

REPUBLIC OF KENYA
TAITA TAVETA COUNTY GOVERNMENT



TAITA TAVETA COUNTY ASSEMBLY
OFFICE OF THE CLERK

**SUPPLY AND DELIVERY OF GENERAL OFFICE SUPPLIES, STATIONERY E.T.C THROUGH
FRAMEWORK AGREEMENT**

FOR FY 2023/2024-2025

TENDER NO. TTCA/A01/2023-2025

NEGOTIATION NUMBER:1479170

CLOSE DATE: 19/4/2024

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SECTION 1: INTRODUCTION

- 1.1 This standard tender document is for the procurement of Goods/ services and has been prepared for use by procuring entities in Kenya. It is used in the procurement of all types of goods and services e.g.
- i. Supply and delivery of goods,
 - ii. Provision of Cleaning services
 - iii. Servicing and repairs.
 - iv. Motor vehicle maintenance
 - v. Cutlery.
 - vi. Air ticketing and travel arrangements and all others where there is no specific standard tender document for procurement of that service.
- 1.2 The following general directions should be observed when using the document.
- Specific details should be finished in the invitation to tender and in the special conditions of contract. The final document to be provided to the tenderers should not have blank spaces or give options.
- The instructions to tenderers and the general conditions of contract should remain unchanged. Any necessary amendments to these parts should be made through the appendix to the instructions to the tenderers or the general conditions of contract respectively.
- 1.3 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 in the tender and shall indicate any important tender requirements,
- 1.4 The invitation to tender shall be issued as an advertisement in accordance with the regulations or as a letter of invitation addressed to the tenderers who have expressed interest following an advertisement of a prequalification tender.
- 1.5 The cover of the tender document should be modified to include;
- i Tender number.
 - ii. Tender name.
 - iii. Name of procuring entity.

SECTION II: INSTRUCTIONS TO TENDERERS

2.1 Eligible tenderers

2.1.1. This Invitation to tender is open to all tenderers eligible as described in the instructions to tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.

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

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 services under this Invitation for tenders.

2.1.4. Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of tendering

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

2.2.2 No. charges for the tender document.

2.2.3 The procuring entity shall allow the tenderer to review the tender document for free.

2.3 Contents of tender documents

2.3.1. The tender document comprises of the documents listed below and addend issued in accordance with clause 6 of these instructions to tenders

- i. Instructions to tenderers
- ii. General Conditions of Contract
- iii. Special Conditions of Contract
- iv. Schedule of Requirements
- v. Details of service
- vi. Price schedules
- vii. Confidential business questionnaire form
- viii. Standard tender forms

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

Specifications in the tender documents. Failure to
Furnish all information required by the tender documents or to submit a tender not
substantially responsive to the tender documents in every respect will be at the tenderers risk
and may result in the rejection of its tender.

2.4 Clarification of Documents

2.4.1. A prospective candidate making inquiries of the tender document may notify the Procuring entity in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives no later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have received the tender documents”

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

2.5 Amendment of documents.

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

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

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

2.6 Language of tender

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

2.7 Documents Comprising the Tender

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

(a) A Tender Form and a Price Schedule completed

(b) Confidential business questionnaire

(c) Standard tender forms

2.8 Form of Tender

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

2.9 Tender Prices

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

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

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

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

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

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

2.10 Tender Currencies

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

2.11 Tenderers Eligibility and Qualifications.

2.11.1 The tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.

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

2.12 Validity of Tenders

2.12.1 Tenders shall remain valid for 120 days or as specified in the invitation to tender after date of tender opening prescribed by the Procuring entity, pursuant to paragraph A tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.

2.13 Format and Signing of Tender

2.13.1 The tenderer shall prepare two copies of the tender, clearly / marking each “ORIGINAL TENDER” and “COPY OF TENDER,” as appropriate. In the event of any discrepancy between them, the original shall govern.

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

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

2.14 Deadline for Submission of Tenders

2.14.1 Tenders must be submitted through the IFMIS PORTAL not later than 19th APRIL, 2024.

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

2.15 Modification and withdrawal of tenders

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

2.15.2 The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

2.15.4 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.

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

2.15.6 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.

2.16 Opening of Tenders

2.16.1 The Procuring entity will open all tenders Through the IFMIS portal at 11.00 Am on 19th APRIL, 2024.

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

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

2.17 Clarification of tenders

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

2.17.2 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.

Comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.18 Preliminary Examination and Responsiveness

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

2.18.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

2.18.3 The Procuring entity may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.

2.18.4 Prior to the detailed evaluation, 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.

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

2.19 Conversion to a single currency

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

2.20 Evaluation and comparison of tenders.

2.20.1 The procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive.

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

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

(a) Operational plan proposed in the tender;

(b) Deviations in payment schedule from that specified in the Special Conditions of Contract;

2.20.4 The following evaluation methods will be applied:

(a) *Operational Plan.*

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

(b) *Deviation in payment schedule.*

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

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

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

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

2.21 Contacting the procuring entity

2.21.1 No tenderer shall contact the procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

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

2.22 Award of Contract

a) Post qualification

2.22.1 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.

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

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

b) Award Criteria

2.22.4 Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated

tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

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

2.22.6 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

2.23 Notification of award

2.23.1 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.

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

2.24 Signing of Contract

2.24.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will simultaneously inform the other tenderers that their tenders have not been successful.

2.24.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

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

2.25 Corrupt or Fraudulent Practices

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

2.25.2 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;

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

2.26 Framework Evaluation Criteria

Failure to attach or comply to any of the below requirements will lead to automatic disqualification.

NO	DOCUMENTS TO BE SUBMITTED	ALLOCATED SCORE
1.	Copy of valid certificate of Registration or Incorporation	10 Marks
2.	Copy of KRA PIN Certificate (with active VAT obligation)	10 Marks
3.	Copy of valid Tax Compliance Certificate (TCC)	10 Marks
4.	Bidders must <ul style="list-style-type: none"> • Submit current CR 12 form for limited company • Valid AGPO Certificate (For Targeted group) 	10 Marks
5.	Dully filled ,signed and stamped Confidential business questionnaire	5 Marks
6.	Dully filled, signed and stamped Commitment to code of ethics	10 Marks
7.	Dully filled, signed and stamped form of tender	5 Marks
8.	Dully filled, signed and stamped schedule of requirements	10 Marks
9.	Financial capacity <ul style="list-style-type: none"> • Audited reports for the last 3 years 2020, 2021, 2022 • AGPO certificate (For Targeted Groups) 	10 Marks
10.	Past performance <ul style="list-style-type: none"> • Proof of works done attach LSO/LPOS or POs for the last 3 years 2020, 2021 & 2022 • AGPO certificate (For Targeted Groups) 	10 Marks
11.	Manpower and expertise <ul style="list-style-type: none"> • Organogram for limited companies and attach CVs and/or certificates of key personnel. • Attach CV and/or certificates of sole proprietor for (For Targeted Groups) 	10 Marks
TOTAL MARKS		100 Marks
NOTE: Tenderers must attach a verifiable IFMIS NUMBER.		

Financial Evaluation

1. Only bidders who shall have successfully met the above criteria shall proceed to Financial Evaluation
2. Financial evaluation shall be based on reasonability of prices to industry/market rates.

SECTION III GENERAL CONDITIONS OF CONTRACT

2.27 Definitions

In this contract the following terms shall be interpreted as indicated:

- a) “The contract” means the agreement entered into between the Procuring entity and the tenderer as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- b) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.
- c) “The services” means services to be provided by the contractor including materials and incidentals which the tenderer is required to provide to the Procuring entity under the Contract.
- d) “The Procuring entity” means the organization sourcing for the services under this Contract.
- e) “The contractor means the individual or firm providing the services under this Contract.
- f) “GCC” means general conditions of contract contained in this section
- g) “SCC” means the special conditions of contract
- h) “Day” means calendar day

2.28 Application

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

2.29 Standards

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

2.30 Patent Right's

The tenderer shall indemnify the Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof.

2.31 Prices

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

2.32 Assignment

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

2.33 Termination for Default

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

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

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

2.34 Termination of insolvency

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

2.35 Termination for convenience

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

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

2.36 Resolution of disputes

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

If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

2.37 Governing Language

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

2.38 Force Majeure

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

2.39 Applicable Law.

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

2.40 Notices

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

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

SECTION IV SPECIAL CONDITIONS OF CONTRACT

Notes on Special Conditions of Contract

The clauses in this section are intended to assist the procuring entity in providing contract specific information in relation to corresponding clauses in the general conditions of contract.

The provisions of section IV complement the general conditions of contract included in section III, specifying contractual requirements linked to the special circumstances of the procuring entity and the procurement of services required. In preparing section IV, the following aspects should be taken into consideration.

a) Information that complement provisions of section III must be incorporated

b) Amendments and/or supplements to provision of section III, as necessitated by the circumstances of the specific service required must also be incorporated

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

REFERENCE OF GCC	SPECIAL CONDITIONS OF CONTRACT
<i>3.7.1 Performance Bond,</i>	<i>Not Applicable</i>
<i>3.10 Delivery of Goods, services</i>	<i>The delivery period for the Goods and Services shall be as per need bases within the FY2023/2024-25 unless specifically indicated by the respective procuring entity.</i>
<i>3.12.1 Terms of payment</i>	<i>Payment shall be made after full delivery of the services as prescribed in the LSO and contract Agreement.</i>
<i>3.13.1 Prices</i>	<i>The prices offered shall be fixed for the period stated in the Tender Invitation or variations may be allowed only if they are reasonable to prevailing industry/market rates.</i>
<i>3.18.1 Dispute resolution</i>	<i>Disputes to be resolved Through direct informal negotiation.</i>

SECTION V SPECIAL CONDITIONS OF CONTRACT

Special conditions of contract shall supplement the general conditions of contract, wherever there is a conflict between the GCC and the SCC, the provisions of the SCC herein shall prevail over those in the GCC.

Special conditions of contract with reference to the general conditions of contract.

SECTION VI - SCHEDULE OF REQUIREMENTS

SUPPLY AND DELIVERY OF GENERAL OFFICE SUPPLIES, STATIONERY E.T.C THROUGH FRAMEWORK AGREEMENT

NO	Item Description	Unit	Unit price ksh
1	Soft gel ink roller ball pen	pc	
2	Box file- office point	Pcs	
3	Box file-robin	Pcs	
4	Cabinets	Pc	
5	Calculator Casio – AX 12VW	Pc	
6	Calculator Casio MW 5 VBKW	Pc	
7	Calculator casio-fx-82MS	Pc	
8	Calculator DJ – 120 – C	Pc	
9	Calculator FX 95/FX100 Scientific	Pc	
10	Calendar	Pc	
11	Carbon papers	Box	
12	Cello tape 12 1/2 x 32 1/2 meters	Roll	
13	Cello tape 12 1/2 x 65 meters	Roll	
14	Certificate papers-embossed	Ream	
15	Clip bulldog large 7.5cm width	Pkt	
16	Clip bulldog medium 6.3 cm width	Pkt	
17	Clip bulldog small 5 cm width	Pkt	
18	Computer paper 11 x 14.570 gm plain	Per box	
19	Computer paper 11 x 14.570 gm(musical)	Per box	
20	Computer paper 9.5 x 1160 gm plain part	Per box	
21	Computer paper 9.5 x 1170 gm plain part	Per box	
22	Conqueror papers	Ream	
23	Correcting Fluid (white out)	Btl.	
24	Counter book 1 quire (economic brand)	Doz	
25	Counter Books – 2Q (Karatasi)	Pc	
26	Counter Books – 3Q (Karatasi)	Pc	
27	Counter Books – 4Q (Karatasi)	Pc	
28	Counter Books – 5Q (Karatasi)	Pc	
29	Crown Executive Grip Pen	Pc	
30	Dairies (Medium size)	Pc	

31	Delivery books	Pc	
32	Desk organizer	PC	
33	Shredder	Pc	
34	Document clear bag (my clear bag)	Pcs	
35	Documents wallets –Manilla	Pc	
36	Documents wallets –My clear bag	Pc	
37	Documents wallets –PVC	Pc	
38	Duplicating papers – A4 Kasuku 65gm	Ream	
39	Duplicating papers – F/S Kasuku 65gm	Ream	
40	Electric typing ribbon IBM	Pc	
41	Electric typing ribbon Olivetti ET 112	Pc	
42	AVC	Pc	
43	Embossed paper	Ream	
44	Envelopes A4	Bundle of 50 pcs	
45	Envelopes A5	Bundle of 50 pcs	
46	Envelops A3	Pkt	
47	Envelopes Manila – C4	Pkt	
48	Envelopes Manila – C5	Pkt	
49	Envelopes Manila – C7/6	Pkt	
50	Envelopes Manila – DL	Pkt	
51	Envelopes Manila – C3	Bundle of 50pc	
52	Exercise books (large) 200 pgs.	Pc	
53	Exercise books (large) 200 pgs.	Pc	
54	Exercise books (large) 96 pgs.	Pc	
55	Exercise books (small) 120pgs	Pc	
56	Exercise books (small) 200pgs	Pc	
57	Exercise books (small) 48pgs	Pc	
58	Exercise books (small) 96pgs	Pc	
59	Extensions	Pc	
60	Fastener Acc. No. 173 1/2 cm pronge	Pkt	
61	Fastener Acc. No. 27 x 5 1/2 cm pronge	Pkt	
62	Fastener paper brass	Box	
63	Fax paper thermal 30mm x 210mm	pc	
64	Felt pen	Pc	
65	File box F/scap large 1" x 1" with guard	Pc	
66	File box F/scap small ring pattern	Pc	
67	File manila buff	Pc	
68	File spring PVC	Pc	
69	Flash Disc 1GB	Pc	
70	Flash Disc 2GB	Pc	

71	Flash Disc 8GB	Pc	
72	Flash disk 16GB	Pc	
73	Flip chart	Roll	
74	Glue 60 mgs	Btl	
75	Glue 85gms	Btl	
76	Glue 90gms	Btl	
77	Glue Stick (Small)	Pc	
78	Hard disks 1TB	Pc	
79	Hard disks 500 GB	Pc	
80	Hardcover note books – A5 Karatasi	Pc	
81	Hardcover note books – A6 Karatasi	Pc	
82	Hardcover note books – A6 Kasuku	Pc	
83	Highlighters	Pc	
84	Ink duplicating Black(gestetner)	Tube	
85	Ink duplicating Black(Pelican)	Tube	
86	Ink duplicating Black(Roneo)	Tube	
87	Ink powder blue/black	Pc	
88	Ledger book 1 quire	Pcs	
89	Ledger book 2 quire	Pcs	
90	Ledger book 3 quire	Pcs	
91	Lift off IBM tapes	Pc	
92	Loose pads	Pc	
93	Mark Pens (Bic white board marker)	Pc	
94	Mark Pens (Snowman)	Pc	
95	Masking tape ¼	Pc	
96	Masking tape 1'	Pc	
97	Masking tape 3'	Pc	
98	Mouse	Pc	
99	Office pins	Box	
100	Office tray plastic- 2tier	Pcs	
101	Office tray plastic- 3tier	Pcs	
102	Paper clips	Box	
103	Paper Clips Size Large 78mm	Pc	
104	Paper Clips Size Medium 50mm	Pc	
105	Paper punch-small	Pc	
106	Pen ball point –black(Pkt of 50 pcs)	Pkt	
107	Pen ball point –blue Pkt(Pkt of 50pcs)	Pkt	
108	Pen ball point –green (Pkt of 50pcs)	Pkt	
109	Pen ball point –red (Pkt of 50pcs)	Pkt	
110	Pencil HB	Pc	

111	Photocopying paper A3	Ream	
112	Photocopying paper A4	Ream	
113	Pin remover	Pc	
114	Plastic ruler 30cm	Pc	
115	Punch paper small(all metal) adjustable	Pc	
116	Punches heavy duty size 7 cm x 8 cm	Pc	
117	D- Link (8 pots)	Pc	
118	Roll paper adding machine 6.8 cm	Roll	
119	Roll paper adding machine 8.7 cm	Roll	
120	Rubber B 40	Pc	
121	Rubber B 80	Pc	
122	Ruler	Pc	
123	RW/CD	Pkt	
124	Sealing wax superior box of ten	Box	
125	Self-linking rubberstamps	Pc	
126	Short hand notebooks A5-KASUKU	Pcs	
127	Spiral notebook	Pc	
128	Stamps pad	Pc	
129	Stamps pad ink (Pelican)	Pc	
130	Staple pins H/Duty	Box	
131	Staple pins No. 24/6	Box	
132	Staple pins No. 56	Box	
133	Stapler giant size -kangaroo	Pcs	
134	Stapler giant size -rexel	Pcs	
135	Stapler medium –kangaroo HD-45S	Pcs	
136	Stapler medium- kangaroo DS-45	Pcs	
137	Stapling machine ofrex robust size no.50	Pc	
138	Stapling machine semson robust size no.50	Pc	
139	Stencil F/scap Gestetner No 62	Quires	
140	Stencil numbers	Pc	
141	Sticky notes	Pc	
142	Super clear folder/ presentation folder/file A4	Pcs	
143	Tracing papers	Pc	
144	Typewriter ribbon easy strike (correctable cassette)	Roll	
145	Typewriter ribbon easy strike (lift off tape)	Roll	
146	Urgent Sticker (large)	Pc	
147	Urgent Sticker (small)	Pc	
148	View foils 12mm	Pc	
149	Visitors Book (medium size)	Pc	
150	Delivery Book	Pc	

The brochure of goods should have a Signature and stamp of Tenderer

Note: Bidders should quote only unit prices and must be inclusive of VAT and all delivery cost.

SECTION VII- STANDARD FORMS

Notes on standard forms

- i. The tenderer shall complete and submit with its tender the form of tender and price schedules pursuant to instructions to tenderers and in accordance with the requirements included in the special conditions of contract.
- ii. The form of tender, the price schedules and the schedule of requirements shall be deemed to form part of the contract and should be modified accordingly at the time of contract award to incorporate corrections or modifications agreed by the tenderer and the procuring entity in accordance with the instructions to tenderers or general conditions of contract.
- iii. All Standard forms must be dully filled, signed and stamped

SECTION VI - STANDARD FORMS

1. Form of tender
2. Price schedules
3. Confidential Questionnaire form
4. Self-declaration form (SD1)
5. Self –declaration form (SD2)
6. Declaration and commitment to code of ethics form

FORM OF TENDER

Date_____

Tender No._____

To.....

[Name and address of procuring entity]

Gentlemen and /Ladies:

Having examined the tender documents including Addenda Nos. *[insert numbers,.....*
The of which is hereby duly acknowledged, we, the undersigned, offer to provide.

.....
.....
In conformity with the said tender documents for the sum of **KSH.....**
or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith
and made part of this Tender.

We undertake, if our Tender is accepted, to provide the services in accordance with the services
schedule specified in the Schedule of Requirements.

If our Tender is accepted, we will obtain the tender guarantee in a sum equivalent to _____ percent of
the Contract Price for the due performance of the Contract, in the form prescribed by (Procuring
entity).

We agree to abide by this Tender for a period ofdays from the date fixed for tender opening
of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time
before the expiration of that period.

Until a formal Contract is prepared and executed, this Tender, together with your written acceptance
thereof and your notification of award, shall constitute a binding Contract between us.

Dated this _____ day of _____ 20____
[Signature] *[In the capacity of]*

Duly authorized to sign tender for and on behalf of_____

PRICE SCHEDULE OF SERVICES

NO	Item Description	Unit	Unit price ksh
1.	Soft gel ink roller ball pen	pc	
2.	Box file- office point	Pcs	
3.	Box file-robin	Pcs	
4.	Cabinets	Pc	
5.	Calculator Casio – AX 12VW	Pc	
6.	Calculator Casio MW 5 VBKW	Pc	
7.	Calculator casio-fx-82MS	Pc	
8.	Calculator DJ – 120 – C	Pc	
9.	Calculator FX 95/FX100 Scientific	Pc	
10.	Calendar	Pc	
11.	Carbon papers	Box	
12.	Cello tape 12 1/2 x 32 1/2 meters	Roll	
13.	Cello tape 12 1/2 x 65 meters	Roll	
14.	Certificate papers-embossed	Ream	
15.	Clip bulldog large 7.5cm width	Pkt	
16.	Clip bulldog medium 6.3 cm width	Pkt	
17.	Clip bulldog small 5 cm width	Pkt	
18.	Computer paper 11 x 14.570 gm plain	Per box	
19.	Computer paper 11 x 14.570 gm(musical)	Per box	
20.	Computer paper 9.5 x 1160 gm plain part	Per box	

21.	Computer paper 9.5 x 1170 gm plain part	Per box	
22.	Conqueror papers	Ream	
23.	Correcting Fluid (white out)	Btl.	
24.	Counter book 1 quire (economic brand)	Doz	
25.	Counter Books – 2Q (Karatasi)	Pc	
26.	Counter Books – 3Q (Karatasi)	Pc	
27.	Counter Books – 4Q (Karatasi)	Pc	
28.	Counter Books – 5Q (Karatasi)	Pc	
29.	Crown Executive Grip Pen	Pc	
30.	Dairies (Medium size)	Pc	
31.	Delivery books	Pc	
32.	Desk organizer	PC	
33.	Shredder	Pc	
34.	Document clear bag (my clear bag)	Pcs	
35.	Documents wallets –Manilla	Pc	
36.	Documents wallets –My clear bag	Pc	
37.	Documents wallets –PVC	Pc	
38.	Duplicating papers – A4 Kasuku 65gm	Ream	
39.	Duplicating papers – F/S Kasuku 65gm	Ream	

40.	Electric typing ribbon IBM	Pc	
41.	Electric typing ribbon Olivetti ET 112	Pc	
42.	AVC	Pc	
43.	Embossed paper	Ream	
44.	Envelopes A4	Bundle of 50 pcs	
45.	Envelopes A5	Bundle of 50 pcs	
46.	Envelopes A3	Pkt	
47.	Envelopes Manila – C4	Pkt	
48.	Envelopes Manila – C5	Pkt	
49.	Envelopes Manila – C7/6	Pkt	
50.	Envelopes Manila – DL	Pkt	
51.	Envelopes Manila – C3	Bundle of 50pc	
52.	Exercise books (large) 200 pgs.	Pc	
53.	Exercise books (large) 200 pgs.	Pc	
54.	Exercise books (large) 96 pgs.	Pc	
55.	Exercise books (small) 120pgs	Pc	
56.	Exercise books (small) 200pgs	Pc	
57.	Exercise books (small) 48pgs	Pc	
58.	Exercise books (small) 96pgs	Pc	
59.	Extensions	Pc	
60.	Fastener Acc. No. 173 1/2 cm pronge	Pkt	
61.	Fastener Acc. No. 27 x 5 1/2 cm pronge	Pkt	
62.	Fastener paper brass	Box	
63.	Fax paper thermal 30mm x 210mm	pc	
64.	Felt pen	Pc	
65.	File box F/scap large 1" x 1" with guard	Pc	
66.	File box F/scap small ring pattern	Pc	
67.	File manila buff	Pc	
68.	File spring PVC	Pc	

69.	Flash Disc 1GB	Pc	
70.	Flash Disc 2GB	Pc	
71.	Flash Disc 8GB	Pc	
72.	Flash disk 16GB	Pc	
73.	Flip chart	Roll	
74.	Glue 60 mgs	Btl	
75.	Glue 85gms	Btl	
76.	Glue 90gms	Btl	
77.	Glue Stick (Small)	Pc	
78.	Hard disks 1TB	Pc	
79.	Hard disks 500 GB	Pc	
80.	Hardcover note books – A5 Karatasi	Pc	
81.	Hardcover note books – A6 Karatasi	Pc	
82.	Hardcover note books – A6 Kasuku	Pc	
83.	Highlighters	Pc	
84.	Ink duplicating Black(gestetner)	Tube	
85.	Ink duplicating Black(Pelican)	Tube	
86.	Ink duplicating Black(Roneo)	Tube	
87.	Ink powder blue/black	Pc	
88.	Ledger book 1 quire	Pcs	
89.	Ledger book 2 quire	Pcs	
90.	Ledger book 3 quire	Pcs	
91.	Lift off IBM tapes	Pc	
92.	Loose pads	Pc	
93.	Mark Pens (Bic white board marker)	Pc	
94.	Mark Pens (Snowman)	Pc	
95.	Masking tape ¼	Pc	

96.	Masking tape 1'	Pc	
97.	Masking tape 3'	Pc	
98.	Mouse	Pc	
99.	Office pins	Box	
100.	Office tray plastic- 2tier	Pcs	
101.	Office tray plastic- 3tier	Pcs	
102.	Paper clips	Box	
103.	Paper Clips Size Large 78mm	Pc	
104.	Paper Clips Size Medium 50mm	Pc	
105.	Paper punch-small	Pc	
106.	Pen ball point –black(Pkt of 50 pcs)	Pkt	
107.	Pen ball point –blue Pkt(Pkt of 50pcs)	Pkt	
108.	Pen ball point –green (Pkt of 50pcs)	Pkt	
109.	Pen ball point –red (Pkt of 50pcs)	Pkt	
110.	Pencil HB	Pc	
111.	Photocopying paper A3	Ream	
112.	Photocopying paper A4	Ream	
113.	Pin remover	Pc	
114.	Plastic ruler 30cm	Pc	
115.	Punch paper small(all metal) adjustable	Pc	
116.	Punches heavy duty size 7 cm x 8 cm	Pc	
117.	D- Link (8 pots)	Pc	
118.	Roll paper adding machine 6.8 cm	Roll	
119.	Roll paper adding machine 8.7 cm	Roll	
120.	Rubber B 40	Pc	
121.	Rubber B 80	Pc	
122.	Ruler	Pc	

123.	RW/CD	Pkt	
124.	Sealing wax superior box of ten	Box	
125.	Self-linking rubberstamps	Pc	
126.	Short hand notebooks A5-KASUKU	Pcs	
127.	Spiral notebook	Pc	
128.	Stamps pad	Pc	
129.	Stamps pad ink (Pelican)	Pc	
130.	Staple pins H/Duty	Box	
131.	Staple pins No. 24/6	Box	
132.	Staple pins No. 56	Box	
133.	Stapler giant size -kangaroo	Pcs	
134.	Stapler giant size -rexel	Pcs	
135.	Stapler medium –kangaroo HD-45S	Pcs	
136.	Stapler medium- kangroo DS-45	Pcs	
137.	Stapling machine ofrex robust size no.50	Pc	
138.	Stapling machine semson robust size no.50	Pc	
139.	Stencil F/scap Gestetner No 62	Quires	
140.	Stencil numbers	Pc	
141.	Sticky notes	Pc	
142.	Super clear folder/ presentation folder/file A4	Pcs	
143.	Tracing papers	Pc	
144.	Typewriter ribbon easy strike (correctable cassette)	Roll	
145.	Typewriter ribbon easy strike (lift off tape)	Roll	
146.	Urgent Sticker (large)	Pc	
147.	Urgent Sticker (small)	Pc	
148.	View foils 12mm	Pc	
149.	Visitors Book (medium size)	Pc	
150.	Delivery Book	Pc	

NOTE

PRICES QUOTED MUST BE INCLUSIVE OF ALL GOVERNMENT TAXES AND ANY OTHER CHARGES UPTO DELIVERY OF THE GOODS.

THE BROCHURE OF SERVICES SHOULD HAVE SIGNATURE AND STAMP OF TENDERER

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part 1 General

Business NameLocation of
 Business Premises.....PlotNo,
Street/Road Postal address
TelNo.....FaxEmail.....
 Nature of Business
Registration Certificate No
 Maximum value of business which you can handle at
 any one time - KshsName of your bankersBranch

Part 2 (a) - Sole Proprietor

Your name in full.....Age.....
 Nationality.....Country of Origin.....
 Citizenship details

Part 2 (b) - Partnership

Given details of partners as follows:-

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

Part 2 (c) - Registered Company Private or Public

State the nominal and issued capital of company

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

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

Date.....Signature of Candidate.....

SELF-DECLARATION FORMS

FORM SD1

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

I,.....,of Post Office Box being a resident of

..... In the Republic of

..... do hereby make a statement as follows:-

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of
..... (Insert name of the Company) who is a Bidder in respect of **Tender No.**

..... For.....
(Insert tender title/description)

For..... (Insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to here in above is true to the best of my knowledge, information and belief.

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

Bidder's Official Stamp

FORM SD2

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

I,of P. O. Box being a resident

of..... In the Republic of do hereby make a statement as follows:-

1. THAT I am the Chief Executive / Managing Director / Principal Officer / Director of (Insert name of the Company) who is a Bidder in respect Of Tender No.....

For..... (Insert tender title/description)

For..... (Insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents/subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of.....(insert name of the Procuring entity) which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(name of the procuring entity).

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

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

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

Bidder's Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I(Person)
on behalf of

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

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

Name of Authorized signatory.....

Sign.....

Position.....

Office address.....Telephone.....

Email.....

Name of the Firm /Company.....

(Company Seal / Rubber Stamp where applicable)

Witness

Name.....

Sign.....

Date.....

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.

Please acknowledge receipt of this letter of notification signifying your acceptance.

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.

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

(FULL PARTICULARS)

.....
.....

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 of20.....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 Address
.....

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. Etc.

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

- 1.
2. etc.

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