

COUNTY ASSEMBLY OF BUSIA



COUNTY ASSEMBLY OF BUSIA

OFFICE OF THE CLERK OF THE COUNTY ASSEMBLY

P.O BOX 1018-50400 BUSIA-KENYA.

EMAIL: clerkbusiacountyassembly@yahoo.com

FRAMEWORK AGREEMENT

FOR

**INDUCTING AND TRAINING OF THE
MEMBERS OF THE COUNTY ASSEMBLY AND STAFF**

RFP NO: BSA/CA/15/2018/2020

RFP SUBMISSION DEADLINE: WEDNESDAY, 31ST JULY 2019

SECTION I - LETTER OF INVITATION

TO: Interested Eligible Bidders

Date: 15TH July 2019

Dear Sir/Madam,

TENDER REF NO: BSA/CA/15/2018/2020

TENDER NAME: INDUCTING AND TRAINING OF THE MEMBERS OF THE COUNTY ASSEMBLY AND STAFF

1.1 The Busia County Assembly Service Board invites proposals for induction and training of the Members of the Busia County Assembly and staff

1.2 The request for proposals (RFP) includes the following documents:

Section I - Letter of invitation
Section II - Information to consultants
Section III- Technical proposals
Section V - Financial proposal

1.3 A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fees of Kshs1000 shillings in cash payable to cash office county assembly of Busia. Alternatively, interested and eligible tenderers may download the tender document(s) **FREE OF CHARGE** from County Assembly website

www.busiaassembly.go.ke or the **National Treasury's IFMIS PORTAL: www.supplier.treasury.go.ke**. Bidders who download the documents are required to forward their particulars to the Procurement Office for records and for the purposes of receiving any further tender clarifications and/or addendums where applicable

1.4 The completed Technical and Financial Proposals must be submitted to:-

**The Clerk
County Assembly of Busia
P.O.Box 1018-50400
Busia, Kenya.**

So as to reach the office of the County Assembly of Busia or be deposited in the tender box at the County Assembly of Busia offices on or before **Wednesday, 31st July 2019 at 10:00Am.**

SECTION II: - INFORMATION TO CONSULTANTS (ITC)

2.1 Introduction

2.1.1 The County Assembly of Busia will select a firm among those invited to submit a proposal on a framework contract, in accordance with the Least Cost Selection (LCS), which selects the lowest priced proposal, which meets the entity's minimum technical requirements

2.1.2 The Consultants are invited to submit a Technical Proposal and a Financial Proposal,

2.1.3 Please note that;

- (i) The costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment; and
- (ii) The Client is not bound to accept any of the proposals submitted.

2.2 Preparation of Technical Proposal

2.2.1 The Consultants proposal shall be written in English language.

2.2.2 In preparing the Technical Proposal, Consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

2.2.3 While preparing the Technical Proposal, Consultants must give particular attention that the proposed professional staff must as a minimum, have the experience preferably working under conditions similar to those prevailing in Kenya.

2.2.4 The Technical Proposal shall provide the following information using the attached Standard Forms;

(i) A brief description of the firm's organization, an outline of recent experience on assignments of a similar nature, detailed programmes (as per the proposed training modules). For each assignment the outline should indicate *inter alia*, the profiles of the staff proposed, duration of the assignment, contract amount and firm's involvement.

(ii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their resumes.

2.2.5 The Technical Proposal shall not include any financial information.

2.3 Preparation of Financial Proposal

2.3.1 In preparing the Financial Proposal, Consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms. It lists all costs charged per participant inclusive of government taxes;

2.3.2 The Financial Proposal should clearly include the local taxes, duties, fees, levies and other charges imposed under the law on the Consultants, the sub-consultants and their personnel.

2.3.3 Consultants shall express the price of their services in Kenya Shillings.

2.3.4 Commissions and gratuities, if any, paid or to be paid by Consultants and related to the assignment will be listed in the Financial Proposal submission Form.

2.3.5 The Proposal must remain valid for 120 days after the closing/opening date. During this period, the Consultant is expected to keep available, at his own cost, the professional staff proposed for the assignment. The Client will make his best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the Consultants shall agree to the extension. Financial evaluation

2.3.6 Bidders will be expected to quote cost per participant per day which will act as the unit cost. It is expected that the training duration will range from minimum of two days or maximum of five days at any time for a group of between 10 to 60 participants (10 participants being the minimum per group and 60 participants for a bigger group at any time)

2.3.7 Bidders will be required to provide a quote per unit for

1. Smaller group of committees or staff i.e minimum 10 participants-15 participants
2. larger group of all members of the County Assembly i.e above of 50 participants

2.3.8 The training costs excludes conference facilities which are expected to be catered by the Client

2.4 Submission, Receipt, and Opening of Proposals

2.4.1 The Consultant shall prepare two copies of the request for proposal, clearly marking each "ORIGINAL PROPOSAL" and "COPY OF PROPOSAL," as appropriate. In the event of any minor discrepancy between them, the

original shall govern. Major discrepancy between ORIGINAL and COPY may lead to automatic disqualification

2.4.2 The original and all copies of the request for proposal 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.

2.4.3 The proposal 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 proposal.

2.4 .4 The Tenderer shall seal the original and each copy of the proposal in separate envelopes, duly marking the envelopes as "**ORIGINAL**" and "**COPY.**" The envelopes shall then be sealed in an outer envelope.

2.4 .5 The inner and outer envelopes shall:

(a) Be addressed to the Procuring entity at the address given in the Invitation to Request for Proposal:

(c) Bear, request for proposal number and name in the Request for proposal and the words, "**DO NOT OPEN BEFORE,**" **Wednesday, 31st July 2019 at 10:00Am.**

2.5.6 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".

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

2.5.8 The original and copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “**TECHNICAL PROPOSAL**,” and the original and copy of the Financial Proposal shall be placed in a sealed envelope clearly marked “**FINANCIAL PROPOSAL**” and with a warning: “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**”. Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and RFP number.

2.5.9 The completed Technical and Financial Proposals must be submitted to:-

**The Clerk
County Assembly of Busia
P.O.Box 1018-50400
Busia, Kenya.**

So as to reach the office of the County Assembly or deposited in the tender box at the County Assembly offices on or before **Wednesday, 31st July 2019 at 10:00Am.** Any proposal received after the closing time for submission of proposals SHALL be returned to the respective Consultant unopened

2.5 Terms of Reference

I. General Information:

Project Title:	Rolling out of an effective induction Training Program for Members of the County Assembly, Committees ,staff and Continuous Development Plan
Duration	One Year
Type of Contract	Framework Contract
Project:	Preparation of Modules and Derivative Programs and Rolling out of an effective induction Program for Members of the County Assembly, Committees, staff and for continuous development.

II. Background:

Parliaments and Assemblies are unique institutions in government architecture. Their procedure, norms, practices and way of doing things are unique to legislative institutions. These roles and mandates, and how they are executed, are realized through elaborate procedures contained in the Standing Orders and other relevant laws. For new members, the uniqueness of the Assembly can present challenges in execution of both Members' individual and collective mandates. Consequently, the need for an effective induction Program for Members of the County Assembly, Committees and Staff cannot be understated.

A well thought-out induction program is one of the most effective and efficient ways to bring new members of County Assembly up to speed on a whole range of legislative issues and institutional policies that apply to their roles. It provides a strong understanding of the “how” and “why” the Assembly works in the ways it does to deliver on its mandate, and the enabling legal framework. Additionally, induction introduces new Members to the “Assembly’s workplace culture” – helping Members appreciate the institutional values and priorities that shape its culture.

III. Objects of the consultancy:

The objects of these terms of reference is to establish the conditions and requirements for hiring the services of a suitable consulting firm specializing in Capacity Building and implementation of Specific, Measurable Training

Programs that deliver on the whole range of subject areas encompassing the mandates of the County Assembly, its Committees, Members and staff, as well as matters incidental to the effective exercise of these mandates. The Consultant will be expected to develop detailed Modules on the identified Terms of Reference, from which effective Programs will be drawn to deliver on these Terms of Reference.

Key objectives include: -

1. To inform members of County Assembly about devolved Government, the Role and Functions of the Assembly as one of the two arms of County Government;
2. To equip Members and staff with basic knowledge of parliamentary practices and procedures to facilitate their effective participation in the legislative process;
3. To bring members and staff up to date with latest/new developments (e.g. Parliamentary Reforms); and
4. To expose new Members and staff to the services that contributes to the Assembly's effective discharge of its constitutional mandate; and
5. To expose new Members to relevant and critical matters incidental to the carrying out of their roles and mandates in the Committees.

IV. Duration:

The Consultant will provide the services indicated in these terms of reference for a period of two years, spread out accordingly to cater for all the identified subject areas. The consultant will be expected to provide detailed methodology for delivering on the programs derived from each Module.

The consultant may be required to travel to the Assembly precincts or to any other location or locations that the Assembly may determine to be necessary for conducting the tasks required under these terms of reference.

V. Terms of Reference – Main Services to be provided

The main services to be provided will be the development of capacity building Modules/Curriculum framework that will act as a guideline and comprehensive reference document for deriving all induction related programs.

Key to this will be:-

To conduct an introductory meeting with the Assembly Transition team to discuss the extent and scope of the consultancy required, ensuring a full understanding of the services and deliverables expected. Periodic meetings to discuss progress and other issues will be programmed at this kick-off meeting;

To prepare detailed Modules/induction curriculum designed to be a reference document for deriving all induction programs and containing a detailed and clear explanation of each Module and its activities, presented in a user-friendly and simplified format as shown below - of the scope and extent of the obligations contained in these Terms of Reference

2.6. GENERAL CONDITIONS (CRITERIA FOR EVALUATION)

2.6.1 The Tender evaluation Committee shall evaluate the proposals on the basis of their responsiveness to the Mandatory Requirements of the RFP and Terms of Reference attached, applying the evaluation criteria as follows:

Preliminary: Mandatory Requirements

NO	REQUIREMENT	RESPONSIVE/NON RESPONSIVE
MR1	Must Submit a copy of certificate of Registration/Incorporation	
MR2	Must Submit a copy of a valid Tax Compliance Certificate or Exemption Certificate.	
MR3	Must Fill the Price schedule in the format provided	
MR4	Must Fill the Form of Tender in the Format provided	
MR5	Must submit a dully filled up self-declaration form in format provided	
MR6	Must submit a dully filled up Confidential Business Questionnaire in format Provided	
MR7	Must Submit a copy of current business Permit	
MR8	Submit Audited financial statements and auditor's report for the last 3 years signed and stamped by a practicing Certified Public Accountant CPA (K)	
MR9	Submit Last 12 Months Bank Statements ending 30 th May 2019	
MR10	Serialization/numbering of tender document	
MR11	Must Submit a copy PIN Certificate	
MR12	Must submit two copies of tender document one indicated as ORIGINAL and the other indicated as COPY	

Only those bids that will have met ALL the above Mandatory requirements will be considered for the Technical Evaluation.

Technical Evaluation

1. A list of previous clients or similar assignments with at least 5 years working experience using participatory or consultative processes. Attach at least five testimonials **(5 marks)**

2. Prior extensive experience in conducting training on parliamentary practice (at least four entities) specifically for Parliament or County Assemblies. Attach the following;
 - At least 5 Local service orders from parliament or county assemblies in the last three years**(35 Marks)**

3. Detailed Modules that will be used to undertake the assignment. (Attach at least ten(10) modules with key units for the training assignment **(20marks)**)

4. A detailed work plan with individual programmes for each module that will be used to implement the TORs (Attach at least 10 detailed work plans and individual programmes) **(30 marks)**

5. A list of the qualified personnel that will undertake the assignment. Most preferably with a background in law, Social Sciences, Economics, Public Policy and Analysis and Parliamentary affairs from an institution recognized in Kenya.(Attach detailed CVs of the personnel's who will carry out the assignment 1 mark per CV) **(10 marks)**

Note: Bidders who score less than 75 marks out 100 in the technical evaluation will not proceed to the financial evaluation

Financial evaluation

NB: Bids proceeding to financial evaluation shall be scored out of 100 marks.

A bidder who scores 75 marks and above shall proceed to the financial evaluation.

The lowest bidder award system shall be used to award.

III- TECHNICAL PROPOSAL

Notes on the preparation of the Technical Proposals

- 3.1 In preparing the technical proposal the Consultant is expected to examine all terms and information included in the RFP. Failure to provide all requested information shall be at the Consultant's own risk and may result in rejection of the Consultant's proposal.

- 3.2** The technical proposal shall provide all required information and any necessary additional information and shall be prepared using the standard forms provided in this Section.
- 3.3** The Technical proposal shall not include any financial information unless it is allowed in the Appendix to information to the Consultants or the Special Conditions of contract.

1. TECHNICAL PROPOSAL SUBMISSION FORM

[_____ Date]

To: _____ [Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for _____ [Title of services] in accordance with your Request for Proposal dated _____ [Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, [and a Financial Proposal].

We understand you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

_____ [Authorized Signature]:

_____ [Name and Title of Signatory]:

_____ [Name of Firm]:

_____ [Address:]

2. FIRM'S REFERENCES

Relevant Services Carried Out in the Last THREE Years That Best Illustrate prior experience in Legislative drafting

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

Assignment Name:		Country:
Name of Client and Address:		Clients contact person for the assignment
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (Kshs)
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of project:		

Firm's Name: _____

Name and title of signatory; _____

(May be amended as necessary)

5. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff

Name	Position	Task

2. Support Staff

Name	Position	Task

SECTION IV: - FINANCIAL PROPOSAL

Notes on preparation of Financial Proposal

- 4.1 The Financial proposal prepared by the Consultant should be costed per each participant's training. These costs normally cover preparation costs of training, facilitator's fee and logistics, printing of documents and conference facilities.
- 4.2 The financial proposal shall be IN KENYA SHILLINGS allowed in the request for proposal and shall take into account the tax liability.
- 4.3 The financial proposal should be prepared using the Standard forms provided in this part.
- 4.4 Bidders will be expected to quote cost per participant per day which will act as the unit cost. It is expected that the training duration will range from minimum of two days or maximum of five days at any time for a group of between 10 to 60 participants (10-15 participants for smaller group and 50- 60 participants for bigger group at any time)
- 4.5 Bidders will be required to provide a quote per unit for
 1. smaller group of committees or staff i.e. minimum 10-15 participants
 2. larger group of all members of the County Assembly i.e above of 50 participants

SECTION IV - FINANCIAL PROPOSAL STANDARD FORMS

Table of Contents

1. Form of Tender
2. Summary of costs

1. FORM OF TENDER

Date _____
Tender No. _____

To.....

.....
[Name and address of procuring entity]
Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda
Nos _____

[insert numbers, that of which is hereby duly acknowledged, we, the undersigned, offer to provide _____ [description of services] in conformity with the said tender documents for the sum of _____ [total tender amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to provide the services in accordance with the services schedule specified in the Schedule of Requirements.

3. We 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.

4. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this _____ day
of _____ 20 [signature] [In the capacity
of]

Duly authorized to sign tender for and on behalf of _____

2. SUMMARY OF COSTS (In the separate envelope containing the financial evaluation)

(I). BREAKDOWN OF PRICE PER PARTICIPANT PER DAY FOR SMALL GROUP

SMALL GROUP 10-15 PARTICIPANTS

TRAINING ZONES	TRAINING HUB	COSTS PER PARTICIPANT PER DAY (Kshs.)*
ZONE 1	NAIROBI	
ZONE 2	MOMBASA	
ZONE	KISUMU	
ZONE 4	NAIVASHA	
ZONE 5	BUSIA/OTHER AREAS	

(II). BREAKDOWN OF PRICE PER PARTICIPANT PER DAY FOR BIG GROUP

BIG GROUP 50-60 PARTICIPANTS

TRAINING ZONES	TRAINING HUB	COSTS PER PARTICIPANT PER DAY (Kshs.)*
ZONE 1	NAIROBI	
ZONE 2	MOMBASA	
ZONE	KISUMU	
ZONE 4	NAIVASHA	
ZONE 5	BUSIA/OTHER AREAS	

6.0 SECTION VI: STANDARD FORMS

6.1 Notes on standard forms

6.1.1 The tenderer shall complete and submit with its tender the form of tender and price schedules pursuant to instructions to tenderers clause 9 and in accordance with the requirements included in the special conditions of contract.

6.1.2 When requested by the appendix to the instructions to tenderers, the tenderer should provide the tender security, either in the form included herein or in another form acceptable to the procuring entity pursuant to instructions to tenderers clause 12.3

6.1.3 The contract form, the price schedules and the schedule of requirements shall be deemed to form part of the contract and should be modified accordingly at the time of contract award to incorporate corrections or modifications agreed by the tenderer and the procuring entity in accordance with the instructions to tenderers or general conditions of contract.

6.1.4 The performance security and bank guarantee for advance payment forms should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance/ entity and bank guarantee for advance payment forms in accordance with the forms indicated herein or in another form acceptable to the procuring entity and pursuant to the - conditions of contract.

TENDER FORM

Date_____

Tender no._____

To.....

[Name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos ...
[Insert numbers, the of which is hereby duly acknowledged, we, the undersigned, offer to provide. *[Description of services]* in conformity with the said tender documents for the sum of. *[total tender amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to provide the services in accordance with the services schedule specified in the Schedule of Requirements or Bills of Quantities.

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

4. We agree to abide by this Tender for a period of [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.

5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this_____ day of_____ 2018

[signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of_____

Signature of tenderer_____

[Note: In case of discrepancy between unit price and total, the unit price shall prevail]

CONFIDENTIAL BUSINESS QUESTIONNAIRE

Must be filled by all applicants or Tenderers’ who wish to participate in this tender.
Name of Applicant(s).....

You are requested to give the particulars indicated in part 1 and either part 2(a), 2(b) or 2(c) whichever applies to your type of business. Part 2(d) to 2(i/j) must be filled. You are advised that giving wrong or false information on this Form will lead to automatic disqualification of your tender or termination of your contract or debarment of your firm at your cost.

Part 1: General

Business Name
Location of Business premises
Physical Address.....
Town.....
Building.....
Floor.....
Street/Road.....
Plot No.
Postal Address
Postal Code.....
Fax No.....
Email address.....
Contact Person(Full
Names).....
Mobile No.....
Power of Attorney (Yes/No).....
If Yes, Attach Written Document
Nature of Business(Indicate whether manufacturer,
distributor).....
Current trade License.....Expiring date
KRA Pin No.....
Value of the largest single assignment you have undertaken to date(Ksh).....
Was this successfully undertaken?
Yes/No.....
(If Yes attach reference)
Name of your bankers Branch

Part 2(a) – Sole Proprietor

Your name in full Age
Nationality Country of Origin
Citizenship details

Part 2 (b) Partnership

Give details of partners as follows:

Name	Nationality	Citizenship details	No. of Shar
-------------	--------------------	----------------------------	--------------------

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 Share

1.

2.

3.

4.

5.

Part 2 (d) – Debarment

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent, corrupt, coercive and obstructive acts with regard to this or any other tender by the County Assembly of Busia and any other public or private institutions.

Full Names

.....

Signature.....

Dated this day of2019.

In the capacity of.....

Duly authorized to sign Tender for and on behalf of

Part 2 (e) – Bankruptcy / Insolvency / receivership.

I/We declare that I/We have not been declared bankrupt or insolvent by the competent Authorities in Kenya and neither are we under receivership:

Full Names.....

Signature.....

Dated this day of2019.

In the capacity of.....

Duly authorized to sign Tender for and on behalf of

Part 2 (f) – Criminal Offence

I/We, (Name (s) of Director (s)):-

a)

b)

Have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed

For and on behalf of M/s

.....

In the capacity of

Dated thisday of2019.

Suppliers' / Company's Official Rubber Stamp

.....

Part 2 (g) – Conflict of Interest

I/We, the undersigned state that I / We have no conflict of interest in relation to this procurement:

a)

b)

For and on behalf of M/s

In the capacity of

Dated thisday of2015

Suppliers' / Company's Official Rubber Stamp

.....

Part 2 (h) – Interest in the Firm:

Is there any person/persons in County Assembly of Busia or any other public institution who has interest in the Firm?

Yes/No

.....

(Title) (Signature) (Date)

Part 2(i) – Experience:

Please list here below similar projects accomplished or companies / clients you have supplied with similar items or materials in **the years prescribed** and attach evidence of recommendation letters, local service order or letters of award to show past experience.

	Company Name	Country	Contract / Order No.	Value	Contact person (Full Names)	E-mail address	Cell phone No.
1							
2							
3							
4							

Part 2(j) – Manpower and Expertise

Attach company profile.

Part 2 (i or j) – Bank account details:

AGPO firms must provide evidence from their bank that the account to which County Assembly of Busia shall make payment has a youth or a woman or a PWD listed in the **CR12 form/partnership deed/sole proprietor certificate** as a MANDATORY signatory of that account,- **Sec.157 (11) of PPADA:**

**Account No:.....Name of the person(s) in the CR12 form OR in the partnership deed
OR in the sole proprietor certificate...../.....
ID No(s):...../.....Signature and stamp of the authorized Banker
Representative.....Date.....**

DECLARATION FORM

Date

To _____

The tenderer i.e. (name and address)

declare the following:

- a) Has not been debarred from participating in public procurement.
- b) Has not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement.

Title

Signature

Date

(To be signed by authorized representative and officially stamped)

CONTRACT FORM

THIS AGREEMENT made the _____ 20 _____ between.....[na
____ day Me
of
procurement of.....[country Procurement entity]
entity] Of (hereinafter
called
d
Procuri the pa and[name Of
"the ng entity") of one rt tenderer]
of
..... [city and country of tenderer] (hereinafter called "the
tenderer") of the other part.

WHEREAS the procuri invite tende for material An
ng entity d rs certain s D
spares. Viz..... [brief description of materials an s
and spares] d accepted a
tend tenderer the spares Th
er by the for supply of those Materials and in E
spar su of..... [contract price in
es in the m words and figures]

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
(a) the Tender Form and the Price Schedule submitted by the tenderer; (b) the Schedule of Requirements; (c) the Technical Specifications;
(d) the General Conditions of Contract;
(e) the Special Conditions of Contract; and
(f) the Procuring entity's Notification of Award.
3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Procuring entity to provide the materials and spares 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 materials and spares and the remedying of defects therein, the Contract

Price or such other Ma becom payable the provisions of the
sum as y e under contract at
th time and the manner prescribed by the
e s in contract.

Whereo partie heret caused this Agreement
IN WITNESS f the s o have to be
execute inaccordance their respective the day and year first above
d with laws written.

Signed, sealed, delivered (for by _____ the
_____ the Procuring

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

in the presence of _____

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 abovementioned 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

I/We.....,the above named
Applicant(s),
of address: Physical address..... Fax No.....
Tel No.....Email....., hereby the request
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...

