



**MINISTRY OF ENVIRONMENT AND FORESTRY
KENYA METEOROLOGICAL DEPARTMENT**

**KENYA CEREAL ENHANCEMENT PROGRAMME -
CLIMATE RESILIENT AGRICULTURAL LIVELIHOODS
WINDOW (KCEP-CRAL)**

OPEN TENDER

**TENDER NO: MOE&F/KMD/KCEP-CRAL/007/2020-2021
FOR SUPPLY, DELIVERY, INSTALLATION, TESTING
AND COMMISSIONING OF METEOROLOGICAL
EQUIPMENT FOR THE KCEP-CRAL PROGRAMME**

MARCH, 2021

***CLOSING DATE: 25th March, 2021
TIME: 10:30 AM LOCAL TIME.***

**Invitation for Tender No: MOE&F/KMD/KCEP-CRAL/007/2020-2021
Issued on: 9th March 2021**

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SECTION I**INVITATION TO TENDER****OPEN TENDER**

Tender Ref No. MOE&F/KMD/KCEP-CRAL/007/2021-2022

Tender Name: Supply, Delivery, Installation, Testing and Commissioning of Meteorological Equipment for the KCEP-CRAL Programme

- 1.1 The Ministry of Environment and Forestry invites sealed tenders from eligible candidates for the **Supply, Delivery testing and commissioning of Meteorological Equipment** whose specifications are detailed in this Tender Document. **Interested Bidders may bid for any one or both Lots, but may not submit partial bids for any Lot.**

Lot No.	ITEM DESCRIPTION	QUANTITY	TARGET GROUP
Lot I	Construction of chain-link perimeter fence around 143 No. Automatic Rain Gauges (ARG) Installation sites in the Project Wards, as per the attached specifications	143 sites	AGPO
Lot II	1. Supply, delivery, installation, testing and commissioning of Two (2) No. base station servers, Data Collection and Management Software 2. Conduct a three (3) day on-site operation and maintenance training.	2 No.	AGPO

- 1.2 Eligible candidates may obtain further information from and inspect the tender documents at the **Ministry of Environment and Forestry's Supplies Chain Management Office**, (11th Floor, Room 1102 N.H.I.F Building along Ragati Road, Nairobi), during normal working hours.

- 1.3 A complete set of tender documents containing detailed information may be obtained from the Supplies Section, Ministry of Environment and Forestry Headquarters, (11th Floor, N.H.I.F Building along Ragati Road, Nairobi) upon payment of Non-refundable fee of KShs.1,000.00 in cash or Bankers Cheque payable to Principal Secretary, Ministry of Environment, Kenya Meteorological Department or downloaded from the ministry's website: www.environment.go.ke for free OR Kenya Meteorological department website www.meteo.go.ke OR the public procurement information portal links: <https://www.tenders.go.ke/website> or the Programme's website

www.kcepccral.go.ke. Bidders who download the tender document are advised to sign a tender register at the Ministry's Supplies Section (11th Floor, ROOM 1102, N.H.I.F Building along Ragati Road, Nairobi) or email their contact address using the email: procurement@environment.go.ke before the tender closing date. This is for purposes of communicating any clarification or addendum.

- 1.4 Prices quoted should be net inclusive of all taxes, must be in Kenya Shillings and shall remain valid for 120 (One Hundred and Twenty) days from the closing date of the tender.
- 1.5 All tenders must be accompanied by securing declaration Form in the format specified in tender document. The tender must be delivered in plain sealed envelope clearly marked **'Tender for Supply, Delivery Testing and Commissioning of Testing and Commissioning of Meteorological Equipment for the KCEP-CRAL Programme**. Failure to attach the Tender Securing Declaration Form will lead to automatic rejection of the tender.
- 1.1 Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at the Reception Area of the Ministry of Environment and Forestry's Offices (11th Floor, N.H.I.F Building along Ragati Road, Nairobi) and addressed to,
**The Principal Secretary
Ministry of Environment and Forestry,
P. O. Box 30126-00100,
NAIROBI.**
so as to be received on or before **25th March, 2021** at 10.30 am East African Time. Late bids will not be accepted and will be returned unopened.
- 1.2 Tenders will be opened immediately thereafter, i.e. on **25th March, 2021 at 10.30am** East African Time in the presence of the Candidates or their representatives who choose to attend at the Ministry of Environment and Forestry's Conference Room, located at 12th floor of the N.H.I.F. Building along Ragati Road, Nairobi.

Principal Secretary,
Dated: 9th March, 2021

SECTION II - INSTRUCTIONS TO TENDERERS

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SECTION II

INSTRUCTIONS TO TENDERERS

2.1 Eligible Tenderers

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to Instructions to Tenderers. Successful tenderers shall complete the supply, install and commissioning of the item by the intended completion date specified in the tender documents.
- 2.1.2 The procuring entity employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation for tenders.
- 2.1.4 Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Eligible Equipment

- 2.2.1 All equipment to be supplied and installed under the contract shall have their origin in eligible source countries.
- 2.2.2 For purposes of this clause, “origin” means the place where the equipment(s) are produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components
- 2.2.3 The origin of equipment is distinct from the nationality of the tenderer and shall be treated thus in the evaluation of the tender.

2.3 Cost of Tendering

- 2.3.1 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.

2.3.2 The price to be charged for the tender document shall not exceed Kshs. 1,000.00

2.3.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.4. Contents of Tender Document

2.4.1 The tender document comprises the documents listed below and addenda issued in accordance with clause 2.6 of these instructions to tenderers

- (i) Invitation to Tender
- (ii) Instructions to Tenderers
- (iii) General Conditions of Contract
- (iv) Special Conditions of Contract
- (v) Schedule of requirements
- (vi) Technical Specifications
- (vii) Tender Form and Price Schedules
- (viii) Tender Security Form
- (ix) Contract Form
- (x) Performance Security Form
- (xi) Bank Guarantee for Advance Payment Form
- (xii) Manufacturer's Authorization Form
- (xiii) Confidential Business Questionnaire Form
- (xiv) Declaration form
- (xv) Request for Review Form

2.4.2 The Tenderer is expected to examine all instructions, forms, terms, and specifications 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.

2.5 Clarification of Tender Documents

2.5.1 A prospective tenderer making inquiries of the tender documents may notify the procuring entity in writing or by post at the entity's address indicated in the invitation for tenders. The procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the procuring entity response (including

an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.

2.5.2 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.6 Amendment of Tender Documents

2.6.1 At any time prior to the deadline for submission of tender, 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.

2.6.2 All prospective tenderers that have obtained the tender documents will be notified of the amendment in writing or by post and will be binding on them.

2.6.3 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.

2.7 Language of Tender

2.7.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchange by the tenderer and the procuring entity, shall be written in English language, provided that 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.

2.8 Documents Comprising the Tender

2.8.1 The tender prepared by the tenderers shall comprise the following components.

- (a) a Tender Form and a Price Schedule completed in accordance with paragraph 2.9, 2.10 and 2.11 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) documentary evidence established in accordance with paragraph 2.13 that the goods and ancillary services to be

- supplied by the tenderer are eligible goods and services and conform to the tender documents; and
- (d) tender security furnished in accordance with paragraph 2.14
 - (e) Confidential Business Questionnaire

2.9 Tender Form

2.9.1 The tenderer shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the equipment to be supplied, installed and commissioned and a brief description of the equipment, their country of origin, quantity, and prices.

2.10 Tender Prices

2.10.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices where applicable and total tender price of the equipment and installation it proposes to supply under the contract.

2.10.2 Prices indicated on the Price Schedule shall be entered separately in the following manner:

- (i) the price of the equipment quoted EXW (ex works, ex factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable:
- (ii) charges for inland transportation, insurance, and other local costs incidental to delivery of the goods to their final destination; and
- (iii) installation charges shall also be indicated separately for each equipment

2.10.3 Prices quoted by the tender shall remain fixed during the Tender's performance of the contract. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22 unless otherwise agreed by the parties.

2.11 Tender Currencies

2.11.1 Prices shall be quoted in the following currencies:

- (a) For equipment that the tenderer will supply from within Kenya, the prices shall be quoted in Kenya Shillings; and
- (b) For equipment that the tenderer will supply from outside Kenya, the prices may be quoted in US Dollars or in another freely convertible currency.
- (c) Cost of installation and commissioning will be in Kenya Shillings.

2.12 Tenderers Eligibility and Qualifications

- 2.12.1 Pursuant to paragraph 2.1. the tenderers shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.
- 2.12.2 The documentary evidence of the tenderers eligibility to tender shall establish to the procuring entity's satisfaction that the tenderer, at the time of submission of its tender, is from an eligible source country as defined under paragraph 2.1
- 2.12.3 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to the procuring entity's satisfaction;
- (a) that, in the case of a tenderer offering to supply equipment under the contract which the tenderer did not manufacture or otherwise produce, the tenderer has been duly authorized by the equipment, Manufacturer or producer to supply the equipment
 - (b) that the tenderer has the financial, technical, and production capability necessary to perform the contract;
 - (c) that, in the case of a tenderer not doing business within Kenya, the tenderer is or will be (if awarded the contract) represented by an Agent in Kenya equipped, and able to carry out the Tenderer's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.

2.13 Goods Eligibility and Conformity to Tender Document

- 2.13.1 Pursuant paragraph 2.2 of this section, the tenderer shall furnish, as part of its tender documents establishing the eligibility and conformity to the tender documents of all equipment which the tenderer proposes to supply under the contract
- 2.13.2 The documentary evidence of the eligibility of the goods shall consist of statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.
- 2.13.3 The documentary evidence of conformity of the equipment to the tender documents may be in the form of literature, drawings, and data, and shall consist of:
- a) a detailed description of the essential technical and performance characteristic of the equipment

- b) a list giving full particulars, including available source and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the equipment for a period of two (2) years, following commencement of the use of the equipment by the procuring entity; and
- c) a clause-by-clause commentary on the procuring entity's Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

2.13.4 For purposes of the commentary to be furnished pursuant to paragraph 2.13.3(c) above, the tenderer shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procurement entity in its Technical Specifications, are intended to be descriptive only and not restrictive. The tenderer may substitute alternative standards, brand names, and/or catalogue numbers in its tender, provided that it demonstrates to the Procurement entity's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

2.14 Tender Security

2.14.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Appendix to Instructions to Tenderers.

2.14.2 The tender security shall be in the amount not exceeding 2 % (two per cent) of the tender price.

2.14.3 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 2.14.7

2.14.4 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.

2.14.5 Any tender not secured in accordance with paragraph 2.14.1 and 2.14.3 will be rejected by the procuring entity as non-responsive, pursuant to paragraph 2.22

2.14.6 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 prescribed by the procuring entity.

2.14.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.27 and furnishing the performance security, pursuant to paragraph 2.28

2.14.8 The tender security may be forfeited:

- a) if a tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Tender Form; or
- b) in the case of a successful tenderer, if the tenderer fails:
 - i) to sign the contract in accordance with paragraph 2.27
or
 - ii) to furnish performance security in accordance with paragraph 2.28
- c) If the tenderer rejects correction of an arithmetic error in the tender.

2.15 Validity of Tenders

2.15.1 Tenderers shall remain valid for 150 days after date of tender opening prescribed by the procuring entity, pursuant to paragraph 2.20. A tender valid for a shorter period shall be rejected by the procuring entity as non-responsive.

2.15.2 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 2.14 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

2.16 Format and Signing of Tender

2.16.1 The Tenderer shall prepare two copies 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.

2.16.2 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 unamended printed literature, shall be initialed by the person or persons signing the tender.

2.16.3 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.

2.17 Sealing and Marking of Tenders

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

2.17.2 The inner and outer envelopes shall:

(a) be addressed to the procuring entity at the address given on the Invitation to Tender.

(b) bear the tender number and name in the Invitation to Tender and the words "**DO NOT OPEN BEFORE 25th March, 2021 at 10.30 am** East African Time.

2.17.3 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".

2.17.4 If the outer envelope is not sealed and marked as required by paragraph 2.17.2, the procuring entity will assume no responsibility for the tender's misplacement or premature opening.

2.18 Deadline for Submission of Tenders

2.18.1 Tenders must be received by the procuring entity at the address specified under paragraph 2.17.2 not later than **25th March, 2021 at 10.30 am** East African Time.

2.18.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.6, in which case all rights and obligations of the procuring

entity and candidates previously subject to the deadline will therefore be subject to the deadline as extended

2.18.3 Bulky tenders which will not fit in the tender box shall be received by the procuring entity procurement Section as provided for in the Appendix.

2.19 Modification and Withdrawal of Tenders

2.19.1 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.

2.19.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.17. A withdrawal notice may also be sent by cable, telex but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

2.19.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.14.7

2.20 Opening of Tenders

2.20.1 The procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, on **25th March, 2021 at 10.30 am East African Time** in the Reception Area of the Ministry of Environment and Forestry (11th Floor, N.H.I.F Building along Ragati Road, Nairobi).

The tenderers' representatives who are present shall sign a tender opening register evidencing their attendance.

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

2.20.3 The procuring entity will prepare minutes of the tender opening.

2.21 Clarification of Tenders

- 2.21.1 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.
- 2.21.2 Any effort by the tenderer to influence the procuring entity in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.22 Preliminary Examination and Responsiveness

- 2.22.1 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.
- 2.22.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security may be forfeited. If there is a discrepancy between words and figures the amount in words will prevail
- 2.22.3 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 effect the relative ranking of any tenderer.
- 2.22.4 Prior to the detailed evaluation, pursuant to paragraph 2.23 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 determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 2.22.5 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 non-conformity.

2.23 Conversion to Single Currency

2.03.26 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.

2.24 Evaluation and Comparison of Tenders

2.24.1 The procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.22

2.24.2 The procuring entity evaluation of a tender will exclude and not take into account

- (a) in the case of equipment manufactured in Kenya or equipment of foreign origin already located in Kenya, sales and other similar taxes, which will be payable on the goods if a contract is awarded to the tenderer; and
- (b) any allowance for price adjustment during the period of execution of the contract, if provided in the tender.

2.24.3 The comparison shall be of the ex-factory/ex-warehouse/off-the-shelf price of the goods offered from within Kenya, such price to include all costs, as well as duties and taxes paid or payable on components and raw material incorporated or to be incorporated in the goods.

2.24.4 The procuring entity evaluation of a tender will take into account, in addition to the tender price and the price of incidental services, the following factors, in the manner and to the extent indicated in paragraph 2.23.5 and in the technical specifications:

- (a) delivery and installation schedule offered in the tender;
- (b) deviations in payment schedule from the specifications in the Special Conditions of Contract;
- (c) the cost of components, mandatory spare parts and service;
- (d) the availability in Kenya of spare parts and after-sales service for the equipment offered in the tender;

2.24.5 Pursuant to paragraph 2.24.4 the following evaluation methods will be applied

2.13.26 *Delivery schedule*

The procuring entity requires that the equipment under the Invitation for Tenders shall be delivered at the time specified in the Schedule of Requirements. Tenders offering deliveries longer than the procuring entity's required delivery time will be treated as non-responsive and rejected.

2.23.26 Deviation in payment schedule

Tenderers shall state their tender price for the payment of 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.

(c) *Spare parts and after sales service facilities*

Tenderers must offer items with service and spare parts back-up. Documentary evidence and locations of such back-up must be given. Where tenderer offers items without such back-up in the country, he must give a documentary evidence and assurance that he will establish adequate back-up for items supplied.

2.24.6 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.

2.24.7 Preference where allowed in the evaluation of tenders shall not exceed 15%

2.25 Contacting the procuring entity

2.25.1 Subject to paragraph 2.21 no tenderer shall contact the procuring entity on any matter related to its tender, from the time of the tender opening to the time the contract is awarded.

2.25.2 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 Tenderer's tender.

2.26 Award of Contract

(a) Post-Qualification

2.26.1 In the absence of pre-qualification, the procuring entity will 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.

2.26.2 The determination will take into account the tenderer financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.12.3 as well as such other information as the procuring entity deems necessary and appropriate.

2.26.3 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.

(b) Award Criteria

2.26.4 The procuring entity will award the contract to the successful tenderer(s) 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.

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

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

(c) Ministry of Environment, Kenya Meteorological Department's Right to Accept or Reject Any or All Tenders

2.26.6 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 tenderer of the grounds for the procuring entity's action

2.26.7 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination

2.26.8 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.

2.26.9 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 signify the formation of the Contract but will have to wait until the contract is finally signed by both parties. Simultaneously other tenderers shall be notified that their tenders have not been successful.

2.27.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.29, the procuring entity will simultaneously inform the other tenderers that their tenders have not been successful.

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 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 Within Thirty (30) days of the receipt of notification of award from the procuring entity, the successful tenderer shall furnish the performance

security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the procuring entity.

2.29.2 Failure of the successful tenderer to comply with the requirements of paragraph 2.28 or paragraph 2.29 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 Candidate or call for new tenders.

2.30 Corrupt or Fraudulent Practices

2.30.1 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 and will not be involved in corrupt or fraudulent practices.

3.30.2 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.

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

APPENDIX TO INSTRUCTIONS TO TENDERERS

The following information regarding the particulars of the tender shall complement supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision 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.

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
2.1.1	<i>Section 55 of the Public Procurement and Asset Disposal Act 2015 provide guideline for persons eligible to participate in this procurement process.</i>
2.3.2	A complete set of tender documents containing detailed information may be obtained from the Supplies Section, Ministry of Environment and Forestry Headquarters, (11 th Floor, N.H.I.F Building along Ragati Road, Nairobi) upon payment of Non-refundable fee of KShs.1,000.00 in cash or Bankers Cheque payable to Principal Secretary, Ministry of Environment, Kenya Meteorological Department or downloaded from the ministry's website: www.environment.go.ke for free OR Kenya Meteorological Department Website www.meteo.go.ke OR the public procurement information portal links: https://www.tenders.go.ke/website . Bidders who download the tender document are advised to sign a tender register at the Ministry's Supplies Section (11 th Floor, N.H.I.F Building along Ragati Road, Nairobi) or email their contact address using the email: procurement@environment.go.ke before the tender closing date. This is for purposes of communicating any clarification or addendum.
2.8.1	The tender prepared by the tenderer shall comprise in addition to documents specified under clause 2.8 all other documents described in clause 2.4.1 except form specified in this tender document and any other document required in determining qualification of the tenderer in view of the evaluation criteria below.
2.10.2	Price quoted shall be net inclusive of VAT and all other taxes payable
2.10.3	Price increase or variation is not allowable until after 12 months of the Purchase Order (PO) date.
2.11.1	All Prices to be quoted in Kenya Shillings. The source of official selling rate is: Central Bank of Kenya and the date of exchange rate is as at the date of tender submission. .

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
2.15.1	Tenders shall remain valid for 150 days after the date of tender opening.
2.16.1	Tenderers to submit “ONE ORIGINAL AND ONE COPY OF TENDER DOCUMENT”
2.18.1	Tenders to be received not later than 25th March, 2021 at 10.30 A.M.
2.20.1	The place of opening will be as indicated in the tender notice: The procuring entity will open all tenders in the presence of tenderers’ representatives who choose to attend, on 25th March 2021 at 10.30 a.m. East African Time in at the Ministry of Environment and Forestry’s Conference Room, located at 12th floor of the N.H.I.F. Building along Ragati Road, Nairobi.
2.26.5	<p><i>Section 55 of the Public Procurement and Asset Disposal Act 2015 provide guideline for persons eligible to participate in this procurement process.</i></p> <p><small>Eligibility to bid.</small></p> <p>55. (1) A person is eligible to bid for a contract in procurement or an asset being disposed, only if the person satisfies the following criteria –</p> <ul style="list-style-type: none"> (a) the person has the legal capacity to enter into a contract for procurement or asset disposal; (b) the person is not insolvent, in receivership, bankrupt or in the process of being wound up; (c) the person, if a member of a regulated profession, has satisfied all the professional requirements; (d) the procuring entity is not precluded from entering into the contract with the person under section 38 of this Act; (e) the person and his or her sub-contractor, if any, is not debarred from participating in procurement proceedings under Part XI of this Act; (f) the person has fulfilled tax obligations; (g) the person has not been convicted of corrupt or fraudulent practices; and (h) is not guilty of any serious violation of fair employment laws and practices. <p>(2) A person or consortium shall be considered ineligible to bid, where in case of a corporation, private company, partnership or other body, the person or consortium, their spouse, child or sub-contractor has substantial or controlling interest and is found to be in contravention of the provisions of subsection (1) (e), (f),(g) and (h).</p>
2.29.1	<i>The successful tenderer shall be required to furnish a performance security equivalent to 5% of the total bid sum within 30days from the date of notification.</i>

Clause 2.22 – 2.24: EVALUATION CRITERIA

Evaluation will be carried out through three (3) stages as follows:

- Stage 1: Compliance with the Mandatory Requirements
- Stage 2: Technical Evaluation /Compliance with the Technical Specifications where the bids shall be evaluated as “PASS” or “FAIL” on each sub criteria and an overall “PASS” or “FAIL” score. Bids which obtain overall “PASS” score at the Technical stage shall proceed to financial evaluation Stage
- Stage 3: Financial and Commercial Evaluation shall involve price comparison of bid prices to determine the lowest evaluated bid. The lowest evaluated bid, (meeting all the mandatory requirements and complying with the technical specification) shall be recommended for award of the lot(s) in question.

The bidder with the lowest evaluated financial bid per lot will be recommended for the award of the contract for all the items.

- In case of discrepancy between unit price and total, the unit price shall prevail.
- If there is a tie on the lowest quoted sum price, competitive negotiations as prescribed in section 132 of the Public Procurement and Asset Disposal Act, 2015 shall be used to determine award.

Bidder may bid for one or all Lots

N/B

The award shall be on lot-by-lot basis

STAGE 1: COMPLIANCE WITH THE MANDATORY REQUIREMENTS (MR)

The following mandatory requirements must be met notwithstanding other requirements in the documents:

MR No	Requirements	Tenderer's Response									
MR 1	Attach a copy of the business registration/ certificate of incorporation.										
	Attach a copy of CR12 where applicable										
MR 2	Provide copy of the company's current and valid Tax Compliance certificate issued by Kenya Revenue Authority (KRA). <i>N/B: Should be valid as at the tender closing date.</i>										
MR 3	KRA PIN										
MR 4	Duly filled and signed form of tender with a validity of 150 days										
MR 5	Provide duly filled Tender Securing Declaration Form in the form provided in this tender document (valid for 120 days)										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Lot No.</th> <th style="text-align: center;">ITEM DESCRIPTION</th> <th style="text-align: center;">QUANTITY</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Lot I</td> <td>Construction of chain-link perimeter fence around 143 No. Automatic Rain Gauges (ARG) Installation sites in the Project Wards, as per the attached specifications</td> <td style="text-align: center;">143 sites</td> </tr> <tr> <td style="text-align: center;">Lot II</td> <td>1. Supply, delivery, installation, testing and commissioning of two (2) No. base station servers, data collection and Management Software 2. Conduct a three (3) day on-site operation and maintenance training.</td> <td style="text-align: center;">2 No.</td> </tr> </tbody> </table>	Lot No.	ITEM DESCRIPTION	QUANTITY	Lot I	Construction of chain-link perimeter fence around 143 No. Automatic Rain Gauges (ARG) Installation sites in the Project Wards, as per the attached specifications	143 sites	Lot II	1. Supply, delivery, installation, testing and commissioning of two (2) No. base station servers, data collection and Management Software 2. Conduct a three (3) day on-site operation and maintenance training.	2 No.	
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MR 6	Certified Copy of Valid business permit (trade license)										
MR 7	Certified Copy of Registration Certificate with the National Construction Authority (NCA) in Category 4, 5, 6 and 7 for building works ^[1] for bidders participating in lot 1										
MR 8	Duly filled and signed Confidential Business Questionnaire										
MR 9	Duly serialized and paginated bid document with all the attachments included.										

N/B 1

The Overall score in stage shall be either "RESPONSIVE" or "NON-RESPONSIVE". Any score of "NON-RESPONSIVE" will result in an overall "NON-RESPONSIVE" score.

Only bidders complying with all the above requirements will proceed to the second stage of Technical Evaluation;

STAGE 2: TECHNICAL EVALUATION / COMPLIANCE WITH THE TECHNICAL SPECIFICATIONS

Tenders meeting all the mandatory requirements shall proceed to the Technical evaluation Stage and shall have their bids evaluated against compliance with technical specification for each item tendered for in the Tender document. Tenderer will be required to meet the minimum technical specification for any one of the items to qualify to the next stage of Evaluation.

Technical Requirements

- 1) Compliance with technical specifications with respect to the required items/services.
- 2) Must provide documentation on the products to be supplied.
- 3) Must provide delivery schedule.
- 4) Must demonstrate similar works/supplies done in Kenya
- 5) Bidders must provide proof that the equipment meets the World Meteorological Organization standards.
- 6) Bidders are required to submit a requirement for fast moving spare parts to form part of their proposal for the bid.
- 7) The warranty period of the offered equipment shall be twelve (12) months from the date of commissioning. The Warranty shall cover spares; transport cost, maintenance and repair performed both locally and at the factory.
- 8)

N/B 2

For each parameter of specification a score (PASS or FAIL) will be given for compliance as indicated in the table below.

A bid shall proceed to the financial evaluation only after it meets the required minimum technical score and has attained an overall score of "PASS".

The specifications for each Lot are as provided in below:

STAGE 3: COMMERCIAL/FINANCIAL EVALUATION

Financial Evaluation will be done as follows:

- a) Financial Evaluation shall involve arithmetic correction of error and price comparison of bids recommended for financial evaluation.
- b) The bidder with the lowest evaluated financial bid shall be recommended for the award of the contract for all the items in the Lot
- c) The bidder shall be awarded if evaluated to be most responsive and lowest evaluated price per Lot
- d) Bidders must quote for all items in each Lot.
- e) Minimum of 60 days' credit period is required after delivery, inspection and acceptance of the items
- f) In case of discrepancy between the unit price and the total price, the unit price shall prevail.
- g) If there is a tie on the lowest quoted sum price, competitive negotiation as prescribed in section 132 of the Public Procurement and Asset Disposal Act, 2015 shall be used to determine award.
- h) Unrealistic low or high prices shall be rejected, depending on the prevailing market prices of the item tendered.

Determination of evaluated price of each bid will be based on the following

- a) Checking for any arithmetic errors in the tender.
- b) All bidders shall quote using Kenya Shillings
- c) Application of any discount offered on the tender.
- d) Comparison of the item's prevailing actual market prices

NB 4

The Lowest Evaluated Tender will be recommended for the award of the lot item of the tender/contract having successfully passed the earlier stages of evaluation.

FORMAT OF PRESENTATION OF DOCUMENTS

- i. The “ORIGINAL TENDER” documents must be securely bound. No loose papers will be accepted.
- ii. The “ORIGINAL TENDER” documents to be submitted shall contain information detailed in below.
- iii. Bidders should organize their tender documents as follows (THIS SHOULD SERVE AS A CHECKLIST FOR SUBMITTED DOCUMENTS):

Section	Document	Checklist									
1	Attach a copy of the business registration/ certificate of incorporation <i>(provide CR12 where appropriate)</i>										
2	Provide copy of the company’s current and valid Tax Compliance certificate issued by Kenya Revenue Authority (KRA). <i>N/B: Should be valid as at the tender closing date.</i>										
3	KRA PIN and VAT Certificates										
4	Tender Validity of One Hundred and Fifty (150) days from date of Tender Opening.										
5	Provide Tender Securing Declaration Form in the form provided in this tender document: <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Lot No.</th> <th>ITEM DESCRIPTION</th> <th>QUAN TITY</th> </tr> </thead> <tbody> <tr> <td>Lot I</td> <td>Construction of chain-link perimeter fence around 143 No. Automatic Rain Gauges (ARG) Installation sites in the Project Wards, as per the attached specifications</td> <td>143 sites</td> </tr> <tr> <td>Lot II</td> <td>1. Supply, delivery, installation, testing and commissioning of two (2) No. base station servers, data collection and Management Software 2. Conduct a three (3) day on-site operation and maintenance training.</td> <td>2 No.</td> </tr> </tbody> </table>	Lot No.	ITEM DESCRIPTION	QUAN TITY	Lot I	Construction of chain-link perimeter fence around 143 No. Automatic Rain Gauges (ARG) Installation sites in the Project Wards, as per the attached specifications	143 sites	Lot II	1. Supply, delivery, installation, testing and commissioning of two (2) No. base station servers, data collection and Management Software 2. Conduct a three (3) day on-site operation and maintenance training.	2 No.	
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6	Manufacturer’s Authorization or certificate of agency to deal with the items quoted. Must be Signed and Stamped										
7	Duly filled and signed Form of Tender with a validity of 120days										
8	Duly filled and signed Confidential Business Questionnaire										
9	Duly serialized and paginated bid document with all the attachments included.										

SECTION III GENERAL CONDITIONS OF CONTRACT

Table of Clauses

- 3.1 Definitions
- 3.2 Application
- 3.3 Country of Origin
- 3.4 Standards
- 3.5 Use of Contract Documents and Information
- 3.6 Patent Rights
- 3.7 Performance Security
- 3.8 Inspection and Tests
- 3.9 Packing
- 3.10 Delivery and Document
- 3.11 Insurance
- 3.12 Payment
- 3.13 Price
- 3.14 Assignments
- 3.15 Sub contracts
- 3.16 Termination for Default
- 3.17 Liquidated Damages
- 3.18 Resolution of Disputes
- 3.19 Language and law
- 3.20 Force Majeure
- 3.21 Notices

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 tenderer under the Contract for the full and proper performance of its contractual obligations.
- (c) "The Goods" means all of the equipment, machinery, and/or other materials, which the tenderer is required to supply to the procuring entity under the Contract.
- (d) "The procuring entity" means the organization purchasing the Goods under this Contract.
- (e) "The Tenderer" means the individual or firm supplying the Goods under this Contract.

3.2 Application

3.2.1 These General Conditions shall apply in all Contracts made by the procuring entity for the procurement installation and commissioning of equipment to the extent that provisions of other part of contract do not supercede them.

3.3 Country of Origin

3.3.1 For purposes of this clause, "Origin" means the place where the Goods were mined, grown or produced.

3.3.2 The origin of Goods and Services is distinct from the nationality of the tenderer and will be treated thus in the evaluation of the tender.

3.4 Standards

3.4.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications.

3.5 Use of Contract Documents and Information

- 3.5.1 The Candidate 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 tenderer in the performance of the Contract.
- 3.5.2 The tenderer shall not, without the procuring entity's prior written consent, make use of any document or information enumerated in paragraph 3.5.1 above.
- 3.5.3 Any document, other than the Contract itself, enumerated in paragraph 3.5.1 shall remain the property of the procuring entity and shall be returned (all copies) to the procuring entity on completion of the Tenderer's performance under the Contract if so required by the procuring entity.

3.6 **Patent Rights**

- 3.6.1 The tenderer shall indemnify the procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the procuring entity's country.

3.7 **Performance Security**

- 3.7.1 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 Special Conditions of Contract.
- 3.7.2 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.
- 3.7.3 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) Bank guarantee
 - c) Such insurance guarantee approved by the Authority
 - d) Letter of credit

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

3.8 Inspection and Tests

3.8.1 The procuring entity or its representative shall have the right to inspect and/or to test the equipment to confirm their conformity to the Contract specifications. The procuring entity shall notify the tenderer in writing in a timely manner, of the identity of any representatives retained for these purposes. The tenderer shall make adequate arrangements to facilitate 5 (Five) officers from the Ministry to undertake the factory Inspection and Test during execution of the contract

3.8.2 The inspections and tests may be conducted in the premises of the tenderer. All reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the procuring entity.

3.8.3 Should any inspected or tested equipment fail to conform to the Specifications, the procuring entity may reject the equipment, and the tenderer shall either replace the rejected equipment or make alterations necessary to make specification requirements free of costs to the procuring entity.

3.8.4 The procuring entity's right to inspect test and where necessary, reject the equipment after the equipment arrival and installation shall in no way be limited or waived by reason of the equipment having previously been inspected, tested and passed by the procuring entity or its representative prior to the equipment delivery.

3.8.5 Nothing in paragraph 3.8 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.9 Packing

3.9.1 The tenderer shall provide such packing and packaging of the equipment as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.

3.9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract

3.10 Delivery and Documents

3.10.1 Delivery of the equipment, documents and installation of the same shall be made by the tenderer in accordance with the terms specified by Ministry of Environment, Kenya Meteorological Department in its Schedule of Requirements and the Special Conditions of Contract

3.11 Insurance

3.11.1 The equipment supplied under the Contract shall be fully insured against loss or damage incidental to manufacturer or acquisition, transportation, storage, and delivery in the manner specified in the Special conditions of contract.

3.12 Payment

3.12.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in Special Conditions of Contract

3.12.2 Payments shall be made promptly by the procuring entity as specified in the contract

3.13 Prices

3.13.1 Prices charged by the tenderer for equipment delivered and installation performed under the Contract shall not, with the exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices by the tenderer in its tender.

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

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

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

3.14. Assignment

The tenderer shall not assign, in whole or in part, its obligations to perform under this Contract, except with the procuring entity's prior written consent.

3.15. Subcontracts

3.15.1 The tenderer shall notify the procuring entity in writing of all subcontracts awarded under this Contract if not already specified in the tender. Such notification, in the original tender or later, shall not relieve the tenderer from any liability or obligation under the Contract

3.16. Termination for Default

3.16.1 The procuring entity may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part

- (a) if the tenderer fails to deliver any or all of the equipment within the period specified in the Contract, or within any extension thereof granted by the procuring entity
- (b) if the tenderer fails to perform any other obligation(s) under the Contract
- (c) if the tenderer, in the judgment of the procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract

3.16.2 In the event 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, equipment similar to those undelivered, and the tenderer shall be liable to the procuring entity for any excess costs for such similar equipment.

3.17. Termination for convenience

3.18. Liquidated Damages

3.18.1 If the tenderer fails to deliver and/or install any or all of the items within the period(s) specified in the contract, the procuring entity shall, without prejudice to its other remedies under the contract, deduct from the contract prices liquidated damages sum equivalent to 0.5% of the delivered price of the delayed items up to a maximum deduction of 10% of the delayed goods. After this the tenderer may consider termination of the contract.

3.19. Resolution of Disputes

3.19.1 The procuring entity and the tenderer shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract

3.19.2 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.

3.20. Language and Law

3.20.1 The language of the contract and the law governing the contract shall be English language and the Laws of Kenya respectively unless otherwise specified in the SCC.

3.21. Force Majeure

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

3.22 Notices

3.22.1 Any notice given by one party to the other pursuant to this contract shall be sent to other party by post or by fax or Email and confirmed in writing to the other party's address specified.

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

SPECIAL IV

SPECIAL CONDITIONS OF CONTRACT

Notes on Special Conditions of Contract

- 4.1 The clauses in this section are intended to assist the procuring entity in providing contract-specific information in relation to corresponding clauses in the General Conditions of Contract
- 4.2 The provisions of Section IV complement the General Conditions of Contract included in Section III, specifying contractual requirements linked to the special circumstances of the procuring entity and the goods being procured. In preparing Section IV, the following aspects should be taken into consideration.
 - (a) Information that complement provisions of Section III must be incorporated and
 - (b) Amendments and/or supplements to provisions of Section III, as necessitated by the circumstances of the goods being procured must also be incorporated.

SECTION IV SPECIAL CONDITIONS OF CONTRACT

4.1 Special Conditions 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 these in the GCC.

4.2 Special conditions of contract as relates to the GCC

REFERENCE OF GCC	SPECIAL CONDITIONS OF CONTRACT
3.1 (b)	The contract price shall be in Kenya Shillings
3.1 (c)	The project to be undertaken is for Supply, Delivery, Installation, Testing and Commissioning of Meteorological Equipment for the KCEP- CRAL Programme.
3.1 (d)	The procuring entity is Ministry of Environment and Forestry, Kenya Meteorological Department.
3.7.1	<i>The Successful Tenderer shall be required to furnish a performance security equivalent to 5% of the total bid sum</i>
3.10	Supply, Delivery, Installation, Testing and Commissioning of Meteorological Equipment at all the sites (As indicated in the section for Technical Specification) shall be made by the bidder. The items should be delivered on working days from (Monday to Friday) between by 9.00 a.m. to 4.00 p.m.
3.12.1	<i>Payment Schedule shall be as per Government regulations:</i>
3.13	<ol style="list-style-type: none"> 1. Prices quoted must be Net, Inclusive of all Government Taxes and Delivery to Kenya Meteorological Service Stores. 2. The unit prices quoted MUST be in Kenya Shillings or another freely convertible currency e.g. US Dollar. 3. No tender document will be accepted after the official closing date/time as specified in the tender notice. 4. Tenderers are required to attach certificates of Registration/Incorporation plus Tax compliance certificate/VAT to tender documents 5. Form of Tender, Price Schedule and Schedule of Requirements should be duly filled, signed and stamped. 6. The bidders must indicate their payment terms including the credit period. 7. Bidders must attach a Brochure to accompany their bids.

REFERENCE OF GCC	SPECIAL CONDITIONS OF CONTRACT
	8. All deliveries shall be verified against the approved Technical Specifications and any deviations from the approved shall be rejected and contract cancelled.

SECTION V SCHEDULE OF REQUIREMENTS AND PRICES

Notes on Schedule of Requirements and Prices

- 5.1 The procuring entity must state whether the contract is for procurement, installation and commissioning OR whether it is for installation and commissioning only, in which case, the item(s) will have been procured separately.
- 5.2 The tenderers may use additional paper as will be necessary to indicate the details of their costing.

SECTION V - SCHEDULE OF REQUIREMENTS AND PRICES

			CLEARLY INDICATE YOUR OFFER					
LOT NO.	ITEM DESCRIPTION	QUANTITY	UNIT COST (KSHS) (VAT/duty paid)	INSTALLATION PERIOD	INSTALLATION PRICE (IF APPLICABLE)	TOTAL COST (KSHS)	DELIVERY PERIOD	Country of Origin
Lot I	Construction of chain-link perimeter fence around 143 No. Automatic Rain Gauges (ARG) Installation sites in the Project Wards, as per the attached specifications	143 sites						
Lot II	1. Supply, delivery, installation, testing and commissioning of Two (2) No. base station servers, data collection and Management Software. C 2. Conduct a three (3) days on-site operation and maintenance training.	2No.						

Authorized Official: _____
Name

Signature

Official Stamp/Seal

Date

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

SECTION VI TECHNICAL SPECIFICATIONS

6.1 GENERAL

- 6.1.1. These specifications describe the basic requirements for the items. Tenderers are requested to submit with their offers the detailed specifications, drawings, catalogues, etc for the products they intend to supply.
- 6.1.2 Tenderers must indicate on the specifications sheets whether the equipment offered comply with each specific requirement.
- 6.1.3 All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any, shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. The procuring entity reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products
- 6.1.4 The tenderers are requested to present information along with their offers as follows;-
- (i) Shortest possible delivery period of each product
 - (ii) Information on proper representative and/or workshop for back-up service/repair and maintenance including their names and addresses

MINIMUM TECHNICAL SPECIFICATION FOR LOT I AND LOT II

Overview

The Kenya Cereal Enhancement Programme – Climate Resilient Agricultural Livelihoods Window (KCEP-CRAL) is a strategic partnership between the Government of Kenya (GOK), European Union (EU) and the three Rome Based Agencies (RBAs), namely, the World Food Programme (WFP), the International Fund for Agricultural Development (IFAD) and the Food and Agricultural Organization (FAO). The Project is a five-year program with effect from April 2017. In this partnership, the RBAs build on their comparative advantages to support the Government in graduating farmers from recurrent food insecurity to market-oriented and commercial farming, by promotion of Good Agricultural Practices (GAPs), sustainable Natural Resources Management (NRM) and resilience to climate change.

KCEP-CRAL covers thirteen (13) counties; while the CRAL Window covers eight (8) counties namely Embu, Tharaka-Nithi, Machakos, Kitui, Makueni, (Eastern Region), Taita-Taveta, Kwale and Kilifi (Coast Region) that are largely Arid and Semi-Arid Lands (ASALs). The other five counties of Nandi, Bungoma, Nakuru, Kakamega and Trans Nzoia are in the high potential Western Region. There are 155 Wards (“the Project Wards”) in the CRAL Window as displayed in a list at the Kenya Meteorological Department (<http://www.meteo.go.ke>) and KCEP CRAL (<http://www.kcepccral.go.ke/>) websites.

The role of the Kenya Meteorological Department (KMD) in the KCEP CRAL project includes establishment and expansion of meteorological network and provision of climate and weather information, products and services. The project will support farmers to identify and undertake appropriate, productive and climate-resilient crop enterprises suited to the ASALs and improve as well as stabilize productivity (CA) and associated water conservation practices. Targeted crop are maize, sorghum and millet; and associated pulses, which include beans, cow peas, green grams and pigeon peas.

In this project, KMD intends to procure:

- 1) Construction of chain-link perimeter fence around 143 No. Automatic Rain Gauges (ARG) Installation sites in the Project Wards, as per the attached specifications
- 2) Supply, delivery, installation, and commissioning of Data Acquisition and processing software;

3. Supply, delivery, installation, testing and commissioning of two (2) No. base station servers, data collection and Management Software
4. Conduct a three (3) day on-site operation and maintenance training.

Table 1: List number of Wards considered for site preparation civil works and installation of ARG and MRG

COUNTY	PROJECT WARDS	
	Site Preparation Civil Work	Procurement, installation and commissioning of ARG Perimeter fence
Embu	14	14
Tharaka-Nithi	8	8
Machakos	16	16
Kitui	23	23
Makueni	23	23
Taita-Taveta	16	16
Kwale	23	23
Kilifi	20	20
TOTAL	0143	0143

SCOPE OF WORK

- 1.1.1. Construction of chain-link perimeter fence around 143 Automatic Rain Gauges (ARG) Installation sites in the Project Wards, as per the attached specifications.
- 1.1.2. Supply, delivery, installation, testing and commissioning of Two (2) No. base station servers, data collection and Management Software.
- 1.1.3. Conduct a three (3) days on-site operation and maintenance training.

FOR THE LOTS (LOTS I - LOT II) THE FOLLOWING SHALL APPLY:

- a) Prices quoted must be Net, Inclusive of all Government Taxes and Delivery to Kenya Meteorological Service Stores.
- b) The unit prices quoted MUST be in Kenya Shillings or another freely convertible currency e.g. US Dollar.
- c) No tender document will be accepted after the official closing date/time as specified in the tender notice.
- d) Tenderers are required to attach certificates of Registration/Incorporation plus Tax compliance certificate/VAT to tender documents
- e) Form of Tender, Price Schedule and Schedule of Requirements should be duly filled, signed and stamped.
- f) The bidders must indicate their payment terms including the credit period.
- g) Bidders must attach a Brochure to accompany their bids.
- h) All deliveries shall be verified against the approved Technical Specifications and any deviations from the approved shall be rejected and contract cancelled.

**LOT I: SPECIFICATION FOR ANGLE BAR PERIMETER FENCE FOR 143
AUTOMATIC RAIN GAUGES (ARG)**

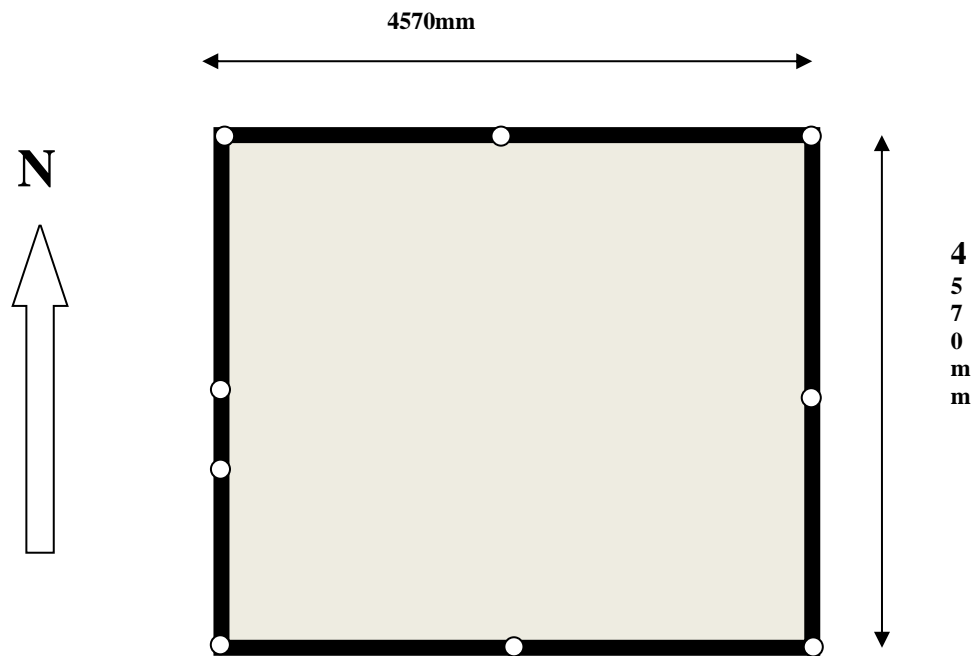
All the ARGs will be enclosed with a chain-link fence 1,200 mm high, fastened to creosote treated wooden posts, with a lockable wire mesh gate, constructed and installed to the specifications below. The ARG will be installed at the centre of the fenced site. A padlock with 3 duplicate keys will be supplied. Size will be as per the schematic diagram in Figure

ARG Enclosure Specification (Angle Bar Post)

No.	ITEM	SPECIFICATIONS
1	Perimeter Chain-link Fence Size:	4,570 mm by 4,570mm
2	Fence height	1,220 mm above ground level
3	Fence ground contact	At least 250mm of the chain link should be buried in the ground level
4	Angle Bar	Nine (9) (2''x2'' 5mm thickness) angle bar posts of 1,730mm long with at least two wall passes of 300mm at the bottom
5	Angle holes depth	460mm
6	Angle Bar Installation Holes Diameter	300mm
7	Angle Holes Filling	75mm concrete filling all around and at the bottom of each hole
8	Angle Bar spacing	2280mm centre to centre
9	Corner Angle Bar braces	Reinforced with 2''x2'' 5mm thickness angle bar of 760 mm long with at least two wall passes of 300mm at the bottom
10	Chain link Tension wires	3mm galvanized wire through a hole on the angle bar post at the top, center and the bottom

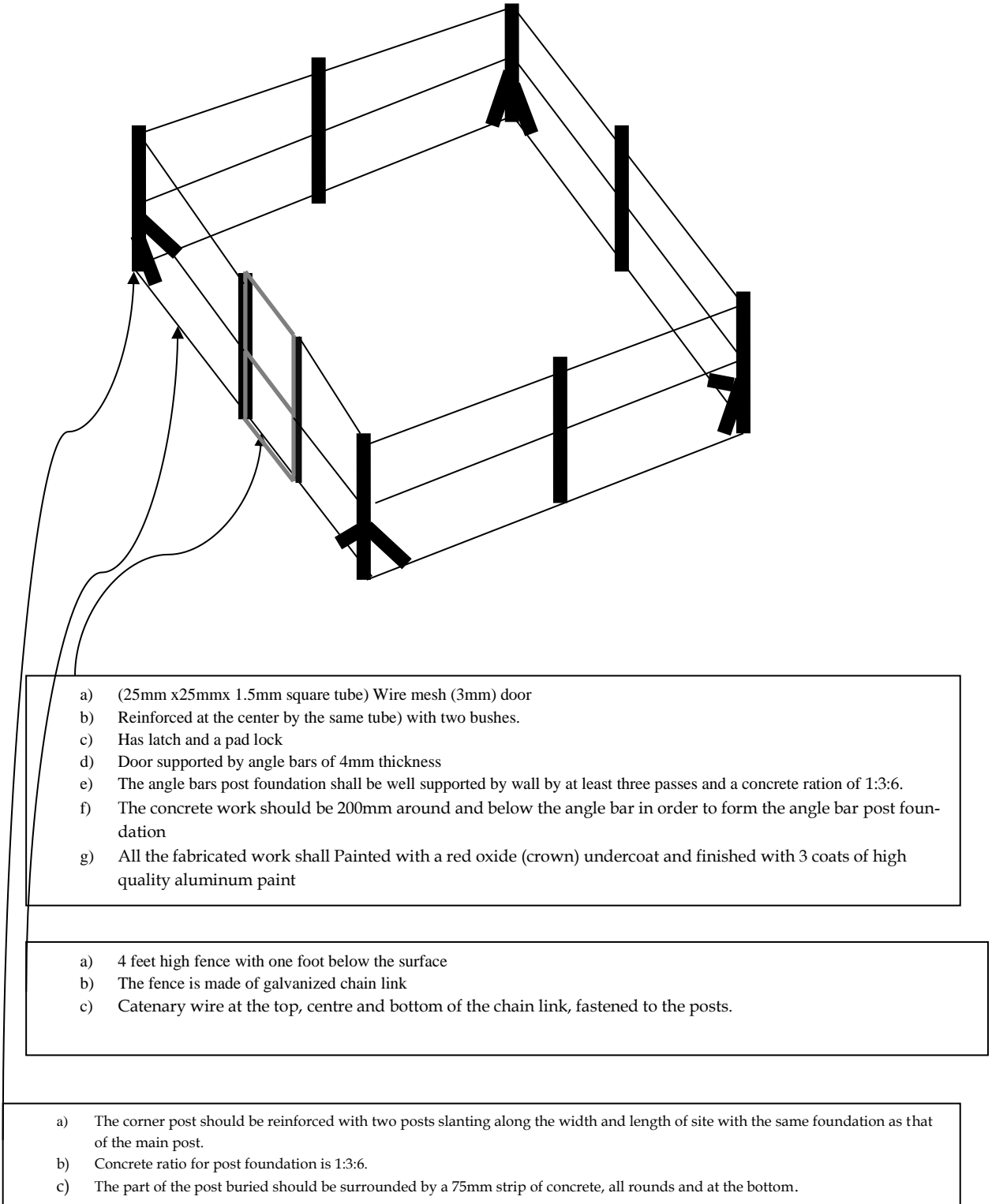
No.	ITEM	SPECIFICATIONS
11	Chain Link fastening	2mm thick Galvanized Binding wire so as to make sure the chain link is firmly fastened on the tension wires
12	Gate Size	1200mm high and 900 mm wide
13	Gate Frame	25mm x 16gauge hollow tube
14	Gate Panel	3mm wire mesh welded to the frame
15	Gate hinges	2 no. 100mm welded to the gate. Secured to the gatepost with 6 No. 50mm long galvanized/brass screws.
16	Gate Latch	200mm lockable with a padlock.
17	Gate Padlock	Brass body with stainless steel hasp.
18	Painting	All steel components to be painted with 3 coats of high quality aluminum paint.

Site Enclosure and Orientation



Note: The construction of the fence should be such that the Rain gauge must be at the centre of the perimeter

Enclosure Design



LOT II: MINIMUM SPECIFICATION FOR COMPUTER – BASE STATION SERVER, DATA COLLECTION AND MANAGEMENT SOFTWARE

HARDWARE SPECIFICATION

Parameter	Specification
Form Factor	1U Rack Server
CPUs	1x Intel Xeon Quad Core (4cores) Min 3.5 GHz
RAM	32GB RAM,
Ethernet	10/100/1000 Mb Ethernet NIC
HDD	Hot Plug SSD SATA 4 TB(24x24TB)
Graphics	Integrated Video Graphics Resolution 1280x1024,1920x1200
DVD Drive	DVD-RW,
Rack Kit	Sliding rack rails
Power Supply	240 V Redundant Power supply
KVM Switch	Console switch + IP KVM access + cables Flat panel monitor console
Network Switch	24-port Layer 2 Managed Switch wit
UPS	1500 VA

SOFTWARE SPECIFICATION

Parameter	Specification
Operating System	Latest Genuine Windows Server 2019 Standard or Latest Linux Server (such as CentOS , Redhat, Ubuntu , SuSe or equivalent)
Server Data management software	<ul style="list-style-type: none"> a) Data acquisition, processing and archival software b) The data acquisition system shall run automatically and perform most its operations without any human intervention c) Alarms and alerts on system failure. d) The system shall receive ARG data from GSM/GPRS /2G/3G/4G link using TCP/IP protocols through the internet or VPN; e) The proposed system shall process data received in CSV format from the ARG f) The system should be able to receive data from a minimum of 143 stations with provision to scale it up to 1000 stations g) The system shall provide a web interface for system management, data retrieval and visualisation

Parameter	Specification
	<ul style="list-style-type: none"> h) The data shall be displayed in tabular and graphical format i) The system should allow for data to be exported in text and csv file formats j) The system shall allow for retrieval or display of data from a single station or multiple stations in graphical or tabular formats k) The system shall generate current status reports of the stations l) The proposed system must support mapping of the stations on google map/earth or equivalent m) The system shall provide unique ID to each ARG station and shall automatically receive and process data from all the stations in the network. n) The base station shall have a web-based interface for system administration and operation of the system. This interface shall be password protected. o) The system shall allow for data to be integrated with the GTS message switching system and must f generate BUFR format messages for transmission to the WMO GTS. p) The proposed system must have database compatible with PostGress, MySQL, SQL Server, Oracle or equivalent q) The Proposed system shall be configured in hot/standby mode with automatic failover in case of failure of the operational server. r) The system shall have the capability to process and store all the received data in a database. s) The proposed system must allow for a minimum of 143 incoming data transmission connections t) The proposed system must allow for at least 50 concurrent connections to the database by users/clients u) The Database management software shall provider an interface to allow clients to connect and retrieve data.
Other software	Microsoft Office Professional 2019, Antivirus if using Windows server 2019 OS
Client Software(User Interface)	<p>The client software(User Interface) should have the following features:</p> <ul style="list-style-type: none"> a) The user interface should be web based b) Should have the capability to retrieve data from the central server database c) Must support the display of live data on web browser d) The system must have a capability to present data in a dashboard with split screen display e) Must provide detailed data listing on the display f) Should allow of export of data to other applications in CSV
Warranty/Maintenance	3 years warranty and maintenance

DOCUMENTATION

The Supplier/Contractor shall deliver all the installation instructions and User's Guides and Manuals for all of the software and equipment supplied.

The Supplier/Contractor will deliver the equipment/software technical documentation for all of the following topics: User's Guide; System Administrator's Guide; System Design Concepts; Programmer's Guide; Installation Guide; Trouble shooting guide.

SUPPORT

After installation, the Supplier/Contractor shall provide a three year maintenance agreement, as an after sales support service that shall include: Trouble shooting; Minor updates; Major upgrades; any official releases of software.

The Supplier/Contractor shall give a "hot line" number (working hours and days) in case of problem; and propose any other solution that could ensure sustainable and continuous operation of equipment.

N/B

Bidder to attach a brochure with detailed technical specifications, photo and illustrations.

EVALUATION CRITERIA

S/No.	CRITERIA	EVALUATOR'S SCORE ("PASS" or "FAIL" as appropriate)
1.	Provide Evidence of previous works done in the last three years with an annual turnover of Ksh 3,000,000.00 as Building contractor, management contractor or subcontractor <i>(Bidders should attach contracts, LSO/LPO/letter of reference giving details of the contract, value, contact person and period of contract)</i>	
2.	Provide three (3) documentary evidence for completion of works in the last three years. <i>(Attach Completion Certificates, contracts, letter of reference giving details of the contract,</i>	

S/No.	CRITERIA	EVALUATOR'S SCORE ("PASS" or "FAIL" as appropriate)
	<i>value, contact person and period of contract)</i>	
3.	Provide Evidence of a reliable line of credit of a minimum of Ksh 3,000,000.00 ^[L] _[SEP]	
4.	Provide evidence that the construction firm is equipped with skilled personnel that includes: ^[L] _[SEP]	
	The Site Agent and the Foreman should have a minimum of a diploma in construction management and related field: Must Attach copies of Qualification attained and CV	

LOT I: AUTOMATIC RAIN GAUGE (ARG) PERIMETER FENCE

All the ARGs will be enclosed with a chain-link fence 1,200 mm high, fastened to Angle Bar Posts, with a lockable wire mesh gate, constructed and installed to the specifications below. The ARG will be installed at the centre of the fenced site. A padlock with 3 duplicate keys will be supplied. Size will be as per the schematic diagram in Figure 2.

No.	ITEM	SPECIFICATIONS	EVALUATOR'S SCORE ("PASS" or "FAIL" as appropriate)
1	Perimeter Chain-link Fence Size:	4,570 mm by 4,570mm	
2	Fence height	1,220 mm above ground level	
3	Fence ground contact	At least 250mm of the chain link should be below the ground level	
4	Angle Bar	Nine (9) (2"x2" 5mm thickness) angle	

No.	ITEM	SPECIFICATIONS	EVALUATOR'S SCORE ("PASS" or "FAIL" as appropriate)
		bar posts of 1,730mm long with at least two wall passes of 300mm at the bottom	
5	Angle holes depth	460mm	
6	Angle Bar Installation Holes Diameter	300mm	
7	Angle Holes Filling	75mm concrete filling all around and at the bottom of each hole	
8	Angle Bar spacing	2280mm centre to centre	
9	Corner Angle Bar braces	Reinforced with 2'x2" 5mm thickness angle bar of 760 mm long with at least two wall passes of 300mm at the bottom	
10	Chain link Tension wires	3mm galvanized wire through a hole on the angle bar post at the top, center and the bottom	
11	Chain Link fastening	2mm thick Galvanized Binding wire so as to make sure the chain link is firmly fastened on the tension wires	
12	Gate Size	1200mm high and 900 mm wide	
13	Gate Frame	25mm x 16gauge hollow tube	
14	Gate Panel	3mm wire mesh welded to the frame	
15	Gate hinges	2 no. 100mm welded to the gate. Secured to the gatepost with 6 No. 50mm long galvanized/brass screws.	
16	Gate Latch	200mm lockable with a padlock.	

No.	ITEM	SPECIFICATIONS	EVALUATOR'S SCORE ("PASS" or "FAIL" as appropriate)
17	Gate Padlock	Brass body with stainless steel hasp.	
18	Painting	All steel components to be painted with 3 coats of high quality aluminum paint.	

LOT II: COMPUTER - BASE STATION SERVER, DATA COLLECTION AND MANAGEMENT SOFTWARE

HARDWARE SPECIFICATION

Parameter	Specification	Bidders Response (PASS/FAIL)
Form Factor	1U Rack Server	
CPUs	1x Intel Xeon Quad Core (4cores) Min 3.5 GHz	
RAM	32GB RAM,	
Ethernet	10/100/1000 Mb Ethernet NIC	
HDD	Hot Plug SDD SATA 4 TB(2x2TB)	
Graphics	Integrated Video Graphics Resolution 1280x1024,1920x1200	
DVD Drive	DVD-RW,	
Rack Kit	Sliding rack rails	
Power Supply	240 V Redundant Power supply	
KVM Switch	Console switch + IP KVM access + cables Flat panel monitor console	
Network Switch	24-port Layer 2 Managed Switch wit	
UPS	1500 VA	

SOFTWARE SPECIFICATION

Parameter	Specification	Bidders Response (PASS/FAIL)
Operating System	Latest Genuine Windows Server 2019 Standard or Latest Linux Server (such as CentOS , Redhat, Ubuntu , SuSe or equivalent)	
Server Data management software	<ul style="list-style-type: none"> a) Data acquisition, processing and archival software b) The data acquisition system shall run automatically and perform most its operations without any human intervention c) Alarms and alerts on system failure. d) The system shall receive ARG data from GSM/GPRS /2G/3G/4G link using TCP/IP protocols through the internet or VPN; e) The proposed system shall process data received in CSV format from the ARG f) The system should be able to receive data from a minimum of 143 stations with provision to scale it up to 1000 stations g) The system shall provide a web interface for system management, data retrieval and visualisation h) The data shall be displayed in tabular and graphical format i) The system should allow for data to be exported in text and csv file formats j) The system shall allow for retrieval or display of data from a single station or multiple stations in graphical or tabular formats k) The system shall generate current status reports of the stations l) The proposed system must support mapping of the stations on google map/earth or equivalent m) The system shall provide unique ID to each ARG station and shall automatically receive and process data from all the stations in the network. n) The base station shall have a web-based interface for system administration and 	

Parameter	Specification	Bidders Response (PASS/FAIL)
	<p>operation of the system. This interface shall be password protected.</p> <p>o) The system shall allow for data to be integrated with the GTS message switching system and must f generate BUFR format messages for transmission to the WMO GTS.</p> <p>p) The proposed system must have database compatible with PostGress, MySQL,SQL Server , Oracle or equivalent</p> <p>q) The Proposed system shall be configured in hot/standby mode with automatic failover in case of failure of the operational server.</p> <p>r) The system shall have the capability to process and store all the received data in a database.</p> <p>s) The proposed system must allow for a minimum of 143 incoming data transmission connections</p> <p>t) The proposed system must allow for at least 50 concurrent connections to the database by users/clients</p> <p>u) The Database management software shall provider an interface to allow clients to connect and retrieve data.</p>	
Other software	Microsoft Office Professional 2019, Antivirus if using Windows server 2019 OS	
Client Software(User Interface)	<p>The client software(User Interface) should have the following features:</p> <p>a) The user interface should be web based</p> <p>b) Should have the capability to retrieve data from the central server database</p> <p>c) Must support the display of live data on web browser</p> <p>d) The system must have a capability to present data in a dashboard with split screen display</p> <p>e) Must provide detailed data listing on the display</p> <p>f) Should allow of export of data to other applications in CSV</p>	
Warranty/Maintenace	3 years warranty and maintenance	
System Documentation	Two sets of System documentation for operators and System administrators	

SECTION VII STANDARD FORMS

7.1 Form of Tender

This form must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representative of the tenderer.

7.2 Confidential Business Questionnaire Form

This form must be completed by the tenderer and submitted with tender documents

7.3 Tender Security Form

When required by the tender document the tenderer shall provide the tender security either in the form included therein after or in another format acceptable to the procuring entity.

7.4 Contract Form

The Contract form shall not be completed by the tenderer at the time of submitting the tenderer at the time of submitting the tender. The contract form shall be completed after contract award.

7.5 Performance Security form

The performance security form should not be completed by the tenderer at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the sum provided herein or in another form acceptable to the procuring entity.

7.6 Bank Guarantee for Advance Payment.

When there is an agreement to have Advance payment, this form must be duly completed.

7.7 Manufacturer's Authorization Form

When required by the tender document, this form must be completed and submitted with the tender document. This form will be completed by the manufacturer of the goods where the tender is an agent.

7.8 Letter of Notification of Award

7.9 Tender Securing Declaration Form

7.1 FORM OF TENDER

Date _____
Tender No. _____

To: _____

[name and address of Ministry of Environment, Kenya Meteorological Department]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. *[insert numbers]*.the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply deliver, install and commission (..... *(insert equipment description)* 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 deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to _____ percent of the Contract Price for the due performance of the Contract , in the form prescribed by*(Ministry of Environment, Kenya Meteorological Department)*.

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. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.

6. We understand that you are not bound to accept the lowest or any tender that you may receive.

Dated this _____ day of _____ 20 _____

[signature]

[in the capacity of]

Duly authorized to sign tender for an on behalf of _____

7.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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

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

Part 1 – General:

Business Name

Location of business premises.

Plot No..... Street/Road

Postal Address Tel No. Fax E mail

Nature of Business ,.....

Registration Certificate No.

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

Name of your bankers Branch

Part 2 (a) – Sole Proprietor

Your name in full Age

Nationality Country of origin

- Citizenship details
-

Part 2 (b) Partnership

Given details of partners as follows:

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

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of company-

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

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

Date Seal/Signature of Candidate

7.3 TENDER SECURITY FORM

Whereas [name of the tenderer]
(hereinafter called "the tenderer") has submitted its tender dated [date of submission of tender] for the supply, installation and commissioning of [name and/or description of the equipment]
(hereinafter called "the Tender") KNOW ALL PEOPLE by these presents that WE of having our registered office at (hereinafter called "the Bank"), are bound unto [name of Ministry of Environment, Kenya Meteorological Department] (hereinafter called "the procuring entity") in the sum of for which payment well and truly to be made to the said MINISTRY OF ENVIRONMENT, KENYA METEOROLOGICAL DEPARTMENT, 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 tenderer on the Tender Form; or
2. If the tenderer, 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 tenderers;

We undertake to pay to the procuring entity up to the above amount upon receipt 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 it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

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]
(Amend accordingly if provided by Insurance Company)

7.4 CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 20 _____ 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 [certain goods] and has accepted a tender by the tenderer for the supply of those goods in the sum of [*contract price in words and figures*] (hereinafter called “the Contract Price).

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 goods and to remedy the defects therein in conformity in all respects with the provisions of this Contract
4. The procuring entity hereby covenants to pay the tenderer in consideration of the provisions of the goods 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 _____)

7.5 PERFORMANCE SECURITY FORM

To
[*name of Ministry of Environment, Kenya Meteorological Department*]

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 goods*] (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 the 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 figure*] 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 or sums within the limits of [*amount of guarantee*] as aforesaid, without you 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 _____

Signed and seal of the Guarantors

[*name of bank or financial institution*]

[*address*]

[*date*]

(Amend accordingly if provided by Insurance Company)

7.6 BANK GUARANTEE FOR ADVANCE PAYMENT

To
[name of Ministry of Environment, Kenya Meteorological Department]

[name of tender]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends the General Conditions of Contract to provide for advance payment, [name and address of tenderer](hereinafter called "the tenderer") shall deposit with the procuring entity a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract an amount of [amount of guarantee in figures and words].

We, the [bank or financial institutions], as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the procuring entity on its first demand without whatsoever right of objection on our part and without its first claim to the tenderer, in the amount not exceeding [amount of guarantee in figures and words]

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there-under or of any of the Contract documents which may be made between the procuring entity and the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid in full effect from the date of the advance payment received by the tenderer under the Contract until [date].

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

7.7 MANUFACTURER'S AUTHORIZATION FORM

To *[name of the procuring entity]*

WHEREAS*[name of the manufacturer]*
who are established and reputable manufacturers of *[name and/or
description of the goods]* having factories at *[address of factory]*
do hereby authorize *[name and address of Agent]* to submit a tender,
and subsequently negotiate and sign the Contract with you against tender No.
..... *[reference of the Tender]* for the above goods manufactured by us.

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

[signature for and on behalf of manufacturer]

Note: This letter of authority should be on the letterhead of the Manufacturer and should be signed by an authorized person.

7.8 LETTER OF NOTIFICATION OF AWARD

Address of Ministry of Environment,
Kenya Meteorological Department

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

7.9 TENDER SECURING DECLARATION FORM

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

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

To: [insert complete name of Purchaser]

We, the undersigned, declare that:

1. We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.
2. We accept that we will automatically be suspended from being eligible for bidding in any contract with the Purchaser for the period of time of [insert number of months or years] starting on [insert date], if we are in breach of our obligation(s) under the bid conditions, because we –
 - a) have withdrawn our Bid during the period of bid validity specified by us in the Bidding Data Sheet; or
 - b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity,
 - i. fail or refuse to execute the Contract, if required, or
 - ii. fail or refuse to furnish the Performance Security, in accordance with the ITT.
3. We understand that this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of
 - i. our receipt of a copy of your notification of the name of the successful Bidder; or
 - ii. twenty-eight days after the expiration of our Tender.
4. We understand that if we are a Joint Venture, the Bid Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed: [insert signature of person whose name and capacity are shown] in the capacity of [insert legal capacity of person signing the Bid Securing Declaration]

Name: [insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated onday of, [insert date of signing]