REPUBLIC OF KENYA

COUNTY GOVERNMENT OF MIGORI

MIGORI COUNTY ASSEMBLY

TENDER DOCUMENT

FOR

SUPPLY, INSTALLATION, CONFIGURATION, TRAINING AND COMMISIONING OF PLENARY COMMUNICATION & BIOMETRIC ACCESS SYSTEM
TENDER No. MCA/T/03/2021-2022

CLOSING DATE: 22ND MARCH 2022

Contents

Introduction

1.1 This Standard Tender Document has been prepared for use by public entities in Kenya

1.2 The following general directions should be observed when using the document.

(a) Specific details should be furnished in the Invitation to Tender and in the special conditions of contract. The final documents to be provided to the tenderers should not have blank spaces or give options

(b) The Instructions to Tenderers and the general conditions of contract should remain unchanged. Any necessary amendments to these parts should be made through the special conditions of contract and the appendix to instructions to tenderers.

1.3 (a) Information contained in the Invitation to Tender shall conform to the data and information in the tender documents to enable potential tenderers to decide whether or not to participate and shall indicate any important tender requirements.

(b) The Invitation to Tender shall be issued as an advertisement in accordance with the regulations or a letter of invitation addressed to tenderers who have expressed interest following the invitation for expression of interest for which the invitation is issued

Migori County Assembly hereby invite qualified firms for the following:

Tender No	Item Description	Eligible bidders
MCA/T/03/2021-2022	**Supply, Installation, Configuration, Training and Commissioning of Plenary Communication & Biometric Access System**	**OPEN**

Prospective bidders may download the tender documents and Terms of reference FREE OF CHARGE from Migori County Assembly Website **www.migoriassembly.go.ke**.

Tenders in sealed envelopes clearly marked with **Tender name and Number** should be deposited in the Tender Box located in our head office or sent by post to:

The Clerk
Migori County Assembly,
P.O Box 985-40400,
SUNA

To be received by **22ND March 2022 at 10:00 am.** Tenders will be opened the same day and time in the Assembly Cafeteria in the presence of bidders or their representatives who choose to attend.

SECTION II - INSTRUCTIONS TO TENDERERS

2.1 Eligible Tenderers

2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Invitation to Tender. Successful tenderers shall complete the supply of goods by the intended completion date specified in the Schedule of Requirements Section VI.

2.1.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation for tenders.

2.1.4 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

2.2 Eligible Goods

2.2.1 All goods to be supplied under the contract shall have their origin in eligible source countries.

2.2.2 For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially- recognized product results that is substantially different in basic characteristics or in purpose or utility from its components

2.2.3 The origin of goods is distinct from the nationality of the tenderer.

2.3 Cost of Tendering

2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2.3.2 The price to be charged for the tender document shall be nil.

2.4. The Tender Document

2.4.1 The tender document comprises the documents listed below and addenda issued in accordance with clause 2.6 of these instructions to Tenderers
(i)   Invitation to Tender
(ii)   Instructions to tenderers
(iii)   General Conditions of Contract
(iv)   Special Conditions of Contract
(v)   Schedule of requirements
(vi)   Technical Specifications
(vii)   Tender Form and Price Schedules
(viii) Tender Security Form
(ix)   Contract Form
(x)   Performance Security Form
(xi)   Bank Guarantee for Advance Payment Form
(xii)   Manufacturer's Authorization Form
(xiii) Confidential Business Questionnaire

2.4.2 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

2.5 Clarification of Documents

2.5.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by post at the entity's address indicated in the Invitation to Tender. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.

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

2.6 Amendment of Documents

2.6.1 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 amendment.

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

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

2.7   Language of Tender

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

2.8   Documents Comprising of Tender

2.8.1 The tender prepared by the tenderers shall comprise the following components
(a)   a Tender Form and a Price Schedule completed in accordance with paragraph 2.9, 2.10 and 2.11 below
(b)   documentary evidence established in accordance with paragraph 2.1 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
(c)   documentary evidence established in accordance with paragraph 2.2 that the goods and ancillary services to be supplied by the tenderer are eligible goods and services and conform to the tender documents; and
(d)   tender security furnished in accordance with paragraph

2.9   Tender Forms

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

2.10 Tender Prices

2.10.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the goods it proposes to supply under the contract

2.10.2 Prices indicated on the Price Schedule shall include all costs including taxes, insurances and delivery to the premises of the entity.

2.10.3 Prices quoted by the tenderer shall be fixed during the Tender's performance of the contract and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22

2.10.4 The validity period of the tender shall be 60 days from the date of opening of the tender.

2.11 Tender Currencies

2.11.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the Appendix to Instructions to Tenderers.

2.12 Tenderers Eligibility and Qualifications

2.12.1 Pursuant to paragraph 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.

2.12.2 The documentary evidence of the tenderers eligibility to tender shall establish to

the Procuring entity's satisfaction that the tenderer, at the time of submission of its tender, is from an eligible source country as defined under paragraph 2.1

2.12.3 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall be established to the Procuring entity's satisfaction;

(a) that, in the case of a tenderer offering to supply goods under the contract which the tenderer did not manufacture or otherwise produce, the tenderer has been duly authorized by the goods' Manufacturer or producer to supply the goods.

(b) that the tenderer has the financial, technical, and production capability necessary to perform the contract;

(c) that, in the case of a tenderer not doing business within Kenya, the tenderer is or will be (if awarded the contract) represented by an Agent in Kenya equipped, and able to carry out the

Tenderer's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical

Specifications.

2.13 Goods Eligibility and Conformity to Tender Documents

2.13.1 Pursuant to paragraph 2.2 of this section, the tenderer shall furnish, as part of its tender documents establishing the eligibility and conformity the tender documents of all goods which the tenderer proposes to supply under the contract

2.13.2 The documentary evidence of the eligibility of the goods shall consist of a statement in the Price Schedule of the country of origin of the goods

and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.

2.13.3 The documentary evidence of conformity of the goods to the tender documents may be in the form of literature, drawings, and data, and shall consist of:

    (a)   a detailed description of the essential technical and performance characteristic of the goods;

    (b)   a list giving full particulars, including available source and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period of two (2) years, following commencement of the use of the goods by the Procuring entity; and

    (c)   a clause-by-clause commentary on the Procuring entity's Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

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

2.14 Tender Security

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

2.14.2 The tender security shall be in the amount of Two per cent of the tender price.

2.14.3 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.14.7

2.14.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of a bank guarantee or a bank draft issued by a reputable bank located in Kenya or abroad, or a guarantee issued by a reputable insurance company in the form provided in the tender documents or another form acceptable to the Procuring entity and valid for thirty (30) days beyond the validity of the tender.

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

2.14.6 Unsuccessful Tenderer's tender security will be discharged or returned as promptly as possible as but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the Procuring entity.

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

2.14.8 The tender security may be forfeited:
   (a)   if a tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Tender Form;

          or
   (b)   in the case of a successful tenderer, if the tenderer fails: (i) to sign the contract in accordance with paragraph 2.27 or
           (ii) to furnish performance security in accordance with paragraph 2.28

2.15 Validity of Tenders

2.15.1 Tenders shall remain valid for 90 days or as specified in the Invitation to Tender after the date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.

2.15.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.14 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

2.16 Format and Signing of Tender

2.16.1 The Procuring entity shall prepare two copies of the **technical** and **financial proposals** clearly marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy between them, the original shall govern.

2.16.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the tender. All pages of the tender, except for unamended

printed literature, shall be initialled by the person or persons signing the tender.

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

2.17 Sealing and Marking of Tenders

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

2.17.2 The inner and outer envelopes shall:
  (a)   be addressed to the Procuring entity at the address given in the Invitation to Tender:

  (b)   bear, tender number and name in the Invitation for Tenders

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

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

2.17.5 Technical and Financial proposals shall be sealed separately as per article 2.17.1-4 above.

2.18 Deadline for Submission of Tenders

2.18.1 Tenders must be received by the Procuring entity at the address specified Under paragraph 2.17.2 on or before **22ND March 2022 at 10.00 am**

The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.6, in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will therefore be subject to the deadline as extended

2.19 Modification and Withdrawal of Tenders

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

2.19.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.17. A withdrawal notice may also be sent by cable, telex but followed by a signed confirmation copy, postmarked no later than the deadline for submission of tenders.

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

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

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

2.19.6 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.

2.20 Opening of Tenders

2.20.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at **MCA** boardroom **22ND March 2022 10:00am** and in the location specified in the Invitation to Tender.

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

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

2.20.4 The Procuring entity will prepare minutes of the tender opening.

2.21 Clarification of Tenders

2.21.1 To assist in the examination, evaluation and comparison of tenders the Procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

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

2.22 Preliminary Examination

2.22.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.

2.22.3 The Procuring entity **may waive any minor informality or non-conformity** or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or effect the relative ranking of any tenderer.

2.22.4 Prior to the detailed evaluation, pursuant to paragraph 2.23 the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one, which conforms to all the terms and conditions of the tender documents without material deviations.

The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

2.22.5 If a tender is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the tenderer by correction of the non-conformity.

2.23 Conversion to Single Currency

2.23.1 Where other currencies are used, the procuring entity will convert these currencies to Kenya Shillings using the selling exchange rate on the date of tender closing provided by the Central Bank of Kenya.

2.24 Evaluation and Comparison of Tenders

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

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

2.24.3 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.

The evaluation committee shall first conduct a preliminary evaluation to determine whether –

(a) The tender has been submitted in the required format;
(b) Any tender security submitted is in the required form, amount and validity period;
(c) The tender has been signed by the person lawfully authorized to do so;
(d) The required number of copies of the tender have been submitted;
(e) The tender is valid for the period required; and
(f) All required documents and information have been submitted

EVALUATION CRETERIA
STAGE 1: PRELIMINARY EVALUATION

	STATUTORY/MANDATORY REQUIREMENTS
A1	Duly Completed, signed and stamped Form of Tender
A2	Certificate of Incorporation/Business Registration
A3	Personal Identification Number (PIN) certificate (Attach copy)
A4	Valid Tax Compliance Certificate (Attach copy) (MCA reserves the right to confirm authenticity of the TCC using the online TCC checker)
A5	Current Business Permit/License
A6	Current CR12 (Not more than 12 months old indicating the ownership of the company)
A8	Bid security from a reputable bank or approved insurance company equivalent to 2% of the Tender sum
A9	Serialization of the bid document **(Pagination from start to end of the document - All pages of the submitted documents should be serialized from page 1 to the last page)**

Tenders which do not satisfy any of the above requirements shall be rejected.

STAGE 2: TECHNICAL EVALUATION

The technical evaluation committee appointed by **MCA** shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria provided.
Each responsive proposal will be given a technical score (TS). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score.

Section 1: General requirements

		GENERAL REQUIREMENTS	SCORE
	B1	**Supplier Availability** -Postal Address (1) Telephone Number (1) -Contact Person (1) Website (1) -Email Address (1)	5
	B2	**Business Ownership**: (a) Provide Current CR12 showing the owners of the company **(No more than 1 year old)**	5
	B3	**Financial Documents** (a) Certified Audited Accounts for the last 3 years (2018, 2019 and 2020). (b) Attach Certified Bank Statements for last 6 months	5 5
	B4	**Financial Capacity** -Average cash flow of **10 Million** for the last six months as per the certified bank statements - Liquidity Ratio < 2:1 - Reference letter from the bank confirming ability to access credit Turnover of 10 million and above in each year - (10 marks) Others prorated as:	5 3 2
	B5	**Experience**-Indicate having undertaken at least 2 (two) assignments of similar magnitude (Attach Proof: copies of LPOs, Letters of Award, Completion Certificates, Contracts) (5 Marks for each project successfully implemented)	10
		Weighted Total score	**40**

Section 2: In addition to meeting the general requirements, the evaluation committee will review the technical solution offered as per the criteria below: -

No.	Evaluation Attribute	Weighting Score	Max. Score
T.S.4	Project Management, Implementation Plan and Methodology	Detailed Methodology (10 Marks) Detailed Training and kills Transfer plan (2 Marks) Training Curriculum (2 Marks) Detailed Integration plan (1 Marks) Warranty and Support plan (1 Marks) Draft SLA plan detailing escalation matrix, support and communication structure (4 Marks)	10

No.	Evaluation Attribute	Weighting Score	
T.S.5	Commitment letter, A letter of commitment to complete all works as per the work plan provided	• The bidder to make an undertaking that he/she can meet the set timelines during the contract	10
T.S.6	Human Resource Capacity Qualified Key Personnel's Provide CVs & Certificates of at least 3 technical staff with at least 3 years' experience in similar assignments. Provide a CV & Certificates of one lead engineer with at least 5years experience	Each technical staff shall earn 4marks i.e. 2mrks in experience and 2mrks in training (12marks) Lead engineer shall earn 8mrks i.e. 4mrks in experience and 4mrks for qualification in BSc. Degree training (8marks)	20
No.	Evaluation Attribute	Weighting Score	40
	post qualification experience and a BSc. Degree of relevance		
TOTAL SCORE			80

NB: Bidders whose score is less than 70% in the Technical Evaluation will not be considered for further evaluation

Due diligence

DUE-DILIGENCE	BASIS
Evaluation Committee accompanied by technical staff shall conduct due diligence to confirm and verify the information and the supporting documents submitted by the bidder. At the due diligence stage, the bidder shall be evaluated on a PASS/FAIL basis to ascertain the information provided at the technical capacity stage. Due diligence shall be done on any of the references provided by the bidder in their tender documents to confirm information provided. In addition, the committee may seek information about the bidder from any other source whether or not the individuals or organizations contacted have been referenced by the bidder.	YES/NO
Bids may be disqualified based on the outcome of the Due Diligence	

STAGE 3: THE FINANCIAL EVALUATION

The bidders who will pass technical stage will proceed to financial stage where the Least Cost Principle will apply.

MIGORI COUNTY ASSEMBLY					
MIGORI COUNTY ASSEMBLY BID RESPONSE FORM			**FORM A1**		
CONFERENCE AND COMMUNICATION EQUIPMENT BID FORM					
I.		**MATERIALS**			
S/N	**ITEM DESCRIPTION**	**MAKE/MODEL/SOURCE**	**QTY**	**UNIT PRICE**	**TOTAL PRICE**
1	UTP Ethernet Cable	Siemon Category -6	8Rolls		
2	Tranking Material	2-way Galvanised metal	10m		
3	CABINETS	22U as per Specification	1		
4	Knock out Spacers	Siemon	50		
5	Face Plates with Modules	Cat 6 Siemon	50		
6	Patch Panels	Siemon 48 data points Fitted with cable Manager	1		
		Siemon 24 data points Fitted with cable Manager	5		
7	Patch Cords	Factory Crimped Siemon 3M	50		
		Factory Crimped Siemon 1M	50		
8	Fiber Optic Cable	2 Core standard cable	200m		
		Fiber Optic patch cables with SFP Modules	4pcs		
9	Conduit Pipes	4Metres / 20 mm Heavy gauge	10		
10	Excavation works	100 meters trench for pipes	100M		
	SUB TOTAL A (MATERIAL FOR INTERNAL BLOCK CABLING)				KES…..
	NB// ALTERNATIVE MODELS WITH SAME SPECIFICATION AS MODELS STATED HEREIN ARE ACCEPTABLE				

S/N	ITEM DESCRIPTION	MAKE/MODEL/SOURCE	QTY	UNIT PRICE	TOTAL PRICE
	II. ACTIVE COMPONENTS				
1	File Server (With Current Server OS)	HP: **Proliant G10 MicroServer (**As Per Specification)	1		
2	Managed LAN Switches	CISCO G10, 48 Port PoE Switch with 4port Fibre connection points	1		
		CISCO 24 Port PoE Switch with 2port Fibre connection points	2		
3	CYBER ROAM SYSTEM / Hardware Firewall	Hardware & Software suite with complete configurations As per Specification	1		
4	Wireless Internet Hot spots	Nano Station M5	3		
5	HANSARD TRANSCRIPTION SYSTEM KITS	As per Specification	5		
6	LAPTOP MACHINES	As per Specification	15		
8	SMART PHONE	Samsung Galaxy Z Fold 3 5G 12GB/256GB	1		
9	SMART UPS	Mountable APC 2.2KVA	2		
		APC UPS 1.1KVA	10		
10	MAIN BIOMETRIC SYSTEM & DOOR CONTROLLER SYSTEM	As per Specification	1		
11	BIOMETRIC FINGERPRINT KITS READERS	Main Gates (Wagemaster or equivalent)	2		
		Plenary Chamber & Committee Rooms (Wagemaster or equivalent)	5		
14	VIDEO DISPLAY	40" FULL HD SMART LED FLAT TV WITH TILTING WALL MOUNT	1		
17	1x4 HDMI SPLITTER	CAT6 COMPLETE SOLUTION KIT	2		
18	HDMI CABLES	LATEST BRAND OF HDMI CABLE	20M		
SUB TOTAL B (ACTIVE COMPONENTS)					*KES ....*

III	PLENARY COMMUNICATION SYSTEM (CONFERENCE SYSTEM)				
	ITEM DESCRIPTION	MAKE/MODEL/SOURCE	QTY	UNIT PRICE	TOTAL PRICE
1	DELEGATE SYSTEM (Fitted with Microphone)	GONSIN TL4300	25		
2	DELEGATE SOUND CABLE	8PS 3meter CABLES	25		
3	CONFERENCE UNIT MAIN CABLE (30 Meters)	Gonsin Cable 500V	2		
4	CONFERENCE SYSTEM REPEATERS	RS-485-RE	2		
5	UPS APC 2.2 KVA		1		
		SUB TOTAL C			*KES ……….*

	TOTAL COST D= (A + B + C)		*KES ……….*

SUMMARY OF COSTS			
S/N	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
	TOTALS BROUGHT FORWAD (D)		KES ………..
	Project Management Fee (Allow 300,000)		KES 300,000
	Contigency Cover (Allow KES 500,000)		KES 500,000
	Government VAT @16% 16% OF (D)		KES ……….
GRAND TOTAL COST FOR PROJECT			
			KES ……..

2.27 Award of Contract

Post-qualification

2.27.1 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.

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

2.27.3 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.

Award Criteria

2.27.4 The Procuring entity will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

Procuring entity's Right to Vary quantities

2.27.5 The Procuring entity reserves the right at the time of contract award to increase or decrease the quantity of goods originally specified in the Schedule of requirements without any change in unit price or other terms and conditions

Procuring entity's Right to Accept or Reject Any or All Tenders

2.27.6 The Procuring entity reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected

tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the Procuring entity's action

2.28 Notification of Award

2.28.1 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.

2.28.2 The notification of award will constitute the formation of the Contract but will have to wait until the contract is finally signed by both parties

2.28.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.28, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.14

2.29 Signing of Contract

2.29.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will send the tenderer the Contract Form provided in the tender documents, incorporating all agreements between the parties.

2.29.2 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

2.29.3 Within thirty (30) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

2.30 Performance Security

2.30.1 Within Thirty (30) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring entity.

2.30.2 Failure of the successful tenderer to comply with the requirements of paragraph 2.27 or paragraph 2.28 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated Candidate or call for new tenders.

2.31 Corrupt or Fraudulent Practices

2.31.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations, the following terms are defined as follows;
  (i) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a
       public official in the procurement process or in contract execution; and

(ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring entity, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition;

2.31.2 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.

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

SECTION III -GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

3.1.1 In this Contract, the following terms shall be interpreted as indicated: -

(a) "The Contract" means the agreement entered into between the Procuring entity and the tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

(b) "The Contract Price" means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations

(c) "The Goods" means all of the equipment, machinery, and/or other materials, which the tenderer is required to supply to the Procuring entity under the Contract.

(d) "The Procuring entity" means the organization purchasing the Goods under this Contract.

(e) "The Tenderer' means the individual or firm supplying the Goods under this Contract.

3.2 Application

3.2.1 These General Conditions shall apply in all Contracts made by the Procuring entity for the procurement installation and commissioning of equipment

3.3 Country of Origin

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

3.3.2 The origin of Goods and Services is distinct from the nationality of the tenderer.

3.4 Standards

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

3.5 Use of Contract Documents and Information

3.5.1 The tenderer shall not, without the Procuring entity's prior written consent, disclose the Contract, or any provision therefore, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring entity in connection therewith, to any person other than a person employed by the tenderer in the performance of the Contract.

3.5.2 The tenderer shall not, without the Procuring entity's prior written consent, make use of any document or information enumerated in paragraph 3.5.1 above

3.5.3 Any document, other than the Contract itself, enumerated in paragraph 3.5.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the Procuring entity on completion of the Tenderer's performance under the Contract if so required by the Procuring entity

3.6 Patent Rights

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

3.7 Performance Security

3.7.1 Within thirty (30) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security in the amount specified in Special Conditions of Contract.

3.7.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.

3.7.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in Kenya or abroad, acceptable to the Procuring entity, in the form provided in the tender documents.

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

3.8 Inspection and Tests

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

3.8.2 The inspections and tests may be conducted in the premises of the tenderer or its subcontractor(s), at point of delivery, and/or at the Goods' final destination 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.

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

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

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

3.9   Packing

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

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

3.10 Delivery and Documents

3.10.1 Delivery of the Goods shall be made by the tenderer in accordance with the terms specified by Procuring entity in its Schedule of Requirements and the Special Conditions of Contract

3.11 Insurance

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

3.12 Payment

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

3.13 Prices

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

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

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

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

3.14. Assignment

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

3.15 Subcontracts

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

3.16 Termination for default

3.16.1 The Procuring entity may, without prejudice to any other remedy for breach of

Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part

(a) if the tenderer fails to deliver any or all of the goods 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

3.16.2 In the event the Procuring entity terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, equipment similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar goods.

3.17 Liquidated Damages

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

3.18 Resolution of Disputes

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

3.18.2 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 adjudication in an agreed national or international forum, and/or international arbitration.

3.19 Language and Law

3.19.1 The language of the contract and the law governing the contract shall be English language and the Laws of Kenya respectively unless otherwise stated.

3.20 Force Majeure

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

5.1   General

5.1.1 These specifications describe the requirements for goods. Tenderers are requested to submit with their offers the detailed specifications, drawings, catalogues, etc. for the products they intend to supply

5.1.2 Tenderers must indicate on the specification's sheets whether the equipment offered comply with each specified requirement.

5.1.3 All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. The procuring entity reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products.

HARDWARE TECHNICAL SPECIFICATIONS:

FIELD DEVICES SPECIFICATIONS (TERMINALS, STORAGE, ADMINISTRATION & COMMUNICATION)

These will include but not limited to the following:

a) **System Controllers**

b) **Biometric Terminals**

c) **Biometric Enrollers.**

d) **System Switches**

1. SYSTEM CONTROLLERS

1- SINGLE DOOR CONTROLLER ARRANGEMENT

- The Controller should support two readers with a minimum of 2 relays to enable it to control 2 entrances.
- Minimum of 2 sensors, 8 timers, 8 counters and 8 group counters. This enables it to carry out complex operations if needed.

2-DOOR CONTROLLER ARRANGEMENT

- The Controller should support four readers with a minimum of 8 relays which enables it to control 8 entrances (i.e Single Direction or 4 for IN & OUT).
- Minimum of 8 sensors, 8 timers and 8 counters to enable it to carry out complex operations.

4-DOOR CONTROLLER ARRANGEMENT

- The Controller should support eight readers with a minimum of 8 relays which enables it to control 8 entrances (i.e. Single Direction or 4 for IN & OUT).
- Minimum of 8 sensors, 8 timers and 8 counters to enable it to carry out complex operations.

Network Controller /Reader Interface Specifications (General):

The Controllers should have advanced features that can enable them to simultaneously accept transactions from readers, sensors and drive relays (doors) as will be specified for Two, Four or Eight Readers Controllers types.

a. The Controller should automatically control external devices such as CCTV cameras, sound and visual devices, sending alarm signals and the like.

b. The Controller should have an auto mode also to enable it to react to or ignore one or more sensors on specific days and times.

c. The controller should enable each element (reader, sensor, timer, etc.) to drive one or more other devices when triggered. Each activated device can in turn drive another device. In this way a complex chain of activities can be executed by simply triggering a single device.

d. The controllers should be fully programmable

e. Watch dog to check if the operating software of is working properly. In case of failure the controller will automatically recover itself within 2 minutes.

f. The controllers should support the following or more reading technologies::

    i. Proximity card (125 Khz) and Mifare card (13.56 Mhz)
    ii. Fingerprint

The controllers should also have the following minimum features:

- Provides a complete and fully functional hardware/firmware infrastructure for access control software host systems.
- Enables the replacement of head end software without visiting the access control panel, reducing change out costs.
- Stores a complete access control and configuration database for up to 2 Reader Interfaces (up to 2 doors) and 250,000 cardholders.
- Connects to the host and other devices on a TCP/IP network.
- Receives and processes real-time commands from the host software application.
- Reports all activity to the host; reports supervised inputs /alarms with 255 priorities.
- Provides fully functional offline operation when not actively communicating with the host access control software application, performing all access decisions and event logging.
- Interface for two Wiegand or Clock-and-Data readers; inputs for 2 door monitors, 2 REX switches, AC fail, Battery fail and Tamper.
- Non-latching relay outputs rated 2 A @ 30 VDC o 2 door strikes (configurable) o 2 auxiliary devices (door held/ forced alarm, alarm shunt, host offline (communication

Mounting	Mount to any wall surface, using four screws. For UL compliance, one or more gateways can be mounted inside a locking customer supplied NEMA-4 rated enclosure
Dimensions	5.8" W x 4.825" H x 1.275" D (147.32 mm x 122.55 mm x 32.38 mm)
Weight	12.4 oz (.35 kg)
Housing Material	UL94 polycarbonate
Audio / Visual Indicators	Power LED and Communications LED
Operating Temperature	32° to 120° F (0° to 49° C)
Operating Humidity	5% to 85% relative, non-condensing

Communication Ports	Ethernet (10/100)
Certifications	UL294 (US) Listed Component, CSA 205 (Canada), FCC Class A (US), ICES-003 Class A (Canada), CE Mark EN 301 489-3 EN 55022 EN 50130-4 (EU), C-Tick AS/NZS CISPR 22 (Australia, New Zealand) & Korea (KCC)
Warranty	Warrantied against defects in materials and workmanship for 18 months (See complete warranty policy for details).
Input Power	
Operating Current (MAX) @ 12-24VDC	1000mA
Operating Current (AVG) @ 12VDC	625mA (with 2 iCLASS Readers)
Supervised Inputs Power (MAX)	0.025W (5mA sink, 5V nominal) 0 to +5VCD Ref
Output Power (MAX) for individual field devices	
Wigand / C&D Reader	12VDC, 250mA each
Relay Outputs	30VDC, 2Amp, resistive

2. BIOMETRIC FINGER PRINT READER

- Field Enroller (6180BxR) can be configured as a dual-purpose reader/enroller, single-purpose enroller-only or reader-only
- Field Enroller (6180BxR) provides additional field configuration options allowing for selection of language (choose from 9 languages), administration rights (store rights on card or in reader) and template storage location (small templates fit anywhere on iCLASS® cards)
- Field Enroller comes with multilingual quick start guide and English instructional CD.
- Site unique keys protect card access control data (Elite) or biometric templates (Bio-Elite).
- **Security -** 64-bit authentication keys are extremely secure. Readers and cards require matching keys to function. All RF data transmission between the card and keypad reader is encrypted, using a secure algorithm. The key management system reduces the risk of compromised or duplicated cards.
  - **Graphical Display -** The backlit graphical LCD display offers a 60 x 18 mm viewing area, 120 x 32 resolutions. It is factory preset to provide written instructions to the user. Fully customizable, the display also describes the function of the user function keys. Multilingual version available in Field Enroller (6180BxR) unit.
  - **Keypad -** Offers 12 discrete switches with metal keycaps. Raised tactile mark on the fifth key for visually impaired users. Configurable audio feedback. Backlit numbers in bezel overlay, above each key. Lighting is configurable: Always On, Triggered by Card Read, or Triggered by Key Press.
  - **Indoor Design -** Rugged, weatherized polycarbonate enclosure provides reliable performance and resistance to vandalism. (Please note that these products are not suitable for outdoor use.)
  - **Enrollment -** Use one of two methods for fingerprint template (and PIN enrollment if desired) onto iCLASS® smart cards. (1) Field Enroller (6180BxR) allows for dynamic configuration of reader type (reader/enroller, enroller-only or reader-only). Enroller-enabled reader types allow for enrollment of fingerprint templates (and PINs) onto iCLASS smart cards. (2) CP575A iCLASS Card Programmer is PC software that enables field programming of access card numbers, plus enrollment of

fingerprint templates and PINs onto iCLASS smart cards.

- Read Range iCLASS Card: up to" (10.2); iCLASS Key/Tag up to 1.25" (3.2 cm)
- Power Supply 9 -12 VDC Linear Supply Recommended

SMART CARD READER/FIELD ENROLLER OR READER/WRITER WITH BIOMETRIC VERIFICATION

Model Number	Field Enroller (Reader / Enroller)*** 6180BxR (Wiegand) Reader **** 6180BxT (Wiegand) 6188BxT (Clock-and-Data) Reader / Writer ***** 6181BxT (Wiegand and RS232) 6181Bx4 (Wiegand and Full-Duplex RS485) 6181BxU (Wiegand and USB) 6181BxB (Wiegand and UART)
**Read Range	iCLASS Card: Up to 4" (10.2 cm) iCLASS Key/Tag: Up to 1.25" (3.2 cm)
Mounting	Mounting plate attaches to US/EU/ Asian back box, 52-60 mm screw hole spacing (vertical or horizontal). LCD/Keypad reader housing latches onto mounting plate; fingerprint module secured to reader with a screw.
Dimensions	8.43" x 4.17" x 2.28" (21.4 x 10.6 x 5.8 cm)
Weight	13.5 oz. (382 g.)
Power Supply	9-12 VDC, Linear supply recommended
* Current Requirements	245 mA AVG, 299 mA PEAK
Operating Temperature	32º F to 113º F (0º C to 45º C)
Operating Humidity	5% to 95% relative humidity non-condensing
Environmental	Indoor Only
Transmit Frequency	13.56 MHz
Cable Distance	Wiegand/Clock-and-Data Interface: 500 ft (150 m) (22AWG), RS232: 50 ft
Card Compatibility	iCLASS 15693 & 14443B - read-only on 16k bit (2k Byte), 32k bit (4k
Language Support**	Field Enroller - English, Reader - English, International Spanish, Brazilian
Certifications	UL294/cUL (US), FCC Certification (US), IC (Canada), CE (EU), C-tick
Housing Material	UL94 Polycarbonate
Fingerprint sensor type	Optical
Resolution	500 dpi, 256-bit gray scale, 18 x 22 mm sensor area
Timing	Card read < 0.5 sec
False Accept/Reject	FAR < 0.01%, FRR < 0.01%
Warranty	Warrantied against defects in materials and workmanship for one year. (See

3. Enrollment Mouse

This is to be used to record the fingerprint templates of persons which will then be sent to the terminals. This fingerprint mouse is supported by a powerful software application, easy to install through Plug & Play.

To use fingerprint technology with data collection terminals or access control terminals, one will have to scan the fingers and then download the scanned template to the terminals.

a) General specifications

- Plug & play
- 500 dpi resolution
- Template size: 256 to 384 bytes
- Working temperature: -10 ºC to 50 ºC

Local Area Network for Access Control / Time and Attendance Units.

The local area network infrastructure for the access control/time & attendance system will have to be implemented to join the already existing corporate network infrastructure.

2.1 Active Network Devices Specifications

Power Over Ethernet Switches (PoE)

The Ethernet switch should have following minimum features:-

- Must be industrially hardened, fully managed, modular Ethernet switch specifically designed to operate reliably in electrically harsh and climatically demanding utility substations

- They shall have a switching capacity of not less than 20Gbps and 32-Gbps high- speed stacking bus

- They shall be able to carry out logging of events on the switch.

- Non-blocking store and forward switch

- The switch must support- at the minimum-the following protocols: IP, HTTP, IGMP, UDP, Power-over-Ethernet, VLANs, Trunking, Real Time Protocol (RTP), SNMP

- Interfaces, Connectors and cabling:
  Ethernet 10/100/1000 ports with IEEE 802.3af
  PoE; 100Base-TX RJ-45 2-pair Cat-6 UTP
  cabling
  2 SFP-based Gigabit Ethernet ports;
  1000 Base-SX for the SFP ports, LC multimode fiber
  GBICs (each switch fitted with 2 LC fiber GBICs)

SUMMARY OF TECHNICAL SPECIFICATION

No.	TECHNICAL REQUIREMENTS
	Hardware capabilities
1.	A robust facial & fingerprint biometric system that accommodates two or more features that identifies an individual so that it is not easily manipulated
2.	Number of stored identities on device should be at least 20,000 face templates
3.	At least 1.2GHz Quad Core, 1GB RAM with 8GB Flash.
4.	Multiple technologies can work on the same software providing flexibility.
5.	Communication that supports (TCP/, Wiegand Input / Output, Wi-Fi, RS485)
	OUTPUT
6.	High Operating Illuminance: Operating illuminance from 0 lx to 25,000 lx
7.	Transaction speeds of $<$ 0.2 s/User; face
8.	Power supply - 9 -12 VDC Linear Supply Recommended.
9.	64-bit authentication keys. Readers and cards require matching keys to function. All RF data transmission between the card and keypad reader is encrypted, using a secure algorithm. The key management system reduces the risk of compromised or duplicated cards.
	Software Specifications
10.	The system architecture must be supported by IP multicast network architecture.
11.	Communication between the controllers and the central system (server) must include an encryption system to ensure the secure exchange of information.
12.	The system must have an import/export utility to retrieve and export information to directories or file type's e.g. ACTIVE DIRECTORY, Spreadsheet, etc.
13.	Flexibility & ease of implementing Business Rules e.g. overtime and leave management.
14.	The system should allow seamless forward and reverse record synch.
15.	All site installations should run from a Central Database, meaning all reports from the branches can be collected locally but admin consoles delegated at branch level using standard browser interface.
16.	System must be web based and supports API integration.
17.	The Biometric Time and Attendance shall be an enterprise class IP software solution. It shall be fully embedded within a Unified Security Platform (USP).
18.	Synchronize with various hardware across multiple locations.
	SDK – Feature reach, Autocapture, Image Quality Checks, Automatic Segmentation and Sequence Check
	Employee Attendance
19.	Handles unlimited number of employees
20.	Categorization of employees under branch, department, designation, category for better reporting and analysis.
21.	Shift to include various parameters to configure shifts for every kind of environment e.g. shift period, grace time, ignore over time, auto break hours e.t.c.
22.	Create virtually unlimited number of shifts.
23.	Create virtually unlimited leaves. E.g, Annual leave, sick leave, maternity leave
24.	Employee leave assignment -allows to assign specific leaves to specific employees.
25.	Complete single sheet view attendance for all staff members.

26.	Automatic computation of absents / presents, late arrivals, early departures, OT hours, night shifts units etc
27.	The solution should allow users access to complete PTO information and help users create, edit, review employee PTO requests.
28.	Manual amendments in timings, shifts, weekly off e.t.c. Allow bulk changes in timings, shifts, weekly offs.
29.	Authorize OT employee wise, branch wise, department wise, designation wise etc.
30.	Integrate easily with organization ERP system.
31.	Provide audit trails on access to various stations within the company for accountability purposes.
32.	Provide employee reports on work duration for payroll generation.

<u>MILESTONE I:</u> INTEGRATED BIOMETRIC ACCESS CONTROL, TIME & ATTENDANCE SYSTEM

1. OBJECTIVES

a) Migori County Assembly has a workforce of about 100 and Honorable members are about 60

b) The company therefore needs to implement a very scalable Biometric Time and Attendance solution in the proposed s ites that will be integrated with the SAP system for remote operations and workforce management.

c) Further, a requirement to provide options for Mobile Phone Reporting, supported with Google Maps for remote logs in the event that portable Time and Attendance clocks being not logistically available. This will ensure employees can only report from designated sites and cost centers.

d) Time & Attendance system must support integration with our SAP and Payroll.

e) The system will be hosted centrally at the County Assembly Offices with remote access via WAN and Web. Back-ups will be done at our Data Recovery Center.

f) The Biometric Time and attendance shall be an enterprise class IP access control software solution. It shall be fully embedded within a Unified Security Platform (USP).

g) The Biometric Time and Attendance shall be highly scalable to support configurations consisting of thousands of doors with facilities spanning multiple geographic areas.

h) The Biometric Time and Attendance shall support an unrestricted number of logs and historical transactions (events and alarms) with the maximum allowed being limited by the amount of hard disk space available.

i) The Biometric Time and Attendance shall support a variety of access control functionality, including but not limited to:

- Controller (Unit) management, door management, elevator management, and area management
- Cardholder and cardholder group management, credential management, and access rule management
- Badge printing and template creation.
- Visitor Management.
- People counting, area presence tracking, and mustering.
-    Offer a framework for third party hardware integration such as card and signature scanner

PROPOSED SYSTEM MODULES
- Time and Attendance
- Access Control
- Presence Registration
- Visitor Registration

GENERAL DESIGN
(SMART CARD READER/FIELD ENROLLER OR READER/WRITER WITH BIOMETRIC VERIFICATION)

a) **Primary Features:**

- This should be a completely web-based application for access control, where cutting-edge technology is combined with user-friendliness.
- This module must support an unlimited number of controlled entrances, the day or the ability to enter as many persons as will be needed. The Access Control should directly drive an unlimited number of entrances (doors, turnstiles, barriers, etc.).
- Entrance can be granted only on specific dates and day types, within defined time zones and only for selected groups. Additionally, an entrance can be set free or blocked at any given moment.
- This should also allow for definition of any number of persons. Each person can access one or more entrances. For certain days and hours different access rules can apply. The validity of the access rules can be limited to one day or to an unlimited period of time and anything in between.
- The System must also support basics like:

- Anti-pass back (Global and Local) with time limit; Commands and command sets;
- Auto mode for relays and sensors;
- Automatic settings based on day and time;
- Different access rules for different groups;
- E-mails and text-messages;
- Optional duress code among others

The software should be able to store and track the following information;
- General Cardholder's information
- Company details
- Card Holders Details
- Card Holders Department
- Card Holders Picture, Card Holders RFID
- Card Holders fingerprint

The software should be able to successfully authenticate to allow or deny access to an officer or visitor by use of;
- RFID contactless card, Biometric Fingerprint, Keypad access via User Code and Password.
- The software should be able to log the authenticated or denied access

In the device storage memory in the Back end Database
The Biometric Time and Attendance and Access Control System must be an IP based access control solution.
The system must be able to assume and incorporate many security functionalities:
- Set-up
- Management

- Surveillance of access by cardholders
- Hardware units (controllers),
- Events, alarms, visitors, tenants
- Monitoring and reporting in real time.

The system must provide permanent scalability. It must allow management of composed configurations, including an unlimited number of doors spread across multiple locations. The system must be designed with an open architecture and support:

- Access control hardware (UTL, badge readers) from many manufacturers, and other third- party applications
- An unlimited number of access server modules; Each access server must allow for the management of several hundred drive connections, depending on the controller model used
- A maintenance mode for use during installation or maintenance of a controller
- Counting of individuals (or monitoring their presence in an area), which can be used to conduct censuses
- Real-time surveillance reporting of a number of cardholders present in an area, for all areas; Surveillance must be based on infrastructure access control, both for local and remote areas

The following types of custom fields must be supported:

- Text
- Whole
- Decimal numbers
- Date
- Boolean values and images (graphics)
- Default values
- Value inserted automatically from another field or an external data source
- Prohibition of certain characters and/or symbols in some fields
- Uneducable fields
- Required fields.

It must be possible to import custom field values using an import tool.
The system must support local or global anti-pass back and anti-timeback management, even in the absence of the server.
The system will allow for the following operations:

- Key/map/digital fingerprinting management
- Changing the status of keys/cards: valid/invalid/lost/stolen
- Programming unlimited access groups
- Allowing door relays to open at given times according to a given weekly schedule
- Allowing door relays to open at given times according to a given weekly program so that the doors cannot be opened using a valid key/card/ fingerprint
- Allowing the definition of a separate opening time for each cardholder (e.g., for disabled people or delivery drivers)
- Programming an unlimited number of daily programs for different applications
- Changing the system time and date.

- Defining up to 180 days of vacation or "special days." These days can be assigned to weekly programs to enable the automatic failover to safety mode during these days

- Completely web-based solution utilizing database

- Unlimited geographical levels (country, cities, sites, buildings).

- Unlimited logical organization hierarchies (e.g. company, department, team).

- Multi-calendars.

- Ability to process-250 daily employee records within 1 second or better. Critical with mass processing of thousands of employees during long period.

- On premises and hosting solution.

FLEXIBILITY & EASY TO IMPLEMENT BUSINESS RULES:

- Access Control and Time & Attendance correlation rules.
- Command set - unlimited number of commands/rules can be executed in sequence in response to events.
- Input zone define weather a person should submit his badge (or a code) or his badge + a code.
- Auto mode –is a functionality which enable to activate a relay or a sensor on specific days and times.
- Conditions - unlimited conditions can be defined, to be used for relays, sensors, counters and timers.
- Support unlimited number of employees.
- Support unlimited time categories to enable flexibility of storage of worked hours.
- Support unlimited work rules for flexible processing, easy implementation and maintaining of the worked hours.

IMPLEMENTATION & TRAINING OF SYSTEM

- A good implementation of a system is of crucial importance. The information needs to be accurate and reliable. To reach this target, the training required will be excellent (on site location, and Factory).

- This training is will be completely tailored to our requirements

UNIFICATION OF SYSTEMS

The access control system must be fully integrated into the unified security platform and must use a unique surveillance interface, an operating station, to ensure the unified and standardized operation of systems.
The configuration interface of the access control system must be the same application as the configuration interface of the unified security platform.
It must allow:
- The administrator or users with appropriate access rights to change system settings
- Decentralized setting and administration of the video surveillance system from

anywhere on the IP network
- The administrator to configure access control system entities (An entity is a system component used to create an access control system)

Viewing events in real time

ARCHITECTURE

The system must be designed based on a client/server model. The system must consist of server and client applications.

The system must be a multi-user and multitasking environment.

The system must allow for the installation of server and client applications on the same machine. The system must also support a distributed environment where servers and clients can be installed on multiple PCs on an IP network.

The system must allow for the creation of security partitions. The security partitions must allow the system administrator to logically segment the configuration database and group multiple entities into a security partition (multi-site, multi-tenant).

The proposed system must provide the ability to adapt IP networks but also 485 Bus networks in order to adapt to any environment and propose a flexible architecture. The system must provide the ability to use both IP and Bus controllers of different brands.

Each controller must be able to manage from 1 to 64 readers and allow one guaranteed independent operation in case of loss of communication with the server.

The controller should be the cornerstone of the system, guaranteeing independent operation and storage of event histories in case of network failure (Bus or IP). Stored events must be returned to the supervisor when

SYSTEM SECURITY:

Communication between the controllers and the central system (server) must include an encryption   system to ensure the secure exchange of information.

SERVER APPLICATION:

The configuration interface of the access control system must be the same application as the configuration of the unified security platform.

The configuration interface must allow the administrator or users with appropriate access rights to change system settings.

The configuration interface must allow for the decentralized set-up and administration of the access control system from anywhere on the IP network.

The configuration interface must allow the administrator to configure access control system entities. An entity is a system component used to create an access control system.

CAPACITY OF THE ACCESS CONTROL SYSTEM

The system must be designed to run on a PC-based platform.

The system interface must be simple to use and limit the number of external applications required to set parameters and monitor the system.

The user interface must consist of a single client configuration interface and a single client surveillance interface (Operation).

System server modules must be compatible with multiple operating systems.

System client modules must run on PC Based Platform.

The system must be designed with the latest and most effective design tools.

The system must have an import/export utility to retrieve and export information to directories or file type's e.g. ACTIVE DIRECTORY, Spreadsheet, etc

The system database servers must be designed to work with SQL based servers.

The system must support a large number of configurations.

All systems must provide the possibility of at least a 40% expansion of software and hardware.

The system must be able to support an unlimited number of access server modules. Each access server will support hundreds of drive connections, depending on the controller model used.

The system must be able to manage an unlimited number of logs and transaction histories (events and alarms), the maximum number being dependent on the amount of disk space available and the duration of storage required by Kenya Power by event category.

1) __SYSTEM REPORTS__

Access Control, Time and Attendance Reports

The System must be able to generate the following reports:

a) Time Card Report

This report presents daily data and a monthly total per employee and can be submitted to employees for review and approval.

b) Daily Attendance Report

Reports employee daily attendance data for a specified period, such as day, week, month or any other specified time-span.

c) Organizational Periodic Report

Reports periodical attendance data according to the organization period tree.

d) Periodic Future Absence Report

This report will display employee absences according to the system's time classification definitions and according to the employee's organizational association.

c) Annual Employee Departmental Report

This report presents absence and presence data according to departments, where you can select the type of the summary. The options are: Department, Shift, Total summary.

d) Periodic Employee Departmental Report

This report presents totals of / department attendance data for a selected period. You can either generate a report for a selected date range or the period indicated by the Rule/ Employment Agreement.

e) Exceptions Report

Presents exceptional employee transactions for the period and time you select. The meaning of exception in this report is a deviation from attendance time defined by the Rule/ Employment Agreement with the employee.

f) Absence Types Report

This report presents exceptional transactions of the employee absence type for the period and time you define.

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SYSTEM MODULES

1. THE TIME & ATTENDANCE MODULE

a) **Primary Features:**

- The Time and Attendance Solution must be of state-of-the-art workforce management Application suitable for any type of organization, regardless of the number of employees.
- The Solution must be available either on-premises or as hosting solution.
- The system must address all facets of time and attendance, scheduling, absence management and activity based costing covering the following:
    i. The Attendance module will manage all employee attendance data, starting with the employee Work Rules which are the employee contract information, through collecting real-time employee activity information and finally passing this information to the payroll department.
    ii. Report format in PDF, and an option for sending report via e-mail
    iii. Multi-organization system
    iv. Full online system, enabling viewing employee presence/absence in real time
    v. Flexible work agreements and parameters
    vi. Support multiple calendar formats
    vii. The System must include 5 employee connectivity levels: zone, factory, section, department and work center, which can be adjusted according to clients' requirements
    viii. Dynamic authorization system for reports, screens and menus, including authorization for reading or reading/writing into a table
    ix. Variable reports, and an option for producing new reports, or customizing existing ones
    x. Flexible options for file import and export
    xi. Graphic reports for managers
    xii. Export to payroll
    xiii. Absence Balance, Overtime, Leave
    xiv. To support Smart Card applications
    xv. Web based reporting system
    xvi. Provision for export Employee shift Rotation Details with From Date & To Date option
    xvii. Export of report to text, PDF, spreadsheet ,CSV format
- Powerful functionality Fully web-based & flexible structure Full system security with rights per user Fully adjustable browsers

b) Extensive employee information

- The System should have the ability to offer extensive, self-defined additional data for general use, combined with self-service facility, expenses management and absence tracing.

- The system should have the ability to support and process all types of employees, such as

full-timers, part-timers, shift workers and all flexible forms of employment to be accurately processed combined with a high level of performance.

- The System should processes the data within seconds for thousands of employees. The processing of the most complex rules is to be achieved by simply setting up parameters, complemented by powerful calculation rules that can apply at different stages of the calculation process.

b) Assign user privileges

- The System should be such that one can set privileges per user. With these privileges you can define which parts of the system a user can access. You can then specify which data is read-only and which may be modified. In addition each user can choose its own language

(d) Graphical Presentation of Details

- A management tool to follow presence and absence daily, periodically and on an annual basis. In one glance one can view details such as absence, late arrival, early departure, overtime, deficiency, etc.

- Should enable easy selection of data to be transferred to Spreadsheet applications with same graphics easily displayed. {Remove Ms excel}

(e) System Browser Details

- The System must have the ability to allow the browsers are to be set entirely by the user. This is to enable a very user friendly overview of the daily and periodic data in the system.
- The data selected to enable control the data and make corrections and adjustments. The calculations, based on the adjusted data, are to be performed on the fly and the results are immediately visible on screen.
- The System to support fully adjustable browsers. The order in which the data is presented and the grouping of data in different tabs are entirely defined by user. one can determine which fields are read-only and which can be modified. This should allow one to assign colors to selected fields in order to distinguish the different groups of data.
- One should easily select daily or periodic data to be transferred to Spread Sheet applications. The selected graphics will also be displayed in the Spread sheet pages

c) Built-in report generator

- The System must offer many standard reports of which both the layout and functionality can be adjusted by the user to fit the individual needs.

- Flexibility should be such that one can also add own reports. Each report comes with an extensive filter menu to obtain exactly the information you want. Reports can be displayed on your screen, sent to the printer or via e-mail, but also stored as a file.

d) Import/Export Data Transfer

- The System should provide for easy data export module that enables the transferring of data to and from another system.

- This should enable only the selected data will be transferred. Each data element to be stored in a predefined field of the database (import). When exporting, the selected data will comply with the record format as required by the other system. During the transfer, one can adjust the data so that it will fit into the database of for imports or in other systems (for export).

- The export module must also have the ability to transfer information into a payroll system/SAP System. The salary transfer module ensures that the required data is transferred to any payroll systems in the correct order and in the right format.

e) Remote Reporting via Smart Phone, Smart Devices and GSM

The System should provide for the following:
- Control of terminal using Smart Phone or Tablet

- Flexible reporting options and various system privileges, depending on the user profile

- Remote Absence Booking with/without Manager approval for vacation days, sick days, and personal days

- Real time reporting and updates via Smart Phone and Tablets;

- Time and location stamps per employee

- Employee Photo & Location Can be saved as additional data to the swipe Locate the closest available and respond quickly, good for on call duty and work in the field

- Regional based reporting

- GPS location via your mobile

- Limit employees from reporting at a particular area by satellite, including the possible deviation (Limitation reported by Location)

- Configure each report to be saved along with the image of the reported worker and their displayed location on the integrated Google Earth map.

2. ACCESS CONTROL MODULE

a) Primary Features:

- This should be a completely web-based application for access control, where cutting-edge technology is combined with user-friendliness.
- This module must support an unlimited number of controlled entrances, the day or the ability to enter as many persons as will be needed. The Access Control should directly drive an unlimited number of entrances (doors, turnstiles, barriers, etc.).
- Entrance can be granted only on specific dates and day types, within defined time zones and only for selected groups. Additionally, an entrance can be set free or blocked at any given moment.
- This should also allow for definition of any number of persons. Each person can access one or more entrances. For certain days and hours different access rules can apply. The validity of the access rules can be limited to one day or to an unlimited period of time and anything in between.
- The System must also support basics like:

- Anti-pass back (Global and Local) with time limit; Commands and command sets;
- Auto mode for relays and sensors;
- Automatic settings based on day and time;
- Different access rules for different groups;
- E-mails and text-messages;
- Optional duress code among others

The software should be able to store and track the following information;
- General Cardholder's information
- Company details
- Card Holders Details
- Card Holders Department
- Card Holders Picture, Card Holders RFID
- Card Holders fingerprint

The software should be able to successfully authenticate to allow or deny access to an officer or visitor by use of;
- RFID contactless card, Biometric Fingerprint, Keypad access via User Code and Password.
- The software should be able to log the authenticated or denied access
- In the device storage memory in the Back end Database

b) Time zones and calendar

- Each entrance can be governed with an unlimited number of time zones, depending on the group of persons who are granted access.
- For each day or day type and for each person, a different combination of access rules can

be set. For example: An access rule for a work day and a different access rule for the weekend. Beside the days of the week one can define an unlimited number of additional day types (like holidays).

- The System should therefore support unlimited number of Calendar's

c) Special/Advanced features

- **Auto Mode Function**: Enables you to automatically drive (open or close) one or more relays, depending on the day type and the time of the day. In this way one can set actions to take place on certain days and hours. The auto mode also offers the possibility to react to sensors on specific days and times.

- **Predefined Commands:** The System should be able to activate a command set with predefined commands. For instance, in case of fire alarm several doors will open, other doors will close, reports will be printed, emails and text messages will be sent et cetera. A 'command set' can be started manually or as the result of an event (sensor signal) but also on a predefined date and time, using the scheduler.

- **Browser Reports:** All events that take place are reported. Each type of event can have its own color with its typical information. The information can be filtered and sorted to select only the applicable information in the preferred order.

- To enable users to access data, each user has a profile of data he/she is allowed to see and or to modify. Each user, depending on the setting and the selection he makes, can use the system in his own language or have ability to translate language.

1. Primary Features:

- This is the ideal tool for those who need to know at any time who is in. Presence Registration is an indispensable tool for receptionists, telephone operators, security personnel and for any other person to be able to quickly trace a person.

- Quick check to aspects as following should be covered:

  - ❖ **In case of emergency:** Who is in? How many first aid persons are on the premises?
  - ❖ **At the reception desk:** How many persons are in, on which location, in which building?

  - ❖ **Upon departure:** Are you the last one to leave?

  - ❖ **When someone cannot be reached:** Is he absent, is he in a different location, is he travelling or does he simply not want to be disturbed?

- The System Module must always display the actual status of the group one selects in a clear and simple manner with ease of selection and display of building location, building, and department etc.,

- This module should make it easy to trace a single person from a long list, simply type the first letters of his name and the person is automatically selected.

- Instant view of presence and absence
- Generate an emergency report at any time
- Sort and filter information as needed
- Should support identification of persons using photos
- Unlimited number of statuses
- Fully web-based application

Identification using photos
- If required, with every new transaction the photo of the person can be displayed together with the status (In, Out, etc.), the date and the time. This is to quickly inform about the arrival or departure of persons. Pop-up of the photo enables you to identify a person even if you do not know him/her.

Emergency situation
- In case of emergency required information should be generated and the fire report can be displayed on the screen but also sent to all printers on the network. The fire report indicates who is in and at which mustering point each person has to report as well as where and when each person punched last. The list is generated per mustering point and for ease of use the names are grouped per department and in alphabetic order.

- The System should have the ability to be connected to the fire alarm system. All designated doors will be automatically set to open and the fire report will be generated.

Migori County Assembly plenary hall has a Digital Congress System currently manning 28 Wires Deligate Sytems wired and controlled by a central Chairman's Unit. The main components of this Congress System are already installed but the user Deligate units are less than the full house hence other Members of the Assembly rely on Wireless Deligate Microphones which are not controlled by the Chairman's Unit.

It is in this context that the Assembly wishes to extend the system to cover all Members through a wired and a centrally controlled Deligate System. The following are the additional components that needs to be installed:

	PLENARY COMMUNICATION SYSTEM (CONFERENCE SYSTEM)		
	ITEM DESCRIPTION	**MAKE/MODEL/SOURCE**	**QTY**
1	DELEGATE SYSTEM (Fitted with Microphone)	GONSIN TL4300	30
2	DELEGATE SOUND CABLE	8PS 3meter CABLES	30
3	CONFERENCE UNIT MAIN CABLE (30 Meters)	Gonsin Cable 500V	3
4	CONFERENCE SYSTEM REPEATERS	RS-485-RE	2
5	UPS APC 1.1 KVA		1

MAIN FEATURES

1) STANDARD DELEGATE UNIT

This module should consist of the following;

• Compact, attractive delegate unit

• Built-in fold-away flat-panel loudspeaker

• Five voting buttons

• Cable connections located underneath the unit

The LBB 3544/00 is the standard delegate conference unit, enabling delegates to speak, register a request-to-speak, register a response request, listen to the speaker and vote. The flat-panel loudspeaker offers superior acoustics with minimal feedback, so increasing intelligibility. It is automatically muted when the microphone is activated. When the

unit is not being used, the loudspeaker panel conveniently folds down. There are five voting buttons for parliamentary-, multiple choice- or audience response voting.

2) THE MICROPHONE UNIT

Microphones LBB 3549/00 and LBB 3549/50

This should be innovative, stylish and ergonomically-designed unit is equipped with a socket for a microphone (ordered separately) with an adjustable stem which simply plugs directly into the delegate unit for added convenience. The microphone has a unidirectional response for optimum performance even in noisy conditions, and includes a red indicator ring which illuminates when the microphone is on. Two microphones are available, with standard and extended stem lengths respectively.

Note: *The microphones are separate type numbers, and must be ordered separately.*

3) CONTROLS AND INDICATORS UNIT

This module consists of;

• Socket for pluggable condenser microphone (ordered separately) with built-in plop and windshield, complete with light ring which illuminates when the microphone is on

• Built-in fold-away flat-panel loudspeaker, automatically muted if a microphone is on

• Microphone 'on/off' or 'request-to-speak' button

• Two 'Microphone on' indicators. One is located above the microphone on/off button (dual colour LED for 'request-to-speak' and and 'microphone on' indication). The other is located on top of the loudspeaker.

• 'Request-to-speak' confirmation indicator (green LED) • Five voting buttons with yellow LED confirmation indicators These can be used to register: - PRESENT, NO (-), ABSTAIN (0), YES (+) (parliamentary voting) - Numerals: 1 to 5 (multiple choice or opinion polls) - Rating scale: - -, - , 0, +, ++ (audience response)

• 'De-init' switch on the underside of the unit

This module consists of;

• Buttons to allow three types of voting

• LED vote confirmation indicators

• Easily mountable A flush mounting panel with voting facilities, the panel is intended for flush mounting into table-tops or the arm rests of chairs etc. The panel can be connected to the Multi-Purpose Connection Unit LBB 3540/15. Controls and indicators

• Five voting buttons with yellow LED confirmation indicators. These can be used to register: - PRESENT, NO (-), ABSTAIN (0), YES (+) (parliamentary voting) - Numerals: 1 to 5 (multiple choice or opinion polls) - Rating scale: - -, - 0, +, ++ (audience response)

5) CHIP-CARD READER PANEL

The flush-mounted chip-card reader enables electronic identification of delegates to the DCN system as well as providing a convenient facility that ensures only authorized delegates can participate in voting sessions or general conference proceedings such as microphone use. The Chip-Card Reader can be connected to the Multi-Purpose Connection Unit LBB 3540/15.

Controls and indicators

• Card reader slot for delegate identification

• 'Card accepted' LED indicator

6) ATTENDANCE REGISTRATION AND ACCESS CONTROL

• Registration using chip-card with or without PIN-code, or present key

• Access control facilities

• All data instantly available to operator

• Print facility to reproduce data in several formats

• On-screen help facility

The functionality of Attendance Registration falls in to two categories: Registration: you can specify entrance requirements that conference participants have to meet before entering the conference room. This normally means participants have to insert a chip card in a chip-card reader, either at the entrance to the conference venue or at the contribution unit. Registration at a contribution unit can also be by means of pressing the 'Present' key. You can display lists on-screen of all 'present' and 'absent' participants, and print hard copies of these lists. There is also a window which can be permanently displayed on-screen that gives an overview of all participants who have registered their presence or absence. Access: the settings specified for registration can also be used for access purposes. This means that although participants can enter the conference venue, they cannot use any of the contribution unit facilities (such as microphone, voting, intercom) without first satisfying access requirements. Access is also controlled by means of chip cards, with or without PIN code. There is also an option whereby participants register their presence at the entrance using a chip-card reader, and a specific contribution unit is then made available for them. You can also control where participants sit by specifying whether they can occupy any seat or a particular, pre-defined one

1. APPLICATION / DATABASE SERVER

Application Server
HPE ProLiant DL380 G10 MicroServer
Processor & Core Logic: Intel Xeon Processor (3.10-GHz, 30 MB , 105W L2 cache, 1866-MHz FSB) or Higher.
Chipset: Intel Xeon
System Memory: Standard 8 GB, Upgradeable
Storage Controller: HPE Smart Array p440ar/2 GB
Maximum storage: 3.0 TB with 128 gb DDR4 2400 MHz LRDIMM Only limited by the number of internal hard disk drive bay
Form Factor: 2U Rack mountable
Display/Graphics: 15" TFT Flat Panel Color LCD, 1920X1080.
Optical Drives: 16X DVD+/-RW
RAID: Raid 5
Communication interface: 10/100/1000 Fast Ethernet
I/O interface ports: USB keyboard, USB mouse, Front and rear USB Ports, 4 x RJ-45 port for Ethernet, 1 x External VGA Port.
Operating System & Software: Licensed Windows Server 2012 or Higher and Media kits.
Power sub-system: Hot swappable power supply for server, Redundant power supply included for server.
Warranty: One (1) Year.

2. Express Scribe Pro Transcription Kit with USB Foot Pedal & USB Transcription Headset

Product Description

This Express Scribe transcription kit Combined a heavy duty USB foot Pedal (IN-USB-3),USB Transcription Headset & Express Scribe Professional Transcription Software (Digital Download, NO CD INCLUDED). A typist can install express scribe on their computer and control audio playback using the foot pedal. The transcribing software also offers valuable features for typists including variable speed playback, multi-channel control, playing video, file management, and more. The included foot pedal pedal is the most popular transcription USB foot pedal available. Weighing only 2.3 lbs its stands its ground, regardless of foot size and the re-sculpted contour of the new IN-USB-2 is molded with a sleek low profile and wider flare at the base of the foot pedal, offering greater flexibility in foot size and foot movement, The internal durable and sensitive switches provide you with an

"Easy- Touch" response and minimal resistance, offering long-lasting comfort to any foot ... regardless of size! The include twin-speaker stereo headset features a digital volume control on a 10 ft cord with USB plug. Use this headset with the Express Scribe Transcription Software for listening to your dictations. The Spectra USB delivers consistent digital sound & pristine clarity with a high level of comfort. Because of its light-weight structure, it is considered the ultimate choice for transcriptionists. (Digital Download, license and download information will be inside the box) This is not for recording and does not include a recorder. This is not speech to text software, you must type manually.

Product Details
- Supports audio and video playback (DSS, DS2, DSS Pro, MP3, WAV, WMA, AIFF, MP2, VOX and more)
- Automatically receives and loads files by internet (FTP), email or over a local computer network
- Plays most formats including encrypted dictation files.
- compatible with all Olympus Digital Voice Recorders, Philips Voice recorder, Sony voice Recorder and more.
- Works with Microsoft Word and all major word-processors

3. DESK-MOUNTED TABLETS (iOS iPad Air 2021)

FEATURES
- iOS iPad Air 2021
- Storage Capacity 256 GB
- 64-bit (Hexa core processor)
- 10.2"(diagonal) Retina Display backlight -2160 x 1620(264 ppi)
- WIFI / Mobile Data (Sim Card) model
- Bluetooth 4.2, 802.11a/b/g/n/ac
- Camera 8 Megapixel rear+(1.2Mpix front camera)
- HD Video Recording 1080p
- Fingerprint reader
- Battery Up to 9 hours on WIFI
- 1 year warrant

4. CYBER ROAM EQUIPMENT

Cyberoam is a unique Identity-based Unified Threat Management (UTM) appliance range, offering comprehensive gateway security against external and insider threats to organizations. It delivers stateful inspection firewall, VPN (SSL VPN & IPSec), gateway anti-virus & anti-spyware, gateway anti-spam, IPS, content & application filtering, bandwidth and multiple link management.

With human intelligence that functions at Layer 8 – the Identity layer, Cyberoam shows "Who is doing what", giving visibility into network activity along with user identity and allows organizations to create security policies based on user identity.

Cyberoam Centralized Security appliances and Logging & Reporting solutions deliver centralized security management. With its award-winning security solution range, Cyberoam has been recognized as a Visionary in Gartner's Magic Quadrant for SMB Multi-function Firewalls, and secures organizations in various countries.

5. WORKSTATION LAPTOP MACHINES – (For biometric scanners)

HP EliteBook x360 1030 G2 Intel Core i7 7th Generation 16GB RAM 256GB SSD 13.3 Inches FHD Touchscreen Display

NAME	HP ELITEBOOK x360 G2
PROCESSOR	Intel Core i7 (10TH Gen) 1065G7 / 4 GHz
RAM	16GB RAM
INTERNAL STORAGE	SSD 512 GB, / 1TB HDD
SCREEN	- 13.3" inch Display **LED-backlit HD Touch screen**
OPERATING SYS	**Windows 10 Professional 64 Bit Computing**
OFFICE SOFTWARE SUIT	**Includes a pre-loaded image of Microsoft Office 2016 suites. Purchase an Office 2016 Product Key Card or disc to activate preloaded software on this PC. (Alternatively; Buy separate licensed installation CDs for Office 2016 Home & Business)**
CARD READER	**YES (SD Card, MultiMediaCard, MMCplus, SDHC Card, SDXC Card)**
INPUT	- **BACK LIT KEYBOARD** - **SPILL-RESISTANT, TOUCHPAD WITH GESTURE SUPPORT, VOLUME CONTROL** **BIOMETRIC LOGIN FINGER PRINT SENSOR**
BATTERY CAPACITY	- **4 CELL 52Wh**
AC ADAPTOR	**INPUT: AC 120/230 V (50/60 Hz);** - **OUTPUT: 45Watt, 19.5V**
LAPTOP BAG	**OP LAPTOP BAG BGL 002**
WARRANTY	**1 YEAR AND ABOVE**

SECTION IV : INSPECTION, TESTING AND COMMISSIONING

On completion of installation, all the equipment and installations shall be inspected jointly by the Employer and the Contractor for their correctness and completeness at the site of installation during acceptance tests.

Any other tests, as Employer may deem fit so as to confirm the performance or to establish the compliance to technical specifications of either individual hardware items or integrated operation of Access Control system shall be conducted by the Contractor at site. Should the results of these tests show any deficiency/deviation to specifications, the contractor shall do the modification/replacement/addition necessary to make the system compliant to specifications at own cost.

All Hardware and software comprising the Biometric Time and Attendance system installed at each of the stations within the scope of the tender shall be put on reliability test for 60 days before the Employer issues the certificate of successful commissioning.

TAKING OVER

The system shall be taken over by the Employer from the contractor after the successful completion of site test and commissioning as per the tests mentioned above. A takeover certificate will then be issued.

SCOPE OF WORKS

Scope of work under this section covers:

a. The provision of labour, tools, material and performance of work necessary for the design, manufacture, quality assurance, quality control, assembly, testing, delivery at site, site storage and preservation,

b. Installation & commissioning,

c. Performance & acceptance testing,

d. Training of Employer's personnel both,

e. Handing over to Employer and guarantee of the complete system, as per specification hereunder, each complete with all accessories,

f. Supply of spare parts and warranting trouble free safe operation of the installations,

g. Providing maintenance support (Including supply/replacement of spares) during the warranty period and, if desired by the Employer also during post warranty period.

h. Installation and commissioning of the local area network (Hardware, software and cabling) on which the system will run.

i. The contractor shall provide all the required equipment and services, whether explicitly mentioned in these specifications or not to fulfill the intent of the specification and to ensure the completeness, operation and maintainability of the system at no extra cost to the Employer.

j. The Tenderer is required to submit with their offer the detailed specifications, drawings, catalogues, brochures etc. for the equipment they intend to supply.

k. It shall be in the scope of the tenderer to acquire any requisite authorizations or licensing from local authorities where applicable, that may be required in the course of the project

l. The Tenderer shall be required to present information along with their offers as follows:
   i. Shortest possible delivery period of the product.
   ii. Information on proper representative and/or equipped local workshop for back-up service/repair and certified personnel including their names and addresses.

i. Installation of the Server Workstations inclusive of the attendant operating software, management software and necessary peripherals such as the mouse, keyboard and connection to a power socket outlet

ii. Installation of Client Workstations inclusive of the attendant operating software, client management software and necessary peripherals such as the mouse, keyboard and connection to a power socket outlet

iii. Installation of Access control systems at the specified doors of the control center's which are suitable to withstand the required environment. The Access controllers will be PoE or 12VDC and be single door controllers, any loss in connection to the central database will allow each controller to act as a "stand- alone" unit.

iv. Installation, mounting and configuration of external storage equipment

v. Installation and termination of PoE switches inclusive of all attendant Category 6a Ethernet cables, all required media converters and ftp cables

   vi. Conduct FATs at manufacturers premises witnessed by Assembly ICT Officers

   vii. Conduct Site Acceptance Tests as witnessed by Assembly ICT Officers

   viii. Conduct comprehensive training Assembly ICT Officers and Staff

   ix. Providing maintenance spares

   x. Providing maintenance tools.

   xi. Providing at least 24 months warranty on all systems

xii. The contractor shall ensure that before the completion of the project, at least four copies of the relevant manuals and documentation, including as built drawings are availed to the Project Manager in hard copy and soft copy forms

PRE-BID SURVEY

Prior to submitting the bids, bidders shall visit each of the stations accompanied by Assembly ICT Officers/staff to ascertain for themselves the requirements for each station at own cost. During this survey, a sketch for the installations shall be carried out and the transmission requirements determined. This sketch shall indicate the location of the various components and the required mounting structures and cabling. The bidder must conduct the mandatory site survey and submit the project plan and detailed design together with the bid that should include:

(i)   Site survey report and connectivity diagrams.
(ii)   Design Documents (Network architecture, IP readers and their locations as well as power supply cabling)
(iii)   A detailed Work Breakdown Structure and project plan that outlines all tasks, milestones, durations, and resources needs.

The bidder shall be required to propose suitable personnel plan capable of delivering the project within a period of two (2) months.

Project Manager/Team Leader

Implementing team proposed shall have a team leader whose main duty will be to ensure that implementation of the system adheres to planned schedules and budgets. The lead implementer shall have the following qualifications and experience: -

(i)   At least a Master's degree in Computer Science, IT of related field
(ii)   Minimum 5 years' experience in ICT Project Management
(iii)   Over 7 years in execution of ICT solutions
(iv)   Successfully implemented a minimum of 3 projects related to the assignment at hand

Developers (2 No)

(i)   Bachelor's degree in Computer Science, IT of related field
(ii)   Minimum 5 years' experience in Software development
(iii)   Experience in Biometric system
(iv)   Successfully implemented a minimum of 3 projects related to the assignment at hand

Implementers (3 No)

(i)   Bachelor's degree in Computer Science, IT of related field
(ii)   Minimum 5 years' experience in ICT project implementation
(iii)   Experience in Biometric system
(iv)   Successfully implemented a minimum of 3 projects related to the assignment at hand

Maintenance Agreements

Sample maintenance agreements must be provided in this part of the Bidder 's response for all components of the recommended solution.

Detailed Work plan and Methodology

The bidder shall provide with his tender a detailed work program clearly indicating the timelines for each activity and the expert to be involved. Consideration will be given to logical flow of activities and overall completion period for the entire exercise.

The proposed methodology should outline the measures the supplier will put in place to ensure smooth transition to the Biometric system without interrupting normal operations of the company and the schedule of trainings for the employees.

SECTION VI – RESPONSE DOCUMENTS

Company Profile

No.	Company Profile	Details		
1 a	Name of Company as Registered			
1 b	Trading Name (if any)			
1 c	Year the company was founded			
1 d	No of technical employees			
1 e	Areas of expertise (list areas relevant to ICT Services e,g Web Design	1		
		2		
		3		
		4		
1 f	Area of expertise relevant to this bid and no. of years of experience in this area (list below)			No. of years
	1			
	2			
	3			

Statutory and Other Documents (Mandatory)

(To be inserted in the order given below)

No.	Name of Document	Indicate if included (yes / no)	Page No.
2 a	Copy of Certificate of Registration		
2 b	Copy of Current Certificate of Tax Compliance		
2c	Copy of Audited Accounts 2020/2021		
2d	Copy of Banks Statements from Nov 2020-May 2021		
2 e	Properly Filled in Confidential Questionnaire		
2 f	Copy of Manufacturer's authorization form for active equipment and Software Vendor		
2g	Copy of List of Directors (CR12)		
2h	Copy of Valid single Business Permit		

Technical Capacity – Company

Indicate the contact details for reputed companies where you have undertaken projects of similar capacity in the last two (2) years, two (2) sites where a similar System you implemented for over 100 Users. **Proof** of such works done MUST be Certified and attached

COMPANY 1:

No.1	NAME OF COMPANY:			
	NAME OF CONTACT PERSON			
	DESIGNATION			
	TELEPHONE NUMBER			
	E-MAIL ADDRESS			
	PROJECT DETAILS			
	BIOMETRIC SYSTEM (YES/NO)	NUMBER OF USERS	WEB BASED MODULES (YES/NO)	YEAR IMPLEMENTED

COMPANY 2:

No.1	NAME OF COMPANY:	
	NAME OF CONTACT PERSON	
	DESIGNATION	
	TELEPHONE NUMBER	
	E-MAIL ADDRESS	
	PROJECT DETAILS	

	BIOMETRIC SYSTEM (YES/NO)	**NUMBER OF USERS**	**WEB BASED MODULES (YES/NO)**	**YEAR IMPLEMENTED**

COMPANY 3:

No.1	NAME OF COMPANY:	
	NAME OF CONTACT PERSON	
	DESIGNATION	
	TELEPHONE NUMBER	
	E-MAIL ADDRESS	
	PROJECT DETAILS	

	BIOMETRIC SYSTEM (YES/NO)	**NUMBER OF USERS**	**WEB BASED MODULES (YES/NO)**	**YEAR IMPLEMENTED**

Ensure you have provided reference letters for **ALL** the above sites, duly **signed** and **stamped** by the IT Manager or relevant officer from each site.

The reference letter MUST be on the organization's letterhead.

Technical Capacity – Engineers

Provide details of the technical Personnel and their experiences for up to 3 engineers.

No.	Details – Technical Expert personnel 1 (Supervisor)				
1	Name of Engineer 1				
	Name of College / University	Name of course (Masters//Degree/Diploma)	Year of Graduation	Grade Attained	Copy of certificate attached (yes / no)

No.	Details – Technical Expert personnel 2				
2	Name of Engineer 2				
	Name of College / University	Name of course (Masters//Degree/Diploma)	Year of Graduation	Grade Attained	Copy of certificate attached (yes / no)

No.	Details – Technical Expert personnel 3				
3	Name of Engineer				
	Name of College / University	Name of course ((Masters//Degree/Diploma))	Year of Graduation	Grade Attained	Copy of certificate attached (yes / no)

SECTION VII - STANDARD FORMS

Notes on the standard Forms

1. **Form of Tender** - The form of Tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.

2. **Price Schedule Form** - The price schedule form must similarly be completed and submitted with the tender.

3. **Contract Form** - The contract form shall not be completed by the tenderer at the time of submitting the tender. The contract form shall be completed after contract award and should incorporate the accepted contract price.

4. **Confidential Business Questionnaire Form** - This form must be completed by the tenderer and submitted with the tender documents.

5. **Tender Security Form -** This form must be completed by the tenderer and submitted with the tender documents**.**

6. **Firm's References Form** - This form must be completed by the tenderer for each Reference and submitted with the tender documents

7. **Team Composition and Task Assignments** - This form must be completed by the tenderer and submitted with the tender documents.

8. **Format of Curriculum Vitae (CV) for Proposed Professional Staff** - This form must be completed by the tenderer for each Professional Staff and submitted with the tender documents

9. **Form of Written Power-Of-Attorney** - This form must be completed by the tenderer for each Professional Staff and submitted with the tender documents

10. **Declaration Form** - This form must be completed by the tenderer for each Professional Staff and submitted with the tender documents- 43 -

Notes on the sample Forms

1. **Form of Tender** - The form of tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.

2. **Confidential Business Questionnaire Form** - This form must be the tenderer and submitted with the tender documents. Completed by

3. **Tender Security Form** -When required by the tender documents the tender shall provide the tender security either in the form included herein or in another format acceptable to the procuring entity.

4. **Contract Form** -The Contract Form shall not be completed by the tenderer at the time of submitting the tender. The Contract Form shall be completed after contract award and should incorporate the accepted contract prices.

5. **Performance Security Form** - The performance security form should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.

6. **Bank Guarantee for Advance Payment Form** - When Advance payment is requested for by the successful bidder and agreed by the procuring entity, this form must be completed fully and duly signed by the authorized officials of the bank.

7. **Manufacturers Authorization Form** - When required by the ender documents this form must be completed and submitted with the tender documents. This form will be completed by the manufacturer of the goods where the tenderer is an agent

1. Form of Tender

Date_____

Tender No.

_____

To: **The Clerk,**
Migori County Assembly
P. O. Box 985-40400
MIGORI

Gentlemen and/or Ladies:

1. Having examined the Tender documents including Addenda Nos.*[insert addenda numbers],* the receipt of which is hereby duly acknowledged, we, the undersigned, offer to participate in the **SUPPLY, INSTALLATION, CONFIGURATION, CUSTOMIZATION, TESTING, COMMISSIONING AND SUPPORT OF BIOMETRIC ACCESS SYSTEM & PLENARY COMMUNICATION SYSTEM**

in   conformity with the said Tender documents for the sum of   Kshs.

_____

(amount in   figures)   _____

_____

_____ *or* such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

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

3. We agree to abide by this Tender for the Tender validity period specified in Clause 2.13 of the Appendix to Instructions to Tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

4. We are not participating, as Tenderers, in more than one Tender in this Tendering process.

5. Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – has not been declared ineligible by the Government of Kenya under Kenyan laws.

6. 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.

We understand that you are not bound to accept the lowest or any Tender you may receive.
We certify/confirm that we comply with the eligibility requirements as per ITT Clause 1 of the Tender documents

Dated this _____ day of _____ 20_____.

(Name)

_____   _____
[signature]   *[in the capacity of]*

Duly authorized to sign Tender for and on behalf of _____

2. Confidential business questionnaire

You are requested to give the particular indicated in Part 1 and either Part 2(a), 2(b), or 2(c) Which ever applies to your type of business

You are advised that it is a serious offence to give false information on this Form.
Part_____General:

Business Name ………………………………………………………………………………………
Location of business premises ……………………………………………………………………….
Plot No. ……………………………………. Street/Road …………………………………………….
Postal Address …………………………………. Tel. 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…………………………………………………………………….

Party 2(b) – Partnership
Give details of partners as follows

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

Part 2(c) – Registered Company:

Private   or   public

……………………………………………………………………………………….

State the nominal and issued capital of the company –

Nominal Kshs. ……………………………………………

Issued Kshs…………………………………………….

Give details of all directors as follows

       Name Nationality   Citizenship Details   Shares

1.   ………………………………………………………………………………………
     ……

2.   ………………………………………………………………………………………
     ……

3.   ………………………………………………………………………………………
     …..

4.   ………………………………………………………………………………………
     …..

5.   ………………………………………………………………………………………
     …….

Date………………………………………….   Signature   of   Tenderer
………………………………….

If a citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration

1. TENDER SECURITY FORM

Whereas [*name of Bidder*] (hereinafter called <the tenderer> has submitted its bid dated [*date of submission of bid*] for the Tender services (hereinafter called <the tender>

KNOW ALL PEOPLE by these presents that WE [*name of bank*] of [*name of country*], having our registered office at [name of procuring entity] (hereinafter called <the procuring entity> in the sum of [*state the amount*] 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 this̲ 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 procuring entity on the Form; or

2.   If the tender, 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 tenders.

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 conditions, specifying the occurred condition(s)

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 stated date.

[Authorized Signatories and official stamp of the Bank]

(Amend accordingly if provided by Insurance Company)

2. PERFORMANCE SECURITY FORM

To: …………………………….
       [Name of 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 of Tender 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 a 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:

THERFEFORE 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 of money 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 of financial institution]

_____
[Address]

_____
[Date]

(Amend accordingly if provided by Insurance Company)

3. **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 14 days from the date of the letter.

3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

    (FULL PARTICULARS) _____

    _____

SIGNED FOR ACCOUNTING OFFICER

FORM RB 1

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO................ OF..............20.........

BETWEEN .... APPLICANT

AND .... RESPONDENT _(Procuring Entity)_

Request for review of the decision of the…………… (*Name of the Procuring Entity)* of …………… dated the…day of

………….20……….in the matter of Tender No…………of…………. 20…

REQUEST FOR REVIEW

I/We……………………………, the above-named Applicant(s), of address: Physical address……………. Fax No……Tel. No……. Email ……………, hereby request the Public Procurement Administrative Review Board to review the whole/part of the above-mentioned decision on the following grounds, namely: -

1.

2

By this memorandum, the Applicant requests the Board for an order/orders that: -

1.

2

SIGNED ……………… (Applicant)

Dated on……………. day of ……………/…20…

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on ………… day of …………..20…………

SIGNED
Board Secretary