management system for property and mortgage management.
2.12.1	Bid security of <b>Ksh. 150,000.00</b>
2.15.2	Wednesday <b>5<sup>th</sup> March, 2021 at 11am EAT</b>
2.16.1	As 2.15.2 above
2.18.1	As in 2.15.2 above
2.29.1	Indicate particulars of performance security. <b>10% of Tender Sum</b>

## **SECTION III            GENERAL CONDITIONS OF CONTRACT**

### **3.1.    Definitions**

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

- (a)      “The Contract” means the agreement entered into between the Procuring entity and the tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b)      “The Contract Price” means the price payable to the contractor under the Contract by the tenderer for the full and proper performance of the contractual obligations
- (c)      “The Procuring entity” means the organization offering the particulars of the tender under this Contract
- (d)      “The Contractor” means the organization or firm procuring the particulars of tender under this Contract.
- (e)      “GCC” means the General Conditions of Contract
- (f)      “SCC” means the Special Conditions of Contract
- (g)      “Day” means calendar day

### **3.2.    Application**

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

### **3.3.    Standards**

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

### **3.4. Use of Contract Documents and Information**

- 3.4.1 The Contractor shall not, without the Procuring entity's prior written consent, disclose the Contract, or any provision therefore, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring entity in connection therewith, to any person other than a person employed by the contractor in the performance of the Contract.
- 3.4.2 The Contractor shall not, without the Procuring entity's prior written consent, make use of any document or information enumerated in paragraph 2.4.1 above.
- 3.4.3 Any document, other than the Contract itself, enumerated in paragraph 2.4.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the Procuring entity on completion of the contractor's performance under the Contract if so required by the Procuring entity.

### **3.5. Patent Rights**

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

### **3.6 Performance Security**

- 3.6.1 Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in SCC
- 3.6.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.
- 3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of:

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

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

### **3.7. Delivery of services and Documents**

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

### **3.8. Payment**

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

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

### **3.9. Prices**

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

3.9.2 Contract price variations shall not be allowed for contract not exceeds one year (12 months)

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

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

### **3.10. Assignment**

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

### **3.11. Termination for Default**

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

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

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

### **3.12. Termination for insolvency**

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



action or remedy, which has accrued or will accrue thereafter to the procuring entity.

### **3.13. Termination for convenience**

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

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

### **3.14 Resolution of Disputes**

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

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

### **3.15. Governing Language**

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

### **3.16. Applicable Law**

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

### **3.17 Force Majeure**

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

### **3.18 Notices**

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

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

## SECTION IV – SPECIAL CONDITIONS OF CONTRACT

4.1 Special condition of contract shall supplement the General Conditions of Contract. Whenever there is a conflict between the GCC and the SCC, the provisions of the SCC herein shall prevail over those in the GCC.

4.2 Special Conditions of Contract as relates to the GCC.

<b>GCC REFERENCE</b>	<b>SPECIAL CONDITIONS OF CONTRACT</b>
4.2.1	<b>Performance security - 10% of contract value issued to State Department for Housing and Urban Development in form of unconditional bank guarantee only.</b>
4.2.2	<b>Quarterly Payable in arrears</b>
4.2.3	<b>As per the Procurement and Asset Disposal Act 2015, regulations 2020 and contract</b>
4.2.4	<b>As per the Procurement and Asset Disposal Act 2015, Regulations 2020 and legal notice (amendment) 2013</b>
4.2.5	<b>Principal Secretary, State Department for Housing and Urban Development, Ministry of Transport, Infrastructure, Housing, Urban development and Public Works, P.O. Box 30119-00100 NAIROBI</b>

## SECTION V – TERMS OF REFERENCE- TOR

### **Background**

The Ministry of Transport, Infrastructure, Housing and Urban Development through State Department for Housing and Urban Development intends to engage a property and mortgage management firm that has an existing ERP system that will support in rent collection and mortgage management. The properties are spread across the 47 counties. Terms and Conditions under which property management firm is sought are provided in this tender document. Details and salient features of the properties and mortgages are;

### **Mandate of the State Department**

State Department of Housing and Urban Development is mandated to undertake the following key functions;

Housing and Slum Upgrading policy Development, promotion of affordable housing programme, Management of building and construction standards and codes, National secretariat for human settlements, Management of housing for civil servants and disciplined servicers, Public office lease accommodation management, Management of Civil Servants Housing Scheme, Development and management of government housing and Maintenance of inventory for government property and Slum Upgrading and prevention among others.

### **Objectives**

The main objectives of procurement of provision of a property management and mortgage support services are:-

- (i) Maximise revenue collection within the State Department for Housing and Urban Development.
- (ii) Provide clients with convenient and secure payment options
- (iii) Provide SDHUD with ability to monitor revenue collection from rent, mortgage and service charge on a realtime basis.
- (iv) Provide SDHUD with the ability to reconcile revenue from various MDA's allowing for visualization analysis and reporting.

### **Scope of work for the property management firm:**

The property management firm will be expected to provide property management support as follows: -

- a) Make available the firm's system(s) to support SDHUD's property and mortgage management.
- b) Prepare/complete inventory of all government residential houses in the country
- c) Facilitate 100% rent collection efficiency from all MDAs and slum communities.
- d) Track and document all outstanding rent and loan repayments and take appropriate measures to recover
- e) Provide real time updates on housing units, tenancy and mortgage inventories.
- f) Integrate the system with existing financial management systems at GOK including IFMIS, INTERNET BANKING and IPPD where applicable for revenue reporting for management and customer relations management.
- g) Provide transition and migration support to SDHUDs ERP system.
- h) Provide a secure Web based Executive Dashboard where the client can access specific data anywhere, anytime.
- i) Provide real-time reports as and when requested.

### **Estates management**

The State Department for Housing and Urban Development has two departments which deal with property management namely Civil Servants Housing Scheme and Estates Department. While the scheme manages a smaller portion of the government's estates, the bigger portion is managed by the Estates Department.

### **Estates Department**

#### **Government estates portfolio**

There are about 77,000 residential houses spread across the country which are classified as either pool or institutional houses.

### **Expected rent revenue**

The annual rent expected from the above houses is estimated to be KShs 1.2 billion. However, there have been challenges in realizing a 100% rent collection efficiency.

### **Current rent collection system and practices**

The State Department of Housing and Urban Development receives rent from all government residential houses. All tenants are expected to pay rent to the department at the end of every month via a check off system. All MDA's are expected to remit all deducted rent to a dedicated central Bank account for the State Department.

Estates Department maintains a register of all houses across the country. The register indicates the details of each house including date of construction, repairs carried out as well as space accommodation and location details. New houses are added to the register through a process called registration which entails categorization, tagging and documentation.

### **Challenges currently faced in rent collection and inventory management**

#### **Inventory management**

The inventory of all houses under the management of the State Department for Housing and Urban Development has been incomplete over a long period of time. The figures given from time to time are conservative estimates. Variations in the register are caused by conversion of houses for different uses, boarding of houses for various reasons, destruction by fire and irregular alienation (*grabbing*). Delays in registering newly completed houses also cause inconsistencies in the building register and inventory.

There have been failed attempts in the past to automate the building register and process of registration. A complete automated housing register and inventory should be the best starting point in addressing the challenges of rental income fluctuations witnessed each month.

#### **Check off system**

Over time, government has relied on the deduction of rent from employees at source and remitting it to the State Department. This means that government tenants do not pay rent

deposit as is the practice in private sector. Besides, government tenants pay their rent in arrears each month.

Deductions made by employers are also delayed for long periods and quite often not remitted causing inconsistencies in rent accounts.

### **Manual systems and operations**

Estates Department carries out property management based on largely manually operated systems including tenants register, recovery data, building register as well as IPPD extracts for purposes of tracking rent payment.

This presents a major challenge in various aspects and lack of an automated rent payment tracking system has complicated the matter in tracing tenants with arrears.

### **Rent arrears collection/debt recovery**

Due to payment of rent in arrears and the delays by deducting agencies to remit the monies at the right time, the department has recorded very high levels of unpaid rent. Virtually all Ministries, Departments and Agencies owe SDHUD substantial amount of money in unremitted rent revenue.

### **Civil Servants Housing Scheme**

The Civil Servants Housing Scheme Funds facilitates Civil Servants to access home ownership in line with the National Housing Policy for Kenya 2004, and the Salaries and Remuneration Commission guidelines on House mortgage for State Officers and other Public officers of 2014. The Fund has a tenant purchase scheme for civil servants.

#### **The objectives and purpose for which the fund was introduced include: -**

- Provide housing loan facilities to civil servants for the purpose of either purchasing or constructing a residential house.
- Develop housing units for sale and for rental by civil servants and,
- Raise funds for the implementation of the above.

### **Departmental functions**

The core functions of the Civil Servants Housing Department include:-

- To develop housing units for sale on tenant purchase and rental to Civil Servants.
- To ensure effective and efficient estate management of the houses under the Scheme.
- Provide loan to civil servants for purchase or development of houses and manage the loan facility.
- Oversee the sale of existing non – strategic Government houses.
- Raise funds for the implementation of the above objectives.

### **Current Status**

The fund has to date facilitated Civil servants on tenant purchase terms. Several properties developed by the fund are held on rental terms

### **Mortgages on tenant purchase**

The Fund has facilitated 2500 civil servants on tenant purchase. The accounts are managed through payroll deductions from various Government Ministries, Departments and Agencies. The mortgage accounts are expected to grow over time on sale of housing units to civil servants.

### **Houses Constructed and Rented to Civil Servants**

Out of the houses developed through the Fund a total of 491 housing units have been reserved for rental to civil servants. The rented flats are 96 No. in Ngara estate; 140 No. in Shauri Moyo estate; 175 No. in Jogoo Road estate and 40 No. in Kisumu Shauri Moyo estate.

### **Collection from commercial premises**

Development of Ngara housing project comprised the housing units and;

- Shopping Centre comprising of ten shopping spaces
- Nursery School complex

The facilities are let out to rent paying tenants.



## **Slum Upgrading Department**

Slum Upgrading Department objective is to promote, secure and protect dignified lives and livelihoods of the people living and working in the slums and informal settlements, by strategically integrating them into the social, political and economic framework in line with the Constitution.

### **Housing units and Commercial Premises**

1. 822 no units in Kibera Soweto Zone 'A' under Tenant Purchase Scheme sold to Community members
2. 295 No Market Stalls in Kibera Soweto sold to Community members
3. 513 No Units in Langata decanting site for rentals
4. 214 No. units in Mavoko SNP ready for sale through TPS to community members

## **Current Situation**

### **Inventory**

The existing housing units' inventory is manual and cumbersome to analyse and make reports.

### **Manual payments**

The payments are effected through cash deposits in the bank and submission of receipts for reconciliation. Although this is preferred mode of payment by slum community members, it is cumbersome and inconvenient

The monthly collection for the monthly collection on loan repayments is expected to be Ksh 4,400,000 and ksh. 360,000 from rent.

## **MANDATORY REQUIREMENTS**

### **The bidders should avail the following;**

1. Have an existing mortgage and property management ERP system that have valid current licenses.
2. Certificate of registration or Certificate of incorporation (for companies attach Memorandum of Association and articles of Association)
3. Valid Tax Compliance Certificate
4. Duly filled Confidential Business Questionnaire Form

5. Duly filled form of tender
6. Current practicing certificate from the Estate Agents Registration Board (EARB) of at least one Director.

**Please note that only bidders who have fulfilled all the mandatory requirements shall proceed to the technical evaluation.**

### **TECHNICAL REQUIREMENTS AND EVALUATION CRITERIA**

#### **System requirements (20 marks)**

- i) Proof of an existing property and mortgage management (ERP) system.  
**(10 marks)**
- ii) Proof of current valid system licenses **(5 marks)**
- iii) Evidence of previous/current clients where the system has been deployed  
**(5 marks)**

#### **Key Technical Personnel (Maximum 30 marks)**

##### **Professional capability**

The bidder shall submit adequate information to demonstrate their technical capability in terms of qualification and experience of the staff to cover all the envisaged tasks. The information which should be in brief summaries should contain:

- Statements of qualifications, competence and relevant experience of key staff proposed for the assignment.
- Statements of any specific experience of the staff in work of similar nature
- Any other relevant information in support of professional capability.

##### **Holder of Relevant Degree (Land Economics or Real Estate)**

Bidders should avail copies of degrees, copies of current practicing licenses and copies of registration certificates with respective professional bodies for at least three (3) employees **(maximum 12 marks)**

- i) Attach copies of Degrees (4 marks)
- ii) Registration with respective professional bodies (4 marks)
- iii) Current Practicing Licenses (4 marks)

**Holder of Relevant Degree (IT/computer science)**

Bidders should avail copies of degrees, copies of current practicing licenses and copies of registration certificates with respective professional bodies for at least three (3) employees (**maximum 12 marks**)

- i) Attach copies of Degrees (4 marks)
- ii) Current Practicing Licenses (4 marks)
- iii) Certification by any recognized database administration body (4 marks)

**Other Key Support Staff**

Bidders should avail copies of degrees, copies of current practicing licenses and copies of registration certificates with respective professional bodies for at least three (3) employees (**maximum 6 marks**).

- i) Attach copies of Degrees (2 marks)
- ii) Copy of Current Practicing Licenses (2 marks)
- iii) Copy of Registration certificate with respective professional bodies (2 marks)

**Experience (Maximum 30 marks)**

**Proposed methodology and Work plan:**

The bidders should demonstrate a proposed methodology and work plan that is adequate and realistic for performing the assignment. The demonstration of a clear understanding and the interpretation of the requirements for application of ERP systems in property and mortgage management. (10 marks)

- (a) General experience in property management (10 marks)
- (b) Specific experience in use of ERP in property and mortgage management of similar properties in nature and extent (10 marks)

**Financial Capacity (Maximum 10 marks)**

Attach certified copies of Bank Statements for the last six (6) months and Audited accounts for the last two years (2018-2019) with annual turnover of not less than ksh 100 million (2) years. (5 marks per year)

**References (Maximum 10 marks)**

Bidders should avail at least two written recommendations from clients currently using the firm’s ERP system for property and mortgage management. (5 marks each)

**Please note that the pass mark for the Technical Evaluation shall be 70%.**

**FINANCIAL EVALUATION**

- **The Bidder with the lowest financial score and has attained the pass mark of 70% of technical evaluation will be awarded the tender.**

**Table 3: Summary of Costs**

<b>S/No.</b>	<b>Proposed Monthly charges inclusive of all Taxes</b>	<b>Remarks if any</b>

## SECTION VI- STANDARD FORMS

### Notes on the sample Forms

1. **Form of Tender** - The form of Tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
  
2. **Price Schedule Form-** The price schedule form must similarly be completed and submitted with the tender.
  
3. **Contract Form** - The contract form shall not be completed by the tenderer at the time of submitting the tender. The contract form shall be completed after contract award and should incorporate the accepted contract price.
  
4. **Confidential Business Questionnaire Form** - This form must be completed by the tenderer and submitted with the tender documents.
  
5. **Tender Security Form** - When required by the tender documents the tenderer shall provide the tender security either in the form included herein or in another format acceptable to the procuring entity. The tender security form must be completed by the tenderer and submitted with the tender.
  
6. **Performance security Form** - The performance security form should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.
  
7. **Authorization Form** - When required by the tender documents this form must be completed and submitted with the tender documents. This form will be completed by the principal where the tenderer is an agent.

**Form of Tender**

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

Date \_\_\_\_\_

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

Tender Name \_\_\_\_\_

Gentlemen and/or Ladies:-

1. Having examined the Tender documents, we / I the undersigned, offer to) under this tender in conformity with the said Tender document for the sum \_\_\_\_\_ of \_\_\_\_\_  
.....  
.....  
.....[Total Tender amount in words and figures] as **property management fee per month** or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

- 2. We/ I undertake, if our/ My Tender is accepted, to abide by the conditions of the tender. We/ I agree to abide by this Tender for a period of .....[number] days from the date fixed for Tender opening of the Instructions to Tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- 3. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract between us subject to the signing of the contract by both parties.
- 4. We understand that you are not bound to accept the lowest or any Tender you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[In the capacity of]

Duly authorized to sign Tender for and on behalf of \_\_\_\_\_

**Price Schedule Form**

ITEM NO.	PARTICULRS OF TENDER BEING OFFERED	QUOTED PRICE (KSHS.) PER Month
1.		
2.		

Signature of tenderer \_\_\_\_\_

## Contract Form

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 2021 between  
[name of Procurement entity] of [country of Procurement entity]  
(hereinafter called “the Procuring entity”) of the one part and  
[name of tenderer] of [city and country of tenderer] (hereinafter  
called “the tenderer”) of the other part:

WHEREAS the Procuring entity invited tenders for property management and has  
accepted a tender by the tenderer for the supply of the services in the sum of \_\_\_\_\_  
\_\_\_\_\_ [contract  
price in words in figures] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSTH AS FOLLOWS:-

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

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

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

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



**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

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

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

**Part 1 General:**

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

Maximum value of business which you can handle at any one time Kshs. ....  
Name of your bankers ..... Branch .....

**Part 2(a) – Sole Proprietor:**

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

**Party 2(b) – Partnership**

Give details of partners as follows

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

**Part 2( c) – Registered Company:  
Private or public**

.....  
State the nominal and issued capital of the company –

Nominal Kshs.. .....

Issued Kshs.....

Give details of all directors as follows

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

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

### **TENDER SECURITY FORM**

Whereas [name of Bidder] (hereinafter called <the tenderer> has submitted its bid dated [date of submission of bid] for [particulars] (hereinafter called <the tender>).

KNOW ALL PEOPLE by these presents that WE [name of bank] of [name of country], having our registered office at [name of procuring entity] (hereinafter called <the procuring entity> in the sum of [state the amount] for which payment well and truly to be made to the said procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

THE CONDITIONS of this obligation are:-

1. If the tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Form; or
2. If the tender, having been notified of the acceptance of its tender by the procuring entity during the period of tender validity
  - (a) Fails or refuses to execute the Contract Form, if required; or
  - (b) Fails or refuses to furnish the performance security, in accordance with the Instructions to tenders.
  - (c) Refuses correction of arithmetic errors in the tender.

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

This tender guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date

[Signature of the Bank]

**PERFORMANCE SECURITY FORM**

To: .....

[Name of procuring entity]

WHEREAS ..... [Name of tenderer]

(Hereinafter called "the tenderer") has undertaken, in pursuance of Contract No. \_\_\_\_\_

\_\_\_\_\_ [Reference number of the contract] dated \_\_\_\_\_ 20 \_\_\_\_\_

to supply .....

[Description of materials and spares] (Hereinafter called "the Contract")

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

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

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of .....

[amount of the guarantee in words and figures], and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum of sums within the limits of ..... [amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

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

**Signature and seal of the Guarantors**

\_\_\_\_\_  
[Name of bank of financial institution]

\_\_\_\_\_  
[Address]

\_\_\_\_\_  
[Date]

**AUTHORIZATION FORM**

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

WHEREAS .....

*[Name of the principal]*

who are established and reputation dealers in ..... *[Type of business]* having registered offices at ..... *[Address of principal]* do hereby authorizing ..... *[Name and address of tenderer]* to submit a tender, *[reference of the tender]* for the stated *(particulars of tender)*.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for the services to be provided against this Invitation for Tenders.

---

*[Signature for and on behalf of the principal]*

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

**LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

*(FULL PARTICULARS)* \_\_\_\_\_

\_\_\_\_\_

**SIGNED FOR ACCOUNTING OFFICER**

**REQUEST FOR REVIEW FORM**

**FORM RB 1**

**REPUBLIC OF KENYA**

**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

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

BETWEEN

.....APPLICANT

AND

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

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

**REQUEST FOR REVIEW**

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

- 1.
- 2.
- etc.

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

- 1.
- 2.
- etc

SIGNED .....(Applicant)

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

---

**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on  
..... day of .....20.....

SIGNED

Board Secretary