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**TENDER FOR THE SUPPLY, INTALLATION, TESTION OF PRINTER / SCANNER LEASING
SERVICES: KSSL/LMFP/05/2024-2025.**

TENDER NAME	CONTRACT NAME AND DESCRIPTION: LEASE OF MULTIFUNCTIONAL PRINTERS
TENDER NO:	KSSL/LMFP/05/2024-2025
TENDER CLOSING DATE	30th May , 2024 12.00 NOON
TENDER TIME	AT 12.00 NOON

Kimisitu Sacco Society Ltd | AEA Plaza 1st Floor, Valley Road,
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Kimisitu Sacco Limited invites sealed tenders for leasing of multifunctional printers. The resulting contract will be a framework contract for a period of three (3) years renewable annually subject to satisfactory performance.

Tendering will be conducted through SRM (E-procurement) using open competitive method (Open National Tender) using a standardized tender document and tendering is open to all qualified and interested Tenderers.

Bid Preparation and Submission

The application and submission will be conducted electronically on SRM eProcurement Portal i.e. www.srmhub.com . Please follow the following steps to complete your application;

1. Join SRM for free via URL www.srmhub.com
2. Create a user account or log in with existing credentials
3. Under APPLY TENDER tab, express interest to review details of the tender
4. Click EXPRESS INTEREST to begin application:
 - i. Select your Category
 - ii. Respond to QUESTIONNAIRE
 - iii. UPLOAD requisite documents
 - iv. Pay the tender fees payment
 - v. SUBMIT response

Access to submit the application shall be automatically granted upon payment of a non-refundable tender fee of KES 2,000/- per Tender category. The fee is payable using M-PESA Paybill No. 4069539 . ACCOUNT NUMBER: 2022TPL .

SECTION I - INSTRUCTIONS TO TENDERERS

A General Provisions

1. Scope of Tender and Definitions

1.1 The Procuring Entity as define in the Appendix to Conditions of Contract invites tenders for leasing of the real estate facilities, plant/equipment or vehicles and, if applicable, any related services incidental thereto, as specified in Section VII, Schedule of Requirements. The name, identification, and number of lots (contracts) of this Tender Document are **specified in the TDS**.

1.2 Throughout this tendering document:

- a) The term “in writing” means communicated in written form (e.g. by mail, e-mail, fax, including if **specified in the TDS**, distributed or received through the electronic-procurement system used by the Procuring Entity) with proof of receipt;
- b) If the context so requires, “singular” means “plural” and vice versa;
- c) “Day” means calendar day, unless otherwise specified as “Business Day”. A Business Day is any day that is an official working day of the Procuring Entity. It excludes official public holidays.

2 Fraud and Corruption

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

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

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

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

3 Eligible Tenderers

3.1 A Tenderer may be a firm that is a private entity, a state-owned enterprise or institution subject to ITT 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Tendering process and, in the event the JV is awarded the Contract, during contract execution. A firm that is a Tenderer (either individually or as a JV member) may participate in more than one Tender, offering different items that meet the requirements of the Lease. A firm that is not a Tenderer or a JV member, may participate as a subcontractor in more than one Tender. Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number members shall be specified in the **TDS**.

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

also not allowed to participate in any procurement proceedings.

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

- a) a Directly or indirectly controls, is controlled by or is under common control with another Tenderer; or
- b) Receives or has received any direct or indirect subsidy from another Tenderer; or
- c) Has the same legal representative as another Tenderer; or
- d) Has a relationship with another Tenderer, directly or through common third parties, that puts it in a position to influence the Tender of another Tenderer, or influence the decisions of the Procuring Entity regarding this Tendering process; or
- e) Or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the Tender; or
- f) Or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity or Procuring Entity for the Contract implementation; or g would be providing Lease Items, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the project specified in the TDS ITT 2.1 that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or

- g) has a close business or family relationship with a professional staff of the Procuring Entity who: are directly or indirectly involved in the preparation of the tendering document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or
 - h) would be involved in the implementation or supervision of such Contract unless the conflict stemming from such relationship.
 - i) has been resolved in a manner acceptable to the Procuring Entity throughout the Tendering process and execution of the Contract.
- 3.4 A Tenderer shall not be involved in corrupt, coercive, obstructive, collusive, or fraudulent practice. A tenderer that is proven to have been involved in any of these practices shall be automatically disqualified and would not be awarded a contract.
- 3.5 A firm that is a Tenderer (either individually or as a JV member) may participate in more than one Tender, offering different items that meet the requirements of the Lease. A firm that is not a Tenderer or a JV member, may participate as a subcontract or in more than one Tender.
- 3.6 A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT 4.9. A Tenderer shall be deemed to have the nationality of a country if the Tenderer is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or sub-consultants for any part of the Contract including related Services.
- 3.7 A Tenderer that has been debarred by the PPRA from participating in public procurement shall be ineligible to be prequalified for a tender or be awarded a contract. The list of debarred firms and individuals is available from the website of PPRA www.ppra.go.ke.
- 3.8 Tenderers that are state-owned enterprises or institutions may be eligible to compete and be awarded a Contract(s) only if they are.
- 3.9 (i) a legal public entity of the state Government and/or public administration,
(ii) financially autonomous and not receiving any significant subsidies or budget support from any public entity or Government, and
(iii) operating under commercial law and vested with legal rights and liabilities similar to any commercial enterprise to enable it to compete with firms in the private sector on an equal basis.
- 3.10 Firms and individuals may be ineligible if their countries of origin (a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country, or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of Lease Items or contracting for supply of Lease Items or services from that country, or any payments to any country, person, or entity in that country. A

tenderer shall provide such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

- 3.11 For purposes of granting a margin of preference, a tender is considered a national tenderer if it is registered in Kenya, has more than 51 percent ownership by nationals of Kenya and if it does not subcontract foreign contractors more than 10 percent of the contract price, excluding provisional sums. JVs are considered as national tenderers and eligible for national preference only if the individual member firms are registered in Kenya or have more than 51 percent ownership by nationals of Kenya, and the JV shall be registered in Kenya. The JV shall not subcontract to foreign firms more than 10 percent of the contract price, excluding provisional sums.
- 3.12 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 Leases under this Invitation for tenders.
- 3.12 The Competition Act of Kenya requires that firms wishing to tender as Joint Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Competition Act, 2010. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for tender, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from the Competition Authority of Kenya may be accessed from the website www.cak.go.ke.
- 3.13 A Kenyan tenderer shall provide evidence of having fulfilled his/her tax obligations by producing a valid tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

4 Eligible Lease Items and Related Services

- 4.1 All the Lease Items and Related Services to be supplied under the Contract and financed by the Procuring Entity shall have their origin from Eligible Countries in accordance with ITT 3.8.
- 4.2 For purposes of this ITT, the term "Lease Items" includes, landed properties, buildings and related accommodations, vessels (land, air and sea), vehicles, machinery, plant and equipment, "related services" including services such as insurance, installation, training, and maintenance.
- 4.3 The term "origin" means the country where the Lease Items have been sourced from, manufactured, processed, or assembled.
- 4.4 A lease item may be considered ineligible if it has items, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or

by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

B. Contents of Tendering Document

5 Sections of Tendering Document

5.1 The tendering document consist of Parts1, 2, and 3, which include all the sections indicated below, and should be read in conjunction with any Addenda issued in accordance with ITT 10.

PART 1 Tendering Procedures

- i) Section I- Instructions to Tenderers (ITT) ii) Section II - Tendering Data Sheet (TDS) iii) Section III – Evaluation and Qualification Criteria
- iv) Section IV- Tendering Forms

PART 2 Supply Requirements

- v) Section V - Schedule of Requirements

PART 3 Contract

- vi) Section VI-General Conditions of Contract (GCC) vii) Section VII-Special Conditions of Contract (SCC) viii) Section VIII-Contract Forms

3.13 The Specific Procurement Notice, Invitation to Tenders Notice, issued by the Procuring Entity is not part of this

5.3 Unless obtained directly from the Procuring Entity, the Procuring Entity is not responsible for the completeness of the document, responses to requests for clarification, the Minutes of the pre-Tender meeting (if any), or Addenda to the tendering document in accordance with ITT 10. In case of any contradiction, documents obtained directly from the Procuring Entity shall prevail.

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

a) Clarification of Tendering Document

A Tenderer requiring any clarification of the tendering document shall contact the Procuring Entity in writing at the Procuring Entity's address specified in the **TDS**. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received prior to the deadline for submission of Tenders within a period specified in the **TDS**. The Procuring Entity shall forward copies of its response to all Tenderers who have acquired the tendering document in accordance with ITT 6.3, including a description of the inquiry but without identifying its source. If so specified in the **TDS**, the Procuring Entity shall also promptly publish its response at the web page identified in the **TDS**. Should the clarification result in changes to the essential elements of the tendering document, the Procuring Entity shall amend the tendering document following the procedure under ITT8 and ITT 22.2.

b) Amendment of Tendering Document

- a. At any time prior to the deadline for submission of Tenders, the Procuring Entity may amend the tendering document by issuing addenda.
- b. Any addendum issued shall be part of the tendering document and shall be communicated in writing to all who have obtained the tendering document from the Procuring Entity in accordance with ITT 6.3. The Procuring Entity shall also promptly publish the addendum on the Procuring Entity's webpage in accordance with ITT 7.1.
- c. To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders, pursuant to ITT 22.2.

C. Preparation of Tenders

c) Cost of Tendering

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

d) Language of Tender

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

e) Documents Comprising the Tender

- a. The Tender shall comprise the following:

- f) **Form of Tender** prepared in accordance with ITT 11;
- g) **Price Schedules**: completed in accordance with ITT 11 and ITT 13;
- h) **Tender Security** or **Tender – Securing Declaration**, in accordance with ITT 18.1;
- i) **Alternative Tender**: if permissible, in accordance with ITT 12;
- j) **Authorization**: written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 29.3;
 - i. **Qualifications**: documentary evidence in accordance with ITT 16 establishing the Tenderer qualifications to perform the Contract if its Tender is accepted.
- k) **Tenderer Eligibility**: documentary evidence in accordance with ITT 16 establishing the Tenderer eligibility to tender.
- l) **Eligibility of Lease Items and Related Services**: documentary evidence in accordance with ITT 15, establishing the eligibility of the Lease Items and Related Services to be supplied by the Tenderer.
- m) **Conformity**: documentary evidence in accordance with ITT 15 and 28, that the Lease Items and Related Services conform to the tendering document; and
- n) Any other document required **in the TDS**.
- o) In addition to the requirements under ITT 13.1, Tenders submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to

execute a Joint Venture Agreement in the event of a successful Tender shall be signed by all members and submitted with the Tender, together with a copy of the proposed Agreement.

- p) The Tenderer shall furnish in the Form of Tender information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Tender.
- q) Form of Tender and Price Schedules
- r) The Form of Tender and Price Schedules shall be prepared using the relevant forms furnished in Section IV, Tendering Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITT 20.3. All blank spaces shall be filled in with the information requested. The Tenderer shall chronologically serialize pages of all tender documents submitted.
- s) Each item on the Schedule of Requirements must be priced separately in the Price Schedules and for full quantities required. Items not priced for full quantity on the Schedule of Requirements will be rejected. TENDERERS MAY QUOTE FOR ONE OR MORE OF THE ITEMS ON THE SCHEDULE OF REQUIREMENTS. Tenders will be evaluated and awarded on basis of each item.
- t) Where tenders are being invited for individual Items/lots (contracts) or for any combination of lots (packages), tenderers wishing to offer discounts for the award of more than one Contract shall specify so in their Tender the price reductions applicable to each Item or alternatively, to individual items. Discounts shall be submitted in accordance with ITT 13.1, provided the Tenders for all lots (contracts) are opened at the same time.
- u) All duties, taxes, and other levies payable by the Contract or under the Contract, or for any other cause, as of the date 28 days prior to the deadline for submission of Tenders, shall be included in the rates and prices and the total Tender Price submitted by the Tenderer.
- v) Alternative Tenders
- w) Unless otherwise specified in the TDS, alternative Tenders shall not be considered.
- x) Tender Prices and Discounts
- y) The prices and discounts quoted by the Tenderer in the Form of Tender and in the Price Schedules shall conform to the requirements specified below.
- z) The price to be quoted in the Form of Tender in accordance with ITT 14.1 shall be the total price of all the items but the attachment of the Schedule of prices, excluding any discounts offered.
- aa) The Tenderer shall quote any discounts and indicate the methodology for their application in the Form of Tender, in accordance with ITT 14.1.
- bb) Prices quoted by the Tenderer shall be fixed during the time of the Lease under the Contract and not subject to variation on any account, unless otherwise specified in the TDS. A Tender submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to ITT 29. However, if in accordance with the TDS, prices quoted by the Tenderer shall be subject to adjustment during the Lease under the Contract, a Tender submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero.

- cc) If so specified in ITT 1.1, Tenders are being invited for individual lots (contracts) or for any combination of
- dd) lots (packages). Prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the
- ee) quantities specified for each item of a lot. Tenderers wishing to offer discounts for the award of more than one

13.6 Prices shall be quoted as specified in each Price Schedule included in Section IV, Tendering Forms.

The disaggregation of price components is required solely for the purpose of facilitating the comparison of Tenders by the Procuring Entity. This shall not in any way limit the Procuring Entity's right to contract on any of the terms offered. The Tenderer may obtain insurance services from any eligible country in accordance with ITT 3, Eligible Tenders. The tender shall include Related Services required to maintain the leased item as specified in the Schedule of Requirements (inclusive of any applicable taxes).

14 Currencies of Tender and Payment

14.1 The currency(ies) of the Tender and the currency(ies) of payments shall be the same. The Tenderer shall quote in Kenya shillings unless otherwise specified **in the TDS**.

15 Documents Establishing the Eligibility and Conformity of the Lease Items and Related Services.

15.1 To establish the eligibility of the lease items and Related Services in accordance with ITT 5, Tenderers shall complete the country of origin declarations in the Price Schedule Forms, included in Section IV, Tendering Forms.

15.2 To establish the conformity of the Lease items and Related Services to the tendering document, the Tenderer shall furnish as part of its Tender the documentary evidence that the Lease Items conform to the technical specifications and standards specified in Section VII, Schedule of Requirements.

15.3 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Lease Items and Related Services, demonstrating substantial responsiveness of the Lease Items and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Section VII, Schedule of Requirements.

15.4 The Tenderer shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Lease Items during the period **specified in the TDS** following commencement of the use of the Lease Items by the Procuring Entity.

15.5 Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Procuring Entity in the Schedule of Requirements, are intended to be descriptive only and not restrictive. The Tenderer may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section VII, Schedule of Requirements.

16. Documents Establishing the Eligibility and Qualifications of the Tenderer

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

16.2 The documentary evidence of the Tenderer qualifications to perform the Contract if its Tender is accepted shall establish to the Procuring Entity's satisfaction:

- (a) that, if required in the TDS, a Tenderer that does not own the Lease Items it offers shall submit the Owner's Authorization using the form included in Section IV, Tendering Forms to demonstrate that it has been duly authorized by the Owner of the Lease Items.
- (b) that, if required **in the TDS**, in case of a Tenderer not doing business within Kenya, the Tenderer is or will be (if awarded the Contract) represented by an Agent in the country equipped and able to carry out the related services of the leased items as obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
- (c) Contract shall specify in their Tender the price reductions applicable to each package, or alternatively, to individual Contracts within the package. Discounts shall be submitted in accordance with ITT 14.4 provided the Tenders for all lots (contracts) are opened at the same time.
- (d) that the Tenderer meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.
- (e) Tenderers shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular lessor or group of lessors qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between tenderers, and thereby help to prevent any corrupt influence in relation to the procurement process or contract management.

16.3 The purpose of the information described in ITT 16.3 above overrides any claims to confidentiality which a tenderer may have. There can be no circumstances in which it would be justified for a tenderer to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality

will not be accepted by the Procuring Entity as a justification for a Tenderer's failure to disclose, or failure to provide required information on its ownership and control.

16.4 The Tenderer shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which in formation on any changes to the information which was provided by the tenderer under ITT 16.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.

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

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

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

(a) If the procurement process is still ongoing, the tenderer will be disqualified from the procurement process. ii) If the contract has been awarded to that tenderer, the contract award will be set aside.

(b) the tenderer will be referred to the relevant law enforcement authorities for investigation of whether the tenderer or any other persons have committed any criminal offence. 16.9 If a tenderer submits information pursuant to these requirements that is incomplete, in accurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 16.8 will ensue unless the tenderer can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the tenderer.

Period of Validity of Tenders

- a. Tenders shall remain valid for the Tender Validity period specified in the TDS. The Tender Validity period starts from the date fixed for the Tender submission deadline (as

prescribed by the Procuring Entity in accordance with ITT 22.1). A Tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.

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

Tender Security

- a) The Tenderer shall furnish as part of its Tender, either a Tender-Securing Declaration or a Tender Security, as specified in the TDS, in original form and, in the case of a Tender Security, in the amount and currency specified in the TDS. In this case a Tender-Securing Declaration or a Tender Security shall be for each item. Alternatively, a tenderer may aggregate all the Items tendered for and provide one Tender-Securing Declaration or a Tender Security in the required amounts, as the case may be.
- b) A Tender Securing Declaration shall use the form included in Section IV, Tendering Forms.
- c) a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Authority; or
- d) a guarantee issued by a financial institution approved and licensed by the Central Bank of Kenya. v. Any other form specified in the TDS.
- e) If an unconditional guarantee is issued by a non-Bank financial institution located outside Kenya, the issuing non-Bank financial institution shall have a correspondent financial institution located in Kenya to make it enforceable unless the Procuring Entity has agreed in writing, prior to Tender submission, that a correspondent financial institution is not required. In the case of a bank guarantee, the Tender Security shall be submitted either using the Tender Security Form included in Section IV, Tendering Forms, or in another substantially similar format approved by the Procuring Entity prior to Tender submission. The Tender Security shall be valid for twenty-eight (28) days beyond the original validity period of the Tender, or beyond any period of extension if requested under ITT 18.2.
- f) If a Tender Security is specified pursuant to ITT 19.1, any Tender not accompanied by a substantially responsive Tender Security shall be rejected by the Procuring Entity as non-responsive.
- g) If a Tender Security is specified pursuant to ITT 19.1, the Tender Security of unsuccessful Tenderers shall be returned as promptly as possible upon the successful Tenderer signing the Contract and furnishing the Performance Security pursuant to ITT 46.

- h) The Tender Security of the successful Tenderer shall be returned as promptly as possible once the successful Tenderer has signed the Contract. The Procurement Entity shall also return tender security to the tenderers where;
 - a) The procurement proceedings are terminated
 - b) All tenders were determined non-responsive and
 - c) Where a bidder decline to extent the tender validity period.

The Tender Security may be forfeited or the Tender Securing Declaration executed:

- a) If a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer in the
- b) Form of Tender, or any extension thereto provided by the Tenderer; or
- c) If the successful Tenderer fails to sign the Contract in accordance with ITT 45; or
- d) Furnish or make available the Leased items.

No.	REQUIREMENTS
MR 1	Copy of Certificate of Incorporation/Business Registration in Kenya
MR 2	Duly Filled Form of Tender in the format provided.
MR 3	Duly Filled Price Schedules.
MR 4	Duly Filled Tender Securing Declaration Form
MR 5	Copy of Current Tax Compliance Certificate valid at the time of tender closing/opening or tax exemption certificate issued by the Kenya Revenue Authority where applicable
MR 6	Manufacturers Authorization Form or Local Dealers Authorization Form on the manufacturer's letterhead (this shall apply where the Bidder is not the Original Equipment Manufacturer or an Authorized Dealer for the particular equipment)
MR 7	Copy of CR-12 Certificate issued by the Registrar of Companies within six (6) months from the date of tender opening confirming names of Directors and Shareholding for limited companies or ID card for Sole Proprietorships. For partnerships, bidders must attach the partnership deed or CR-13.
MR 8	Copy of Valid Business Permit from County Government of Domicile.
MR 9	Provide a Power of Attorney witnessed by an advocate indicating that the tender has been duly signed by the person lawfully authorized to do so.
MR 10	Valid AGPO Certificate in the category of Women only.
MR 11	Duly filled Certificate of Independent Tender Determination in the format provided.
MR 12	Duly filled Self Declaration Form (FORM SD1) that the Person/Tenderer Is Not Debarred in The Matter of the Public Procurement and Asset Disposal Act 2015 in the format provided
MR 13	Duly filled Self Declaration Form (FORM SD2) that The Person/Tenderer Will Not Engage in Any Corrupt or Fraudulent Practice in the format provided.
MR14	Duly filled Tenderer Information Form in the format provided.
MR 15	Duly filled Confidential Business Questionnaire Form in the format provided.
MR 16	Bidder MUST attach brochures for the Multi-Functional Printers to be supplied.
MR 17	Duly Filled Tender Securing Declaration Form
MR 18	<p>Bidder MUST provide at least three (3) letters of reference from previous/current clients for the lease of multifunctional printers for services offered within the last three (3) years. The reference letters must provide the following information: 1. Name of Company/Firm 2. Name of Contact Person 3. Email address 4. Telephone Number – 15 Marks</p> <p>Provide 5 Purchase orders or contracts for similar work – 25 Marks</p>
MR 19	Bidder MUST provide sample SLA for the services to be offered.
	Proof of Physical location by way of lease, utility bills, rent receipts, rent invoices – 10 Marks
	Printer Equipment Listing and certificates and invoices or lease agreement– 20 Marks
	Compliance with Technical specification (Fully compliant, Partially compliant, Not Compliant) 20 Marks

MR 20	<ol style="list-style-type: none">1. Written commitment to supply an initial quantity of at least three (3) New Multifunctional Printers2. Written commitment to maintain, service and provide consumables for the printers to be supplied <p>10 Marks</p>
-------	--

S/No	Item	Requirements Specification	Complies/Does Not Comply (Indicate reference page number in the attached brochure)
1	Form Factor and Main Function	<ul style="list-style-type: none"> a) New and should be both Device & Network based. b) Printers. Configurable for Workstation, Workgroup or Division owned devices. c) Energy efficient and star certified. 	
2	Type	<ul style="list-style-type: none"> a) Colour and Black & White b) Uses Laser Print technology. 	
3	Printing	<ul style="list-style-type: none"> a) Maximum of 5 seconds for b) first page in the output tray from ready mode c) Minimum Resolution Black and white 600, 1200 Fast, 1200 Fine d) Minimum Resolution Color e) 1200 x 2400 dpi f) Min Printing Speed Black and White (ppm) 45 pages per minute g) Min Printing Speed Color (ppm) 45 pages per minute h) Automatic Duplexing i) Print Formats A4, A5, A3 	
4	Copying	<ul style="list-style-type: none"> a) Min Copying Speed Black and White (B/W) 45 pages per minute b) Min Copying Speed Colour 45 pages per minute c) Min Copying Resolution B/W 600 x 600 dots per inch (dpi) d) First Copy Out Time B/W e) Maximum Copy out time 5 seconds f) Max Document Enlargement 400% g) Max Document h) Reduction 25% Automatic i) Duplexing Auto paper select, Collation copy, Edge Erase, ID Card j) Copy, Job Build 	
5	Innovative technology	<ul style="list-style-type: none"> a) Optical Resolution 600 x 600 dpi b) Grayscale Depth 8-bit c) Color Depth 24-bit d) Automatic Duplexing e) Scan to USB/Email/Fax/folder/ document/ f) content management/archive system g) File Formats: PDF, JPEG, TIFF, Encrypted PDF Has scan preview 	
6	Connectivity	<ul style="list-style-type: none"> a) Conserves energy during inactive periods. b) Has a touchscreen for user interface and Operation 	

7	Connectivity	<ul style="list-style-type: none"> a) Ethernet 10/100/1000 Base-T, High-speed USB 2.0 direct print. b) Wireless: Wi-Fi, Bluetooth 	
8	Security	<ul style="list-style-type: none"> a) Keeps Audit Logs b) Provide for Expanded Authentication. c) Transport encryption of print data d) Restriction of failed login attempts e) Firmware Updates and Patching of detected vulnerabilities. f) Provides for encryption of stored data. g) Support password protection and policies. h) Restricted access to job logs. i) Ability to time out and log off. j) Has provision for erasure of stored data before decommissioning or replacement. k) The equipment should have features supporting document privacy and security protocol 	
9	Environmental & Health Protection	<ul style="list-style-type: none"> a) Comply with the statutory requirements for environmental and health protection. b) Tested for acceptable noise emission in compliance with ISO 7779 and ISO 17025 c) Minimum sustainable emission rates ISO /IEC 28360 	
10	Consumable	Original coloured tonners	
11	No of trays	4 trays	

SECTION VI - SCHEDULE OF REQUIREMENTS

Technical Requirements Specifications for Lease of Multi-Function Printers at Kimisitu Sacco Limited

Note: Printers shall be delivered to head office Located at AEA plaza ground and 1st floor and their offices in Kisumu

1.INTRODUCTION

Kimisitu Sacco Limited would like to procure printers for efficient printing services in the office.

2.PROJECT AIMS AND OBJECTIVES

1. Offer Preventive Maintenance and service for the multifunctional network printers.
2. The service provider will be required to replenish all tonners/cartridges/spare parts and any other accessories required for proper running of the MFP (multifunctional colour printer).
3. Supply, delivery and installation of new multi-function printers on lease agreement terms for a **duration of 3 years subject to satisfactory performance.**
4. Provide monthly billing options for black & white and colour copies.
5. Only invoice per number of pages printed or copies made.
6. Provide secure and tracking print management software/solution.

3.SCOPE OF WORKS

The scope of this work shall comprise of;

1. Supply, deliver, install, configure, test, train and commission MFP at KIMISITU SACCO LIMITED Head Office according to the number of printers that KIMISITU SACCO LIMITED will request.
2. The printers shall provide both coloured and black and white printing and shall be supplied and installed as guided by the Head of ICT.
3. Provide support and maintenance services for the supplied printers for the duration of the contract and in particular ensure supply of the following within timelines.
4. Provide Toners & Cartridges replacements, accessories, parts and spares for the leased printers as and when required.
5. Training of 2 Technical Officers for first line support of the Printers.
6. Printing papers supply is NOT part of the engagement.
7. Where additional printers are requested, all the conditions and terms of the initial contract shall apply including on the cost.
8. Documentation and provision of user manuals.
9. Provide a detailed formulated project plan with timelines for the implementation of the printers.
The initial number of printers required is four (4).

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address (<i>postal and physical addresses, email, and telephone number</i>) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	State if Tenders Company is listed in stock exchange, give name and full address (<i>postal and physical addresses, email, and telephone number</i>) of state which stock exchange	

General and Specific Details

b) **Sole Proprietor**, provide the following details.

Name in full _____ Age _____

Nationality _____ Country of Origin _____

Citizenship _

c) **Partnership**, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

TENDERER'S ELIGIBILITY - CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instruction to Tenderer

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

SELF-DECLARATION FORMS

FORM SD1

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

I,, of Post Office Box being a resident of in the Republic of do hereby make a statement as follows: -

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of Tender

No.....for..... (insert tender title/description) for..... (insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

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

.....
(Title) (Signature) (Date)

Bidder's Official Stamp

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

ii) Conflict of interest disclosure

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

FORM SD2

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I, of P. O. Box being a resident of in the Republic of do hereby make a statement as follows: -

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of..... (insert name of the Company) who is a Bidder in respect of Tender No. for (insert tender title/description) for (insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of..... (insert name of the Procuring entity) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of..... (name of the procuring entity).
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender.
5. THAT what is deponed to here in above is true to the best of my knowledge information and belief.

.....
(Title) (Signature) (Date)

Bidder's Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

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

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

Name of Authorized
signatory.....

Sign.....

Position.....

Office address.....

Telephone.....

E-mail.....

Name of the
Firm/Company.....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name.....

Sign.....

Date.....

LIST OF LEASE ITEMS AND PRICES

Model & Make of Printer: _____ (Bidder to insert MFP model and make)

#	Description of Service	Unit of Measure	Quantity	Unit Cost (Kshs) per copy/print/impression inclusive VAT and all other taxes
1.	Black & white copies	Page copy	1	
2.	Color copies	Page copy	1	

Note:

- The current estimated average printed pages have been provided below:
 Combined Color and Black & White average copies are 41,000 copies per month.
- Transportation costs for relocation of multifunctional printers to any of our offices, consumables (including toners), repairs, replacement parts and replacement printers (in the event of a breakdown) will not be chargeable to KIMISITU SACCO LIMITED and will be borne by the supplier.
- Bidders must submit a draft service level agreement together with the bid document.
- All costs are inclusive VAT and any other taxes.

Name of Tender _____

Signed by the Tenderer _____

Dated_

RFQ FOR THE SUPPLY OF PRINTER / SCANNER LEASING SERVICES: KSSL/LPC01/S-22

1	Name of Organization	
2	Postal Address	P.O Box.....Code.....
3	Principal Contact Person	Name.....Position.....
4	Contact:	Telephone:.....Email:.....
5	Physical Location of Business Premises	Town:.....Street:..... Building Name:.....Floor:.....
6	Business Operations	Year established..... Duration of Business Operation.....
7	Company Registration No:	Number:.....
8	PIN certificate	Number
9	Valid Tax Compliance Certificate (Attach copy)	YES.....NO.....

Section I: Instructions to Bidders

1. SCOPE OF QUOTATION

Bidders are invited to submit a quotation for the goods and/or services specified in the document titled Section II: Schedule of Requirements, in accordance with this RFQ.

2. INTERPRETATION OF THE RFQ

This RFQ is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitution rights.

This RFQ is conducted in accordance with the applicable provisions of KIMISITU SACCO SOCIETY LIMITED Procurement Manual. In case of contradictions between this RFQ and the KIMISITU SACCO SOCIETY LIMITED Procurement Manual, the KIMISITU SACCO SOCIETY LIMITED Procurement Manual shall prevail.

3. BIDDER ELIGIBILITY

Bidders may be a private, public legal entity or any association with legal capacity to enter a binding Contract with KIMISITU SACCO SOCIETY LIMITED.

A Bidder shall not be eligible to submit a quotation when at the time of quotation submission, the Bidder has:

- i. Current serving Directors or Staff of Kimisitu Sacco Ltd
- ii. A relationship with either the Sacco Director or staff as a spouse or child

All Bidders are expected to embrace the principles of the [Kimistu Sacco Ltd Supplier Code of Conduct](#), given that it originates from the core values of KIMISITU SACCO SOCIETY LIMITED. The Sacco also expects all its suppliers to adhere to the principles of [the Saco Core Values](#).

4. CLARIFICATION OF THE RFQ

Bidders may request clarification in relation to the RFQ by submitting a written request using the Reference **Clarifications request** to procurement@kimisitusacco.or.ke, until the time stated in the **Tender Particulars** section. Explanations or interpretations provided by personnel other than through this means will not be considered binding or official.

5. PREPARATION COSTS OF QUOTATIONS

Bidders shall not be entitled to any remuneration or compensation for the preparation and submission of their quotation.

6. QUOTATION CURRENC(IES)

The quotation shall be made in the Kenya Shillings (Kshs) stated in the **Tender Particulars** section. If applicable, for comparison and evaluation purposes.

KIMISITU SACCO SOCIETY LIMITED reserves the right not to reject any quotation submitted in a currency other than the mandatory bidding Kenya Shillings (Kshs). KIMISITU SACCO SOCIETY LIMITED may accept quotations submitted in another currency than stated above if the Bidder confirms during clarification of quotations in writing that it will accept a Contract issued in the Kenya Shillings.

7. DUTIES AND TAXES

All quotations shall be submitted plus all duties and taxes applicable to this procurement, unless otherwise specified in the **Tender Particulars** section.

8. PAYMENT TERMS

KIMISITU SACCO SOCIETY LIMITED will ordinarily effect payment within 30 days after receipt of the goods/services and on submission of payment documentation. Time in connection with discounts offered for accelerated payment will be computed from the date of receipt of payment documents by KIMISITU SACCO SOCIETY LIMITED. Payment discounts will not be considered in the financial evaluation.

9. PUBLICATION OF CONTRACT AWARD

KIMISITU SACCO SOCIETY LIMITED shall NOT publish in its website any information regarding the purchase order(s) awarded because of this RFQ.

10. ETHICS AND PROSCRIBED PRACTICES

KIMISITU SACCO SOCIETY LIMITED requires that all Bidders observe the highest standard of ethics during the entire RFQ process, as well as the duration of any Contract that may be signed because of this process. Therefore, all Bidders shall represent and warrant that they:

- (i) have not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the RFQ process and any Contract that may be signed because of this RFQ process.
- (ii) have no conflict of interest that would prevent them from entering a Contract with KIMISITU SACCO SOCIETY LIMITED and shall have no interest in other parties involved in this RFQ process or in the project underlying this RFQ process.
- (iii) have not engaged, or attempted to engage, in any Proscribed Practices in connection with this RFQ process or the Contract that may be awarded because of this RFQ process. For the purposes of this provision, Proscribed Practices are defined include corrupt practice, fraudulent practice, coercive practice, collusive practice, unethical practice, and obstruction.

11. AUDIT

KIMISITU SACCO SOCIETY LIMITED may conduct due diligence relating to any aspect of the Contract award at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such 80% inspections, vendor performance review and appraisal where the successful bidder is expected to obtain at least 80%. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to KIMISITU SACCO SOCIETY LIMITED access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation.

12. OTHER NOTES

Note to Bidders: The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their quotation. Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Bidding Forms as instructed and return them as part of your quotation by uploading them against their specific Document Checklist in the KIMISITU SACCO LTD.

13. QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, sign it and return it as part of their bid submission. The bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Date: _____

Subject: RFQ for the supply of Printer / Scanner leasing services: RFQ: KSSL/LPC01/S-2022

We, the undersigned, declare that:

- a. We offer to supply in conformity with the bidding documents, including the KIMISITU SACCO LTD General Conditions of Contract.
- b. Our quotation shall be valid for the period of _____ Days which shall not be less than the specified in the Tender Particulars section, [Period of Validity of Quotations] from the

date fixed for the submission deadline as set out in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

- c. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with KIMISITU SACCO LTD.
- d. Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation.
- e. We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
- f. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded.

I, the undersigned, certify that I am duly authorized by _____ to sign this quotation and bind _____ should KIMISITU SACCO LTD accept this quotation:

Name: _____

Title: _____

Date: _____

Signature: _____

Provide the name and contact information for the primary contact from your company for this quotation:

Name: _____

Title: _____

Email address: _____

Telephone: _____

14. PRICE SCHEDULE FORM

Bidders shall fill in this Price Schedule Form in accordance with the instructions indicated.

Currency		KES		
Item No	Description	Qty	Unit Cost	Total Cost
1.	MONTHLY Rental Charge	1		
2.	Rate Per Page-Black and White	1		
3.	Rate per Page-color	1		
4.	Any other charges if applicable			
Total Price				

Payment terms 30 days accepted: Yes

Bidder's discount for accelerated payment: ____% of total firm price for each calendar day less than thirty (30) days

I, the undersigned, certify that I am duly authorized by _____ to sign this quotation and bind _____ should KIMISITU SACCO LTD accept this quotation:

Name : _____

Title : _____

Date : _____ Signature : _____

15. SCHEDULE OF REQUIREMENTS

Bidders are required to complete the **Comparative Data Tables** included in Section II: Schedule of Requirements to demonstrate compliance with KIMISITU SACCO LTD requirements and insert them below. Bidders are NOT allowed to make any change in the “KIMISITU SACCO LTD requirements” columns of the Comparative Data Tables. Such changes might disqualify your quotation.

Technical specifications for goods – Comparative Data Table

Item No	KIMISITU SACCO LTD minimum technical requirements	Quantity	Is quotation compliant? Bidder to complete	Details of goods offered. Bidder to complete
	Full color Multifunction Copier/ Printer (to be upgraded once a new model is issued)	1	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Print type: Color		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Print technology: Laser		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Print Speed:30 pages / min (b / w A4) / 30 pages / min (color / A4) / 15 pages / min (b / w A3) / 15 pages / min (color / A3)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Processor speed:800MHz		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Scanner can send emails Color scanner speed :100 pages / min (300 dpi / A4)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Supply of Services as Defined in their terms of Reference (TOR)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Mandatory Sustainability requirement: Social or environmental certification			

ANY DEVIATION MUST BE LISTED BELOW:

Name : _____

Title : _____

Date : _____

Signature : _____

14. PREVIOUS EXPERIENCE FORM

Description of services/goods	Country	Total amount of Contract	Contract Identification and Title and Contact details of Client (Name, Address, telephone, email, fax)	Year project was undertaken

Name : _____

Title : _____

Date : _____

Signature : _____

