



SIBO WATER AND SANITATION COMPANY LTD

SIBO HQS

Opp. Siaya Police Station

Off Siaya Boro Road

P. O. BOX 2140600 SIAYA

TEL: + 254 715 500 071

FAX: +254 732 500 071

info@sibowasco.co.ke

TENDER NO: SIBO/TEND/11/2022-2024

TENDER DOCUMENT

NAME AND CONTACT ADDRESS OF PROCURING ENTITY

NAME: SIBO WATER AND SANITATION COMPANY LTD

POSTAL ADDRESS: P.O BOX 214, 40600 SIAYA

EMAIL ADDRESS: info@sibowasco.co.ke

CONTRACT NAME: **SUPPLY AND DELIVERY OF OFFICE LAPTOPS**
DATE OF ISSUE: **24/11/2022.**

To:

Supplier's Name & Address

Tel: _____

FROM: SIBO WATER AND SANITATION COMPANY LTD

P.O BOX 214-40600

SIAYA

TENDER FOR SUPPLY AND DELIVERY OF OFFICE LAPTOPS

TENDER NUMBER: SIBO/TEND/11/2022-2024

SIBO Water and Sanitation Company Limited invites you to submit quotations for **SUPPLY AND DELIVERY OF OFFICE LAPTOPS** indicated in detail in “Table A. Schedule of Requirements and Specifications”. The quotation shall follow the instructions and documents in this tender document and shall be in English Language. Tenderers may obtain further information during office hours 8:00 AM to 5:00 PM hours *at* the address given below.

1. Tender documents shall be submitted in accordance with the instruction in Part 1: Quotation Procedures by hand delivery **indicating the tender number** and must reach the Procuring Entity not later than **5/12/2022 at 10:00 am**

. **Late submissions shall be rejected.**

2. Enquiries regarding this tender may be addressed to **procurement@sibowasco.co.ke**

3. Any resulting contract shall be subject to the terms and conditions detailed in Part 3: Contract.

4. Please inform by email or express mail the undersigned within *(Specify the number of days)* of receipt of this tender document if you will not be submitting a quotation.

Address for Submission of Quotations.

1. Name of Procuring Entity: **SIBO WATER AND SANITATION COMPANY LTD**

2. Mailing Address: Procurement@sibowasco.co.ke

3 Physical address: **SIBO HQS_Opp. Siaya Police Station Off Siaya – Boro Road**

PART 1: INSTRUCTIONS TO TENDERERS

Tenderers are advised to read carefully these instructions carefully;

1. Standard forms in this tender may be photocopied for completion but the Tenderer is responsible for their accurate reproduction. The term Tenderer shall mean the firm or person invited to submit a quotation. The term Quotation herein shall mean the quotation submitted as usually understood in public procurement.

2. **Validity of tender:** The tender will be held valid for **30 days** from the date of submission.

3. **The Quotation shall consist of** completed Tables A, B and C and the Form of Quotation all indicated in Part 2 of this tender, and documents to evidence Eligibility and Conformity to Technical Specifications.

4. Tender document in one “one original” should be sealed in a single envelope, clearly marked with the **Tender Reference Number** in the document, the Tenderer's name and the name of the Procuring Entity. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.

5. Quotations, and any alternatives if allowed as per Item 11 below, should be submitted to the address below, on or before the date and time indicated in sub-item 4 below. Late quotations will be rejected.

Address for Submission of Quotations.

1. Name of Procuring Entity: **SIBO WATER AND SANITATION COMPANY LTD**

2. Mailing Address: **THE MANAGING DIRECTOR SIBO WATER AND SANITATION COMPANY LTD P.O BOX 214-40600 SIAYA**

3. Physical address: THE MANAGING DIRECTOR SIBO WATER AND SANITATION COMPANY LTD P.O BOX 214-40600 SIAYA
4. Date of Submission (deadline): 5TH DECEMBER 2022_(day, month and year).
5. Time of Submission (deadline):_10:00 am (Kenya time).
6. Opening of Tender: Quotations will be opened immediately after the closing date and time specified in item 5 (4) above, by at least three appointed officials of the Procuring Entity.
7. Tenderer Eligibility:

Tenderers are required to submit the following **MANDATORY DOCUMENTS** which will be used during **PRELIMINARY EXAMINATION** to determine responsiveness, notwithstanding any other requirement in the tender document:

- I. **A Copy of Valid Tax Compliance Certificate issued by the Kenya Revenue Authority (Will be verified on the KRA TCC Checker)**
- II. **Price Schedule duly Completed, Signed and Stamped by the Tenderer in the format provided.**
- III. **Must submit a duly completed and signed Self-declaration form attached to this Tender document.**
- IV. **Copy of Business permit.**
- V. **Copy of pin Certificate.**
- VI. **Copy of CR 12 Certificate**
- VII. **Must Sign/Serialize, paginate and stamp all pages of the bid document**
- VIII. **Copy of certificate of Incorporation under the Company's Act**
- IX. **Must submit two documents labelled "COPY" and ORIGINAL**

Arithmetic Errors: The tender sum as submitted and read out during tender opening shall be final and shall not be the subject of any corrections, adjustments or amendments.

Conversion to a single currency: Tender Prices shall be in Kenya Shillings and no other currencies are allowed. There will therefore be no conversions

EVALUATION AND COMPARISON OF TENDERS

Tenders that are found Responsive at the Preliminary Evaluation Stage will be subjected to Detailed Evaluation as per the criteria immediately after this Appendix to Instructions to Tenderers Table notwithstanding any other requirement in the tender documents.

8. **Invitation not transferable:** This invitation is not transferable to other firms or individuals not so invited.
9. **Goods Eligibility:** Tenderer must submit as evidence documents to show the country of origin of any goods to be supplied or incorporated in the work or services.
10. **Alternative Quotations:** Tenderers **are permitted/not permitted** (*select one*) to submit alternative quotations for goods/alternative technical solutions for specified parts of the Works or Services (*select one*). Only the alternatives, if any, of the Tenderer with the winning quotation conforming to the basic technical requirements shall be considered by the Procuring Entity

11. **Currency:** Quotations shall be priced in Kenya Shillings. Quotations in other currencies will be rejected if not allowed. The Procuring Entity **shall allow/not allow** quotations in foreign currency.
12. **Evaluation of Quotations:** The evaluation of quotations will be conducted using the procedure set out below:
- i) Preliminary examination to determine Tenderer eligibility: (i) valid trading license (ii) certificate of registration, and (iii) tax compliance certificate (iv) valid AGPO Certificate (where applicable) ii) Technical examination to determine goods eligibility, compliance with technical specifications and commercial responsiveness. Quotations failing this stage will be rejected and not considered in next stage.
 - iii) Financial comparison of quotations to determine the lowest evaluated quotation. In case foreign currency is allowed, for comparison purposes only, foreign currency quotations will be converted to Kenya shillings using the exchange rates published by the Central Bank of Kenya on the day of submission of quotations.
13. **Lowest Evaluated Quotation:** The lowest evaluated quotation shall be recommended for award of contract.
14. **Award of contract:** Award of contract shall be by placement of a Letter of Acceptance or Local Purchase Order in accordance with Part 3: Contract. The currency of award and payment shall be currency in which the quotation was submitted. Unsuccessful tenderers who responded will be notified of the accepted quotation, indicating the name and the amount of the accepted quotation.
15. **Right to Reject:** The Procuring Entity reserves the right to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

QUOTATION AND QUALIFICATION DOCUMENTS

Instructions to Tenderer. Tenderer must complete and submit as part of the Form of quotation

- (i) SCHEDULE OF REQUIREMENTS TABLE
- (ii) FORM FOR DISCLOSURE OF INTEREST
- (iii) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION
- (iv) SELF-DECLARATION FORM
- (v) FOREIGN TENDERER 40% RULE (*where provided*)

1. We have examined and have no reservations to the Request for Quotation document, and understand its full content and intent.
2. In compliance with your request for quotations dated _____, referenced above, we offer to (*specify one of supply goods, complete the works or provide the services*) to cover and conform to our pricing listed in the attached in Table B. Quotation Submission TABLE at a total price of
Kenya Shillings _____ (in Words)

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3. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: INSTRUCTIONS TO TENDERERS.
 4. We also confirm that the *_(goods to be supplied/works to be constructed/services to be provided (select one))* conform to the **SCHEDULE OF REQUIREMENTS TABLE** below and in conformity with technical specifications listed in PART 2: SCHEDULE OF REQUIREMENTS of this RFQ Document.
 5. We undertake to adhere by the Code of Ethical Conduct for Suppliers, Contractors and Service Providers, copy available from *_(specify website)* during the procurement process and the execution of any resulting contract.
 6. We confirm that the prices quoted are fixed and firm for the duration of the validity period and performance of the contract and will not be subject to revision or variation.
 7. The validity period of our quotation is: *_* days from the time and date of the submission deadline *(number to be same as in the instructions to Tenderers)*.
 8. We confirm we are not submitting any other Quotation as an individual or firm, and we are not participating in any other Quotation as a Joint Venture member or as a subcontractor.
 9. We, along with any of our subcontractors, suppliers, Engineer, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to a temporary suspension or a debarment imposed by the Public Procurement Regulatory Authority or any other entity of the Government of Kenya, or any international organization.
 10. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
 11. We hereby certify and confirm that the Quotation is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent Quotation Determination” attached below.
 12. We, the Tenderer, have completed fully and signed the **FORM FOR DISCLOSURE OF INTEREST**- interest of the firm in the Procuring Entity, attached below.

The Delivery/Completion period offered is: _____ days from date of acceptance of Quotation. The warranty period offered is _____ weeks.

Quotation Authorized by:

Name and designation: -----

Signature: -----

Date -----

ii) FORM FOR DISCLOSURE OF INTEREST - Interest of the Firm in the Procuring Entity.

i) Are there any person/persons in (Name of Procuring Entity) who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	NAME OF PERSON	DESIGNATION IN THE PROCURING ENTITY	INTEREST OR RELATIONSHIP WITH TENDERER
1			
2			
3			

i) Conflict of interest disclosure

		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	Quotation has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the quotation of another tenderer, or influence the decision of the procuring entity regarding this quotation		

5	Any of the tenderer's affiliates participated as a consultant in the preparation of the design or technical specification of the works that are the subject of the quotation		
6	Tenderer would be providing goods, works, non-consulting services or consulting service during implementation of the contract specified in this quotation 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 quotation document or specifications of the contract and/or the quotation evaluation process of such contract		
8	Tenderer has a close business or family relationship with a professional staff of the procuring entity who would be involved in the implementation or supervision of such contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the procuring entity throughout the quotation process and execution of the contract		

i) Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name -----

Title or Designation -----

(Signature)

(Date)

i) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

I, the undersigned, in submitting the accompanying Letter of quotation to the----- [Name of Procuring Entity] for: _____ [Name and number of quotations] in response to the request for tenders made by: ___[Name of Tenderer] do hereby make the following statements that I certify to be true and complete in every respect:

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

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tenderer will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the quotation on behalf of the Tenderer;
4. For the purposes of this Certificate and the quotation, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - a) has been requested to submit a quotation in response to this request for quotations;
 - b) could potentially submit a quotation in response to this request for quotations based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
 - a) The Tenderer has arrived at the quotation independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for quotations, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) methods, factors or formulas used to calculate prices;
 - c) the intention or decision to submit, or not to submit, a quotation; or

- d) the submission of a quotation which does not meet the specifications of the request for quotations; except as specifically disclosed pursuant to paragraph (5) (b) above;
- 7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;
- 8. the terms of the quotation have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official quotation opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name

Title

Date

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

SELF-DECLARATION FORM

We, the Tenderer -----*(insert name)* submitting our Quotation in respect of Tender No.....

for.....*(insert quotation Title Description)* for*(insert Name of Procuring Entity)* DECLARE AS FOLLOWS:

That, We the Tenderer including any entity or individual that directly or indirectly controls, is controlled by or is under common control with us, and any subcontractors, suppliers, project managers, consultants, manufacturers, service providers, agents, individuals, or any other party involved or to be involved for any part of the processes of procurement and contract execution related to the above quotation:

Have not engaged/will not engage in any corrupt or fraudulent practices in the processes of procurement and contract Execution related to the above quotation as defined and/or described in the following:

The quotations for the above tender;
Kenya's Public Procurement and Asset Disposal Act, 2015) and its attendant Regulations;

Kenya's Anti-Corruption and Economic Crimes Act, 2013; and

Any such other Acts or Regulations of Government of Kenya;

Have not offered/will not offer any inducement to any member of the board, management, staff and/or employees and/or agents of (Name of the procuring entity);

Have not engaged/will not engage in any collusive or corrosive practice with other tenderers participating in the subject quotation; have not been sanctioned or debarred by any entity from participation in public procurement proceedings of Kenya.

That, what is deboned to herein above is true to the best of our knowledge, information and belief.

Name of the Tenderer: [Insert complete name of tenderer signing the quotation]

Name of the person duly authorized to sign the quotation on behalf of the Tenderer:
..... [Insert complete name of person duly authorized to sign the quotation]

Title of the person signing the Quotation: [Insert complete title of the person signing the quotation]

Signature of the person named above: [Insert signature of person whose name and capacity are shown above]

TECHNICAL SPECIFICATIONS FOR WORKS/SERICES

- a) A preliminary description of the proposed works/services and work method and schedule, including drawings and charts, as necessary, containing all required information by which the proposed works may be evaluated (e.g. technical characteristics, operational capacities, maintenance, environmental effect, etc.) together with manuals or instructions for use or any other relevant information and documentation, delivery/installation schedules, etc.;
- b) A detailed statement of how the tenderer will carry out the works/services that will form an integral part of the Contract.

TECHNICAL EVALUATION CRITERIA

		Maximum Score
1	<p>Experience</p> <p>Details of at least FIVE MAJOR clients served in the last 5 years (2017, 2018, 2019, 2020, 2021) .At least two of the Clients must be either water companies licensed by WASREB, Government Ministries, County Governments or State Corporations (5 marks each) Attach copies of LSOs, LPOs, Contract Documents, Delivery Notes, Copies of invoice or any other relevant document etc.</p>	25
3	<p>Indicate credit period your company is willing to offer</p> <ul style="list-style-type: none"> • 90 days – 15 marks • 60 days- 6 marks • 30 days – 3 marks 	15

4	Provision of certified Bank statements for the year 2020	20
5	<p>Evidence of the Firm's Supply Capacity:</p> <p>Maximum Volume of Business handled in the last 5 recent years (2017,2018,2019,2020,2021)</p> <ul style="list-style-type: none"> • Above 1.5 Million (5) • 500,000 - 1 Million (3) • 1 Million and below (1) 	10
6	Provide Audited Accounts by Certified Public Accountant for the last three years. (2018,2019,2020 or 2021) (10 marks each)	30
TOTAL		100%

TABLE B. SCHEDULE OF REQUIREMENTS TABLE

(Procuring Entity will complete the list of items to be same as those on Table A. Schedule of Requirements and Technical Specifications and tenderer should complete columns d-e)

SCHEDULE OF REQUIREMENTS TABLE.

NO	DESCRIPTION OF GOODS/ SERVICES	UNIT OF MEASURE	QUANTITY REQUIRED	UNIT PRICE	TOTAL PRICE
1	Supply and delivery of office Laptops (is-dw1211nia Notebook Pc laptop-intel Celeron processor 4GB RAM, 500GB Hard drive, 15.6 inch screen, windows 10, office 19 & 1 year warranty. Plus AC Adapter, 3 cell 41 Li-lon last up to 10 Hrs)	No	5		
2	Sailsky 300Mbps 4G WIFI Router with 4 High-gain antennas	No	4		
TOTAL					

Signature: _____

And seal/Stamp _____

Name: _____

Position:

Authorized for and on behalf of (*specify name of tenderer*)

DATE _____