



NATIONAL OIL CORPORATION OF KENYA

**TENDER FOR PROVISION OF COURIER AND
PARCEL SERVICES
FRAMEWORK CONTRACT**

NOCK/PRC/03(1614) 2020-2021

**NATIONAL OIL CORPORATION OF KENYA
KAWI HOUSE, SOUTH C, RED CROSS ROAD
OFF POPO ROAD
P.O. BOX 58567 – 00200
NAIROBI**

Email: tenders@nockkenya.co.ke

January 2021

**Tender Closing Date & Time: 16th February 2021 at
1000hrs
(East African Time)**

TABLE OF CONTENTS

Page

1	SECTION I – INVITATION TO TENDER.....	3
2	SECTION II – INSTRUCTIONS TO TENDERERS.....	5
3	SECTION III – GENERAL CONDITIONS OF CONTRACT.....	21
4	SECTION IV – SPECIAL CONDITIONS OF CONTRACT	26
5	SECTION V – SCHEDULE OF REQUIREMENTS.....	28
6	SECTION VI – DESCRIPTION OF SERVICES.....	29
7	SECTION VII – STANDARD FORMS.....	30

1 SECTION I – INVITATION TO TENDER

Date:

JANUARY 2021

Tender Ref No. NOCK/PRC/03(1614) 2020-2021

Tender name: TENDER FOR PROVISION OF COURIER AND PARCEL SERVICES

- 1.1 National Oil Corporation of Kenya invites sealed tenders from interested and eligible **candidates** for the Provision of courier and parcel services on a framework contract for three (3) years renewable annually subject to satisfactory performance.
- 1.2 Interested eligible tenderers may view/obtain/download tender documents at www.nationaloil.co.ke or PPIP portal www.tenders.go.ke. They may also view the same document from:

**Procurement Department
National Oil Corporation of Kenya
Kawi House, South C,
P.O Box 58567 – 00200
NAIROBI**

Email: tenders@nockenya.co.ke

during normal working hours on Monday to Friday between 0800hrs to 1700hrs (East Africa Time).

- 1.3 The complete tender document is downloaded from the National Oil Corporation website www.nationaloil.co.ke free of charge. Tenderers should immediately forward their particulars for records and/or for the purposes of receiving any further clarifications/addenda to tenders@nockenya.co.ke; Printed tender documents collected in hard copy will be charged a non-refundable fee of Kenya Shillings one thousand only (KShs 1,000) which is payable before the tender closing date and time.

- 1.4 ***There will be a non mandatory pre bid meeting on Friday 5th February 2021 at 1000hr , at National Oil Offices located at Kawi House Block D, Red Cross Road, Off Popo Road, South C, Nairobi for those tenderers willing to attend.***

- 1.5 Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings and shall remain valid for a period of one hundred and fifty (150) days from the closing date of the tender.

- 1.6 Completed tender documents are to be enclosed in plain sealed envelopes marked with the tender reference number and be deposited in the Tender Box at;

**Chief Executive Officer
National Oil Corporation – Kawi House, South C,
Red Cross Road off Popo Road
P.O Box 58567 – 00200, NAIROBI**

and deposited in the Tender Box provided at:

**National Oil Corporation – Ground Floor Kawi House Complex,
Red Cross Road, off Popo Road, South C,
P.O Box 58567 – 00200, NAIROBI**

to be received on or before **16th February 2021 at 1000hrs (East Africa Time)**. Late submissions shall automatically be disqualified regardless of the circumstances.

- 1.7 Bulky tenders that do not fit in the tender box shall be deposited at the reception located on the ground floor **National Oil Corporation – Kawi House, Popo Rd, off Red Cross Road** on or before the tender opening date and time.
- 1.8 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at:

**National Oil Corporation of Kenya
The Meeting Room, Ground Floor
Red Cross Road off Popo Road
NAIROBI**

2 SECTION II – INSTRUCTIONS TO TENDERERS

TABLE OF CONTENTS	Page
2.1 ELIGIBLE TENDERERS	7
2.2 COST OF TENDERING.....	7
2.3 CONTENTS OF TENDER DOCUMENTS	7
2.4 CLARIFICATION OF DOCUMENTS.....	8
2.5 AMENDMENT OF DOCUMENTS.....	8
2.6 LANGUAGE OF TENDER	8
2.7 DOCUMENTS COMPRISING THE TENDER.....	9
2.8 FORM OF TENDER.....	9
2.9 TENDER PRICES	9
2.10 TENDER CURRENCIES	9
2.11 TENDERERS ELIGIBILITY AND QUALIFICATIONS	9
2.12 TENDER SECURITY	10
2.13 VALIDITY OF TENDERS	11
2.14 FORMAT AND SIGNING OF TENDER	11
2.15 SEALING AND MARKING OF TENDERS	11
2.16 DEADLINE FOR SUBMISSION OF TENDERS	12
2.17 MODIFICATION AND WITHDRAWAL OF TENDERS	12
2.18 OPENING OF TENDERS	12
2.19 CLARIFICATION OF TENDERS	13
2.20 PRELIMINARY EXAMINATION AND RESPONSIVENESS	13

2.21	CONVERSION TO A SINGLE CURRENCY	13
2.22	EVALUATION AND COMPARISON OF TENDERS	13
2.23	CONTACTING THE PROCURING ENTITY	14
2.24	AWARD OF CONTRACT	15
2.25	NOTIFICATION OF AWARD	15
2.26	SIGNING OF CONTRACT.....	15
2.27	PERFORMANCE SECURITY	16
2.28	CORRUPT OR FRAUDULENT PRACTICES.....	16
2.29	APPENDIX TO INSTRUCTIONS TO THE TENDERERS.....	17

2.1 Eligible tenderers

- 2.1.1.** This Invitation to tender is open to all tenderers eligible as described in the instructions to tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2.** The mandatory documentation as given under the Appendix to Instructions to Tenderers – clause 2.29 must be submitted as they will be used for confirmation of eligibility of the tenders.
- 2.1.3.** The tenderers are required to submit a duly filled and signed viewing certificate (Section VII – 9) that they will use in giving the prices.
- 2.1.4.** 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 services under this Invitation for tenders.
- 2.1.5.** Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of tendering

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

2.3 Contents of tender documents

- 2.3.1** The tender document comprises of the documents listed below and addenda issued in accordance with clause 2.5 of these instructions to tenders
- i) Instructions to tenderers
 - ii) General Conditions of Contract
 - iii) Special Conditions of Contract
 - iv) Schedule of Requirements
 - v) Details of service
 - vi) Form of tender
 - vii) Price schedules
 - viii) Contract form
 - ix) Confidential business questionnaire form
 - x) Tender security form
 - xi) Performance security form
 - xii) Principal's or manufacturers authorization form

xiii) Declaration form

2.3.2. 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.

2.4 Clarification of Documents

2.4.1 A prospective candidate making inquiries of the tender document may notify the Procuring entity in writing or by post, fax or email 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 no later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have received the tender documents".

2.4.2 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.

2.5 Amendment of documents

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

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

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

2.6 Language of tender

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

2.7 Documents Comprising the Tender

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

- a) A Tender Form and a Price Schedule completed in accordance with clauses 2.8, 2.9 and 2.10 below.
- b) Documentary evidence established in accordance with Clause 2.11 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted.
- c) Tender security furnished is in accordance with Clause 2.12.
- d) Confidential business questionnaire.

2.8 Form of Tender

2.8.1 The tenderers shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the services to be performed.

2.9 Tender Prices

2.9.1 The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.

2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable.

2.9.3 Prices quoted by the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to clause 2.22.

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

2.9.5 Where contract price variation is allowed, the variation shall not exceed 25% of the cumulative contract price.

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

2.10 Tender Currencies

2.10.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the appendix to in Instructions to Tenderers

2.11 Tenderers Eligibility and Qualifications

2.11.1 Pursuant to Clause 2.1 the tenderer 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.

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

2.12 Tender Security

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

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

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

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

- a) A bank guarantee.
- b) Such insurance guarantee approved by the Authority.

2.12.5 Any tender not secured in accordance with clause 2.12.1 and 2.12.3 will be rejected by the Procuring entity as non responsive, pursuant to clause 2.20.

2.12.6 Unsuccessful tenderer's 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.

2.12.7 The successful tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to clause 2.26, and furnishing the performance security, pursuant to clause 2.27.

2.12.8 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 clause 2.26; **or**
 - ii) to furnish performance security in accordance with clause 2.27.
- c) If the tenderer rejects, correction of an error in the tender.

2.13 Validity of Tenders

2.13.1 Tenders shall remain valid for 150 days or as specified in the invitation to tender after date of tender opening prescribed by the Procuring entity, pursuant to clause 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.

2.13.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under clause 2.12 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.

2.14 Format and Signing of Tender

2.14.1 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.

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

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

2.15 Sealing and Marking of Tenders

2.15.1 The tenderer shall seal the original and 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.

The inner and outer envelopes shall:

- a) be addressed to the Procuring entity at the address given in the invitation to tender;
- b) bear, tender number and name in the invitation to tender and the words: **"Do Not Open Before 16th February 2021 at 1000hrs (East African Time)"**.

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

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

2.16 Deadline for Submission of Tenders

2.16.1 Tenders must be received by the Procuring entity at the address specified under clause 2.15.2 **no later than 16th February 2021 at 1000hrs (East African Time).**

2.16.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with clause 2.5, in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

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

2.17 Modification and withdrawal of tenders

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

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

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

2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity 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 clause 2.12.7.

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

2.17.6 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.

2.18 Opening of Tenders

2.18.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend at **1000hrs (East African Time) on 16th February 2021** and in the location specified in the invitation to tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.

2.18.2 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.

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

2.19 Clarification of tenders

- 2.19.1** To assist in the examination, evaluation and comparison of tenders the procuring entity may at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted.
- 2.19.2** Any effort by the tenderer to influence the procuring entity in the procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers tender.
- 2.19.3** Comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.20 Preliminary Examination and Responsiveness

- 2.20.1** The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished whether the documents have been properly signed, and whether the tenders are generally in order.
- 2.20.2** 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.
- 2.20.3** The Procuring entity may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.
- 2.20.4** Prior to the detailed evaluation, pursuant to clause 2.22, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these clauses, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 2.20.5** 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 nonconformity.

2.21 Conversion to a single currency

- 2.21.1** Where other currencies are used, the procuring entity will convert those currencies to Kenya shillings using the selling exchange rate on the date of tender closing provided by the central bank of Kenya.

2.22 Evaluation and comparison of tenders

- 2.22.1** The procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to clause 2.20.

2.22.2 The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.

2.22.3 The Procuring entity's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in clause 2.22.4 and in the technical specifications:

- a) operational plan proposed in the tender; and
- b) deviations in payment schedule from that specified in the Special Conditions of Contract;

2.22.4 Pursuant to clause 2.22.3 the following evaluation methods will be applied:

a) ***Operational Plan.***

The Procuring entity requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenderers offering to perform longer than the procuring entity's required delivery time will be treated as non-responsive and rejected.

b) ***Deviation in payment schedule.***

Tenderers shall state their tender price for the payment on a schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. The Procuring entity may consider the alternative payment schedule offered by the selected tenderer.

2.22.5 The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.

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

- a) Score the minimum technical evaluation score as given in the evaluation criteria under the appendix to instructions to tenderers – clause 2.29.
- b) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- c) Legal capacity to enter into a contract for procurement
- d) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing
- e) Shall not be debarred from participating in public procurement.

2.23 Contacting the procuring entity

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

2.23.2 Any effort by a tenderer to influence the procuring entity in its decisions on tender evaluation tender comparison or contract award may result in the rejection of the tenderers tender.

2.24 Award of Contract

a) Post qualification

2.24.1 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.

2.24.2 The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to clause 2.1.2, as well as such other information as the Procuring entity deems necessary and appropriate.

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

b) Award Criteria

2.24.4 Subject to clause 2.27 the Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

2.24.5 The procuring entity reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the procuring entity's action. If the procuring entity determines that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.

2.24.6 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.

2.25 Notification of award

2.25.1 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.

2.25.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.26. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

2.25.3 Upon the successful Tenderer's furnishing of the performance security pursuant to clause 2.27, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to clause 2.12.

2.26 Signing of Contract

2.26.1 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.

2.26.2 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.

2.26.3 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.

2.27 Performance Security

2.27.1 Within fourteen (14) 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.

2.27.2 Failure of the successful tenderer to comply with the requirement of clause 2.26 or clause 2.27.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated or call for new tenders.

2.28 Corrupt or Fraudulent Practices

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

2.28.2 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;

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

2.29 APPENDIX TO INSTRUCTIONS TO THE TENDERERS

The following information for procurement of services shall complement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

Instructions to Tenderers	Particulars of appendix to instructions to tenderers															
2.1	<p>Particulars of eligible tenderers</p> <p>This Invitation to tender is all Courier and parcel services providers in Kenya.</p> <p><i>Eligible tenderers are invited for a non-mandatory pre bid meeting on Friday 5th February 2021 at 1000hr , at National Oil Offices located at Kawi House Block D, Red Cross Road, Off Popo Road, South C, Nairobi.</i></p>															
2.4.1	<p>Clarification of tenders</p> <p>The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives no later than five (5) days prior to the deadline for the submission of tenders, prescribed by the procuring entity.</p>															
2.10	The currency to be used is Kenya Shillings.															
2.13.1	<p>Validity of Tenders</p> <p>Tenders shall be valid for 150 days from the date of tender opening.</p>															
2.22	<p>EVALUATION AND COMPARISON OF TENDERS</p> <p>A. <u>PRELIMINARY/MANDATORY EVALUATION</u></p> <p>The tenderer shall provide the following mandatory requirements which shall be used for the preliminary evaluation (<i>failure to submit the mandatory requirements will lead to disqualification from the tender process – preliminary evaluation</i>)</p> <table border="1" data-bbox="448 1529 1453 2049"> <thead> <tr> <th data-bbox="448 1529 523 1619">No.</th> <th data-bbox="523 1529 1161 1619">PRELIMINARY MANDATORY EVALUATION</th> <th data-bbox="1161 1529 1453 1619">REQUIREMENTS</th> </tr> </thead> <tbody> <tr> <td data-bbox="448 1619 523 1709">a)</td> <td data-bbox="523 1619 1161 1709">Tenderers MUST provide a copy of certificate of Incorporation/Registration</td> <td data-bbox="1161 1619 1453 1709">Mandatory</td> </tr> <tr> <td data-bbox="448 1709 523 1798">b)</td> <td data-bbox="523 1709 1161 1798">Tenderers MUST provide a copy of CR12 from Registrar of companies.</td> <td data-bbox="1161 1709 1453 1798">Mandatory</td> </tr> <tr> <td data-bbox="448 1798 523 1966">c)</td> <td data-bbox="523 1798 1161 1966">Tenderers MUST provide a copy of valid postal/courier license as a parcels and courier operator from the Communications Authority of Kenya.</td> <td data-bbox="1161 1798 1453 1966">Mandatory</td> </tr> <tr> <td data-bbox="448 1966 523 2049">d)</td> <td data-bbox="523 1966 1161 2049">Tenderers MUST provide a copy of valid Tax Compliance Certificate</td> <td data-bbox="1161 1966 1453 2049">Mandatory</td> </tr> </tbody> </table>	No.	PRELIMINARY MANDATORY EVALUATION	REQUIREMENTS	a)	Tenderers MUST provide a copy of certificate of Incorporation/Registration	Mandatory	b)	Tenderers MUST provide a copy of CR12 from Registrar of companies.	Mandatory	c)	Tenderers MUST provide a copy of valid postal/courier license as a parcels and courier operator from the Communications Authority of Kenya.	Mandatory	d)	Tenderers MUST provide a copy of valid Tax Compliance Certificate	Mandatory
No.	PRELIMINARY MANDATORY EVALUATION	REQUIREMENTS														
a)	Tenderers MUST provide a copy of certificate of Incorporation/Registration	Mandatory														
b)	Tenderers MUST provide a copy of CR12 from Registrar of companies.	Mandatory														
c)	Tenderers MUST provide a copy of valid postal/courier license as a parcels and courier operator from the Communications Authority of Kenya.	Mandatory														
d)	Tenderers MUST provide a copy of valid Tax Compliance Certificate	Mandatory														

Instructions to Tenderers	Particulars of appendix to instructions to tenderers										
	e)	Tenderers <u>MUST</u> provide a copy of valid business permit	Mandatory								
	f)	Tenders <u>MUST</u> Original Tender Security (Bid bond) of either Kenya Shillings Fifty Thousand only (Kshs 50,000 in the form of a bank guarantee or a bank draft issued by a reputable bank located in Kenya or by a reputable insurance company approved by the PPRA and in the form provided in the tender documents. The tender security shall be valid for 180days from the date of tender opening.	Mandatory								
	g)	Tenderers <u>MUST</u> provide a duly filled Confidential Business Questionnaire (Section VIII of tender document)	Mandatory								
	h)	Tenderers <u>MUST</u> provide a duly filled and self declaration that the person/tenderer is not debarred in the matter of the Public Procurement and Asset Disposal Act 2015 - FORM SD1(Section VIII).	Mandatory								
	i)	Tenderers <u>MUST</u> provide duly filled and signed Self Declaration that the Person/Tenderer will not engage in any corrupt or Fraudulent practice - FORM SD2 - (Section VIII).	Mandatory								
	j)	Tenderers <u>MUST</u> provide a properly bound and serialized /paginated with page numbers from page 1 to the last page in chronological order i.e. 1, 2,3,last page	Mandatory								
<p align="center">B. TECHNICAL EVALUATION</p>											
<p>The evaluation criteria below will be used to evaluate the technical responsiveness of the tenders:</p>											
<p align="center">TECHNICAL EVALUATION FOR TENDER FOR PROVISION OF COURIER SERVICES</p>											
<table border="1"> <thead> <tr> <th colspan="2" data-bbox="507 1722 1334 1760">Evaluation and comparison of tenders</th> </tr> </thead> <tbody> <tr> <td colspan="2" data-bbox="507 1760 1334 1834">The evaluation criteria below will be used to evaluate the technical responsiveness of the tenders:</td> </tr> <tr> <th data-bbox="507 1834 1334 1872">Evaluation criteria</th> <th data-bbox="1334 1834 1444 1872">Score</th> </tr> <tr> <td data-bbox="507 1872 1334 2054"> Experience; Number of continuous years of service in the Courier Service industry -Above ten years- 10 marks, -Three years and above -7 marks -Below three years -3 marks </td> <td data-bbox="1334 1872 1444 2054">10</td> </tr> </tbody> </table>				Evaluation and comparison of tenders		The evaluation criteria below will be used to evaluate the technical responsiveness of the tenders:		Evaluation criteria	Score	Experience; Number of continuous years of service in the Courier Service industry -Above ten years- 10 marks, -Three years and above -7 marks -Below three years -3 marks	10
Evaluation and comparison of tenders											
The evaluation criteria below will be used to evaluate the technical responsiveness of the tenders:											
Evaluation criteria	Score										
Experience; Number of continuous years of service in the Courier Service industry -Above ten years- 10 marks, -Three years and above -7 marks -Below three years -3 marks	10										

Instructions to Tenderers	Particulars of appendix to instructions to tenderers													
		<table border="1"> <tr> <td data-bbox="515 365 1337 546">References-Details of five major clients, summary of services rendered, value of contracts. Kindly attach letters of reference from at least 5 tenderer’s clients – reference checks will be done from the tenderer’s clients. (3 marks for each reference)</td> <td data-bbox="1345 365 1465 546">15</td> </tr> <tr> <td data-bbox="515 555 1337 736">Qualification & Competency of Key Staff Provide CV with qualifications and years of experience of one key personnel who will manage the Account (Three years and above, 5 marks) (Below three years, 3 marks)</td> <td data-bbox="1345 555 1465 736">5</td> </tr> <tr> <td data-bbox="515 745 1337 994">Equipment for delivery of service: Proof of adequate equipment for provision of the contracted service. List of vehicles and motorbikes owned by the Company at least five (5)Pick –ups and five (5) motorbikes owned by the company or proof of joint ownership (attach logbooks- each vehicle and each motorbike and their logbooks respectively (5 marks for motor bikes & 5 marks for motor vehicles)</td> <td data-bbox="1345 745 1465 994">10</td> </tr> <tr> <td data-bbox="515 1003 1337 1218">Demonstrate ability and capacity to provide courier services in Nairobi, Eldoret,Mombasa,Kisumu,Nakuru and Nyeri for NOC– the tenderer’s company profile should clearly bring out the ability to provide courier services, clearly titled as such. The profile should indicate bidder’s presence in the earlier mentioned five (5) town.</td> <td data-bbox="1345 1003 1465 1218">20</td> </tr> <tr> <td data-bbox="515 1227 1337 1478">Proposed program of delivery: Proposed methodology and work plan that will adequately fit National Oil’s needs including responsiveness to emerging needs. (5 marks) The methodology should comprehensively elaborate on measures to be put in place in respect to security of National Oil’s Parcels and upholding confidentiality high responsiveness and flexibility.(5 marks)</td> <td data-bbox="1345 1227 1465 1478">10</td> </tr> <tr> <td data-bbox="515 1487 1337 1518">TOTAL</td> <td data-bbox="1345 1487 1465 1518">70</td> </tr> </table> <p data-bbox="507 1570 1465 1637">The minimum score to be considered technically responsive is 49 points out of the possible 70 points above.</p> <p data-bbox="507 1688 1465 1794">Only tenderers who score the minimum 49 points and above will have their financial proposals considered where award will be to the technically responsive tenderer with the lowest evaluated price.</p>	References -Details of five major clients, summary of services rendered, value of contracts. Kindly attach letters of reference from at least 5 tenderer’s clients – reference checks will be done from the tenderer’s clients. (3 marks for each reference)	15	Qualification & Competency of Key Staff Provide CV with qualifications and years of experience of one key personnel who will manage the Account (Three years and above, 5 marks) (Below three years, 3 marks)	5	Equipment for delivery of service: Proof of adequate equipment for provision of the contracted service. List of vehicles and motorbikes owned by the Company at least five (5)Pick –ups and five (5) motorbikes owned by the company or proof of joint ownership (attach logbooks- each vehicle and each motorbike and their logbooks respectively (5 marks for motor bikes & 5 marks for motor vehicles)	10	Demonstrate ability and capacity to provide courier services in Nairobi, Eldoret,Mombasa,Kisumu,Nakuru and Nyeri for NOC– the tenderer’s company profile should clearly bring out the ability to provide courier services, clearly titled as such. The profile should indicate bidder’s presence in the earlier mentioned five (5) town.	20	Proposed program of delivery: Proposed methodology and work plan that will adequately fit National Oil’s needs including responsiveness to emerging needs. (5 marks) The methodology should comprehensively elaborate on measures to be put in place in respect to security of National Oil’s Parcels and upholding confidentiality high responsiveness and flexibility.(5 marks)	10	TOTAL	70
References -Details of five major clients, summary of services rendered, value of contracts. Kindly attach letters of reference from at least 5 tenderer’s clients – reference checks will be done from the tenderer’s clients. (3 marks for each reference)	15													
Qualification & Competency of Key Staff Provide CV with qualifications and years of experience of one key personnel who will manage the Account (Three years and above, 5 marks) (Below three years, 3 marks)	5													
Equipment for delivery of service: Proof of adequate equipment for provision of the contracted service. List of vehicles and motorbikes owned by the Company at least five (5)Pick –ups and five (5) motorbikes owned by the company or proof of joint ownership (attach logbooks- each vehicle and each motorbike and their logbooks respectively (5 marks for motor bikes & 5 marks for motor vehicles)	10													
Demonstrate ability and capacity to provide courier services in Nairobi, Eldoret,Mombasa,Kisumu,Nakuru and Nyeri for NOC– the tenderer’s company profile should clearly bring out the ability to provide courier services, clearly titled as such. The profile should indicate bidder’s presence in the earlier mentioned five (5) town.	20													
Proposed program of delivery: Proposed methodology and work plan that will adequately fit National Oil’s needs including responsiveness to emerging needs. (5 marks) The methodology should comprehensively elaborate on measures to be put in place in respect to security of National Oil’s Parcels and upholding confidentiality high responsiveness and flexibility.(5 marks)	10													
TOTAL	70													
2.24	<p data-bbox="440 1803 1465 1845">Award of Contract</p> <p data-bbox="440 1854 1465 1897">a) Post qualification</p> <p data-bbox="440 1906 1465 2033">National Oil shall conduct post qualification due diligence to 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.</p>													

Instructions to Tenderers	Particulars of appendix to instructions to tenderers
	<p>b) Competitive negotiation National Oil may conduct competitive negotiations where applicable in accordance with section 131 and Section 132 of the Public Procurement and Disposal Act 2015.</p> <p>c) Award National Oil will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily. The tender award will be made to the technically responsive tenderer with the lowest evaluated price, having demonstrated capacity to provide the courier and parcel handling services.</p>
2.27	<p>Particulars of performance security The amount of Performance Security shall be 10% of the estimated Contract Price in the format of the Performance Security Form provided in the tender document (Section VII – Standard Forms) in the form of a bank guarantee drawn by a bank licensed and operating in Kenya.</p>
2.28	<p>In addition to clause 2.28, the ethics as described below will apply:</p> <p>2.28.4 Ethics</p> <p>It is a requirement that both National Oil and prospective suppliers of goods, services and works observe the highest standards of ethics during the procurement and execution of contracts.</p> <p>In pursuance of this policy, National Oil requires that all bidders concerned take measures to ensure that no transfer of gifts, payments or other benefits to officials of National Oil and/or procurement/management staff with decision making responsibility or influence occurs. In this regard, National Oil will require all tenderers to sign, as part of the tender documents, an Integrity Pact (Section VII – Standard forms). Non-delivery of the Bidders Declaration and Integrity Pact (Section VII – Standard forms) duly undersigned by the chief executive or legal representative of the tendering party will result in exclusion of the bid/ quotation from the procurement process.</p> <p>National Oil reserves the right to suspend or cancel a tender/quotation if corrupt practices of any kind are discovered at any stage of the award process.</p>

3 SECTION III – GENERAL CONDITIONS OF CONTRACT

TABLE OF CONTENTS	Page
3.1 DEFINITIONS.....	22
3.2 APPLICATION	22
3.3 STANDARDS.....	22
3.4 PATENT RIGHTS.....	22
3.5 PERFORMANCE SECURITY	22
3.6 INSPECTIONS AND TESTS	23
3.7 PAYMENT	23
3.8 PRICES.....	23
3.9 ASSIGNMENT.....	23
3.10 TERMINATION FOR DEFAULT	23
3.11 TERMINATION OF INSOLVENCY.....	24
3.12 TERMINATION FOR CONVENIENCE	24
3.13 RESOLUTION OF DISPUTES.....	24
3.14 GOVERNING LANGUAGE	24
3.15 FORCE MAJEURE.....	24
3.16 APPLICABLE LAW	25
3.17 NOTICES	25

3.1 Definitions

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 services” means services to be provided by the contractor including materials and incidentals which the tenderer is required to provide to the Procuring entity under the Contract.
- d) “The Procuring entity” means the organization sourcing for the services under this Contract.
- e) “The contractor means the individual or firm providing the services under this Contract.
- f) “GCC” means general conditions of contract contained in this section
- g) “SCC” means the special conditions of contract
- h) “Day” means calendar day

3.2 Application

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

3.3 Standards

- 3.3.1** The services provided under this Contract shall conform to the 7 standards mentioned in the Schedule of requirements

3.4 Patent Rights

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 services under the contract or any part thereof.

3.5 Performance Security

- 3.5.1** 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.
- 3.5.2** 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.
- 3.5.3** 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) A bank guarantee.

3.5.4 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 of obligations under the contract, including any warranty obligations under the contract.

3.6 Inspections and Tests

3.6.1 The Procuring entity or its representative shall have the right to inspect and/or to test the services 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.

3.6.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). If conducted on the premises of the tenderer or its subcontractor(s), 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.

3.6.3 Should any inspected or tested services fail to conform to the Specifications, the Procuring entity may reject the services, and the tenderer shall either replace the rejected services or make alterations necessary to meet specification requirements free of cost to the Procuring entity.

3.6.4 Nothing in clause 3.6 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.7 Payment

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

3.8 Prices

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

3.9 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.

3.10 Termination for Default

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 provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity;

- b) if the 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.

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, services similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar services.

3.11 Termination of insolvency

The procuring entity may at any time terminate the contract by giving written notice to the contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not produce or affect any right of action or remedy, which has accrued or will accrue thereafter to the procuring entity.

3.12 Termination for convenience

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

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

3.13 Resolution of disputes

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

3.13.2 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.

3.14 Governing Language

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

3.15 Force Majeure

The contractor 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.

3.16 Applicable Law

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

3.17 Notices

Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by fax or E-mail and confirmed in writing to the other party's address specified in the SCC

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

4 SECTION IV – SPECIAL CONDITIONS OF CONTRACT

Notes on Special Conditions of Contract

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.

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 procurement of services required. In preparing section IV, the following aspects should be taken into consideration.

- a) Information that complement provisions of section III must be incorporated
- b) Amendments and/or supplements to provision of section III, as necessitated by the circumstances of the specific service required must also be incorporated.

Where there is a conflict between the provisions of the special conditions of contract and the provisions of the general conditions of contract the provisions of the special conditions of contract herein shall prevail over the provisions of the general conditions of contract.

SECTION IV SPECIAL CONDITIONS OF CONTRACT

- 4.1** Special conditions of contract shall supplement the general conditions of contract, wherever there is a conflict between the GCC and the SCC, the provisions of the SCC herein shall prevail over those in the GCC.
- 4.2** Special conditions of contract with reference to the general conditions of contract.

General conditions of contract reference	Special conditions of contract
3.5	Particulars of performance security The amount of Performance Security shall be 10% of the estimated Contract Price in the format of the Performance Security Form provided in the tender document (Section VII – Standard Forms) in the form of a bank guarantee drawn by a bank licensed and operating in Kenya.
3.7	The payments will be done promptly, monthly within 30 days after receipt of invoice at National Oil and confirmation of satisfactory receipt of services
3.13	The provisions of the arbitration act of the laws of Kenya shall apply.

5 SECTION V – SCHEDULE OF REQUIREMENTS

This part will include any deliverables under the service contract

The courier and parcel services are to be provided to the following National Oil Offices:

Region	Office
MOMBASA	National Oil Changanwe Building Mombasa
NAIROBI	KAWI Complex, Popo Lane Off Red Cross Road, South C.
NAIROBI	National Nairobi Terminal, Nanyuki Road, Industrial Area
ELDORET	National Oil Office, Kenya Pipeline Depot
KISUMU	National Oil Office, Kenya Pipeline Depot
NAKURU	National Oil Office, Kenya Pipeline Depot
NYERI	National Oil, Nyeri, King'ong'o Service Station at Nyeri –Nyahururu Junction.

6 SECTION VI – DESCRIPTION OF SERVICES

6.1 INTRODUCTION

National Oil Corporation seeks to engage the services of a professional courier and parcels service firm to provide comprehensive services for provision of courier and parcels handling services for its main office and branches across the country.

PROJECT PURPOSE

The main purpose is to appoint a service provider to assist the National Oil Corporation of Kenya with courier services for a period of 3 (three) years. This will include cover letters and/ or parcels to and from:

- a) National Oil Head Office and Regional Office,
- b) National Oil Board Members
- c) Customer destinations

6.2 SCOPE OF WORKS

SCOPE OF WORKS

Description of courier and parcel handling services

The scope of the assignment includes but is not limited to:

- a. To provide a courier service National Oil Head Office, Nakuru Branch, Kisumu Branch, Eldoret Branch, Nyeri Town National Oil Service Station and Mombasa Branch and on an ad hoc basis to accommodate door-to-door collection and delivery of documents, parcels or other materials.
- b. To ensure competitive industry rates
- c. Service Providers are encouraged to expand on their service offerings where they believe that these will enhance the service delivery of the National Oil Corporation of Kenya

EXPECTED OUTCOMES AND MINIMUM REQUIREMENTS

- Must have an infrastructure in Kisumu, Mombasa, Nakuru, Nyeri and Eldoret with an in-house ground transport fleet
- Must have in-house international capacity or proven contracted relationship with a recognized international courier company
- Fully functional IT infrastructure that will support and provide assistance on a tracking system, requests logged, monthly billing etc.
- Must be an established company with a minimum of three year operations experience with a proven track record
- To provide all stationery requirements inclusive of
 - Waybills
 - Fragile labels
 - Courier bags
 - Tracking labels

7 SECTION VII – STANDARD FORMS

Notes on standard forms

1. The tenderer shall complete and submit with its tender the form of tender and price schedules pursuant to instructions to tenderers clause 2.9 and in accordance with the requirements included in the special conditions of contract.
2. When requested by the appendix to the instructions to tenderers, the tenderer should provide the tender security, either in the form included herein or in another form acceptable to the procuring entity pursuant to instructions to tenderers clause 2.12.3
3. The contract form, the price schedules and the schedule of requirements shall be deemed to form part of the contract and should be modified accordingly at the time of contract award to incorporate corrections or modifications agreed by the tenderer and the procuring entity in accordance with the instructions to tenderers or general conditions of contract.
4. The performance security and bank guarantee for advance payment forms should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance/entity and bank guarantee for advance payment forms in accordance with the forms indicated herein or in another form acceptable to the procuring entity and pursuant to the – conditions of contract.
5. The principal's or manufacturer's authorisation form should be completed by the principal or the manufacturer, as appropriate in accordance with the tender documents.

SECTION VII – STANDARD FORMS

- 1 Form of tender
- 2 Price Schedule
- 3 Contract form
- 4 Confidential Questionnaire form
- 5 Tender security form
- 6 Tender Securing Declaration Form
- 7 Performance Security Form
- 8 Bank guarantee for advance payment
- 9 Bidder's Declaration and Integrity Pact
- 10 Self-declaration that the person/tenderer is not debarred in the matter of the public procurement and asset disposal act 2015.
- 11 Form sd2 - self-declaration that the person/tenderer will not engage in any corrupt or fraudulent practice.
- 12 Letter of Notification of Award

1 FORM OF TENDER

Date _____
Tender No. _____

To.....

.....

[Name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda No's..... *[insert numbers]* of which is hereby duly acknowledged, we, the undersigned, offer to provide *[description of services]* in conformity with the said tender documents for the sum of *total tender amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to provide the services in accordance with the services schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the tender guarantee in a sum equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by (Procuring entity).
4. We agree to abide by this Tender for a period of *[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this _____ day of _____ 20__

[Signature] _____ *[In the capacity of]* _____

Duly authorized to sign tender for and on behalf of _____

2. PRICE SCHEDULE

The tenderers shall provide courier services as specified. Tenderers should take into account the scope of works as outlined in Section VI (Description/scope of couriers services at while quoting.

Note:

- All Costs are inclusive of VAT and the currency is in Kenya Shillings (KES) and shall remain valid for the duration of the contract.
- In case of a discrepancy between the unit price and the total price, the unit price shall prevail.

PRICING

- The above-mentioned project aim and scope of work detailed in sections VI should be used when compiling the budget for this bid.
- A detailed cost breakdown structure must be included.
- All pricing must be shown inclusive of any applicable taxes.
- All pricing assumptions or unknown costs must be clearly documented.

Bidders are required to give quotes in line with the main towns indicated below.

No.	Branches	Route Cost (VAT Inclusive) For parcels up to 5kg (0-5kg)	Route cost (VAT Inclusive) For every kg in excess of 5kg
	Nairobi		
1.	Mombasa		
2.	Kisumu		
3.	Eldoret		
4.	Nakuru		
5.	Nyeri		

3. 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 materials and spares. Viz..... [brief description of materials and spares] and has accepted a tender by the tenderer for the supply of those materials and spares in the sum of [contract price in words and figures]

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

4. CONFIDENTIAL BUSINESS QUESTIONNAIRE

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 addressTel No.Fax Email..... Nature of Business Registration Certificate No. Maximum value of business which you can handle at any one time – KShs. Name of your bankers..... Branch.....																												
	Part 2 (a) – Sole Proprietor Your name in full.....Age..... Nationality.....Country of Origin..... Citizenship details																												
	Part 2 (b) – Partnership Given details of partners as follows <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>					Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
	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 <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>					Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
	Name	Nationality	Citizenship details	Shares																									
1.																									
2.																									
3.																									
4.																									
	Date.....Signature of Candidate.....																												

5. 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, 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 Procuring entity} (hereinafter called “the Procuring entity”) in the sum of for which payment well and truly to be made to the said Procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20 _____

THE CONDITIONS of this obligation are:-

- 1 If the tenderer withdraws its Tender during the period of tender validity specified by the 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)

5. 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: **National Oil Corporation of Kenya**

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 with 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 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 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)

Date on Day of(*insert date of signing*)

6. PERFORMANCE SECURITY FORM

To:

[name of the Procuring entity]

WHEREAS..... [name of tenderer]

(hereinafter called "the tenderer") has undertaken, in pursuance of Contract No. _____
[reference number of the contract] dated _____20____to

supply.....

[Description services](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 figures],

and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of

[amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of 20

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

7. BANK GUARANTEE FOR ADVANCE PAYMENT

To.....

[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 in an amount of
[amount of guarantee in figures and words].

We, the *[bank or financial institution]*, 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 thereunder 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 and 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]

8. BIDDER'S DECLARATION AND INTEGRITY PACT

BIDDER'S DECLARATION

We/I the undersigned, in the capacity of for [name of the company/firm/individual] certify that the **bidder is not in any of the following situations:**

- 1 Bankruptcy; are the subject of proceedings for a declaration of bankruptcy, or of an order for compulsory winding up or administration by court, or of any other similar proceedings;
- 2 Payments to us have been suspended in accordance with the judgment of a court other than a judgment declaring bankruptcy and resulting, in accordance with our national laws, in the total or partial loss of the right to administer and dispose off our property;
- 3 Legal proceedings have been instituted against us involving an order suspending payments and which may result, in accordance with our national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of our property;
- 4 Are being wound up, or our affairs are being administered by court, or have entered into an arrangement with creditors, or have suspended business activities or are subject to an injunction against running business by a court of law;
- 5 Have been convicted by a final judgment of any crime or offence concerning our/my professional conduct;
- 6 Are guilty of serious misrepresentation with regard to information required for participation in an invitation to tender or execution of a tender already awarded; and
- 7 Are in breach of contract on another contract with the Government of Kenya or other local or international contracting authority or foreign government.
- 8 Have been convicted of an offence concerning our/my professional conduct by a court of law, or found guilty of grave professional misconduct;
- 9 Have not fulfilled obligations relating to payments of taxes or statutory contributions.

If the bidder is in any of the above listed situations, kindly attach documents giving details of the situation.

Names in full: [.....]

Duly authorized to sign this bid on behalf of (bidder's name):

[.....]

Place and date: [.....]

Stamp of the firm/company:

INTEGRITY PACT

Bidder's Oath to fulfill the Integrity Pact

Accepting that transparent business management and fair public administration are key to social development and national competitiveness, and in an effort to purge corruption and apply sanctions to corrupt businesses, and in full support of the worthy goals of this Integrity Pact, concerning the present tender for: _____, all personnel of _____ and its sub-contractors and agents hereby agree that:

1. We shall not conduct any unethical business practices, such as bid-rigging for the sake of a particular bidder to win the bid, or price-fixing. If proven as a fact that we have engaged in bid-rigging for the sake of a particular bidder to win the bid, we shall accept to be prohibited from submitting bids placed by National Oil Corporation of Kenya (herein referred to as NATIONAL OIL) for a period of two (2) years. If proven that we have discussed with other bidders in a bid to fix a price, or rigged a bid for a particular bidder to win the bid, we shall accept the prohibition from submitting bids placed by NATIONAL OIL for a period of two (2) years. If any unethical behaviour is tantamount to a fraudulent practice, we accept that such a case may be handed over to the authorities for investigation and possible prosecution.
2. In the process of bidding, or concluding or execution of a contract, we shall not offer any bribe, gifts, entertainment or any other undue benefits directly or indirectly to related officials, and in case it is proved that we have violated any terms of this Integrity Pact in relation with a bid, or concluding or execution of a contract, or offered bribes for favours in a contract, to win a contract, or facilitate payment which should not have been forthcoming, we shall accept the prohibition from submitting a bid placed by NATIONAL OIL for a period of two (2) years. If proven as a fact that we have offered bribes to NATIONAL OIL or related officials for favours regarding a bid or contract to a bidder or a winning bidder, or for the purpose of faulty execution of the objectives of a contract, we shall accept the prohibition from submitting bids placed by NATIONAL OIL for a period of two (2) years. If proven that we have offered bribes to NATIONAL OIL or related officials in relation to bidding, or concluding or execution of a contract, we shall accept the prohibition from submitting bids placed by NATIONAL OIL for a period of two (2) years.
3. In case it is proven that we have offered bribes to a related official or a NATIONAL OIL official regarding a bid, or concluding or execution of a contract, we shall accept the cancellation of the contract, and shall not file any civil, administrative or criminal appeals.
4. We shall make our best effort to institute a Company Code of Conduct that prohibits bribery, bid rigging/fixing or any other corrupt practices in business relations with officials and NATIONAL OIL, and a company regulation that prohibits any retaliatory acts toward anyone reporting inside corruption.
5. In addition, I confirm on behalf of the bidder that the details included in the bidders profile and experience sheet and our quotation are correct to the best of my knowledge and belief. In addition, we authorize, NATIONAL OIL to seek information from any source to confirm our compliance with the requirements of this Integrity Pact.
6. The bidder authorizes NATIONAL OIL, to seek information from any source, including publication of the name of the bidder to confirm that the bidder is compliant with the requirements of this Integrity Pact.

We shall fulfill this Integrity Pact as a solemn oath made on the basis of mutual trust, and, if and when we win a bid, we shall sign and fulfill the above as a “Special Condition of Contract,” and not file any civil, administrative or criminal appeals regarding any of the above terms.

Dated: _____

Signed by: _____
(Chief Executive/Managing Director)

Full Name printed: _____

9. 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:-

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. NOCK/PRC/03(1614)2020-2021** for **TENDER FOR
PROVISION OF COURIER AND PARCEL SERVICES** and duly authorized and competent
to make this statement.

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

THAT what is deponed to hereinabove is true to the best of my knowledge, information and
belief.

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

Bidder's Official Stamp

10. 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:-

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. NOCK/PRC/03(1614)2020-2021 for TENDER FOR PROVISION OF COURIER AND PARCEL SERVICES** and duly authorized and competent to make this statement.

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 National Oil Corporation of Kenya.

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 **National Oil Corporation Of Kenya.**

THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender.

THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

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

Bidder's Official Stamp

11. LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

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

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 4 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