

Egerton University invited bidders via tender notice published on the Public Procurement Information Portal website [www.tenders.go.ke](http://www.tenders.go.ke) and on the University website [www.egerton.ac.ke](http://www.egerton.ac.ke) dated 31<sup>st</sup> December,2023 for the tender stated below:

<b>Tender Number</b>	<b>Description</b>
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## SECTION IV - TENDERING FORMS

### 1. FORM OF TENDER

#### *INSTRUCTIONS TO TENDERERS*

- i) *The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address.*
- ii) *All italicized text is to help Tenderer in preparing this form.*
- iii) *Tenderer must complete and sign and TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE, CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION OF THE TENDERER, all attached to this Form of Tender.*
- (iv) *The Form of Tender shall include the following Forms duly completed and signed by the Tenderer.*
  - a) *Tenderer's Eligibility-Confidential Business Questionnaire*
  - a) *Certificate of Independent Tender Determination*
  - c) *Self-Declaration of the Tenderer.*

**Date of this Tender submission 12<sup>TH</sup> January,2024** at 11.00 am of Tender submission]

**ITT No.:** .....EU/FC/10/2023-2024

**Alternative No.:** .....N/A..... [insert identification No if this is a Tender for an alternative]

To: *EGERTON UNIVERSITY. [insert complete name of Procuring Entity]*

- a) **No reservations:** We have examined and have no reservations to the tendering document, including Addenda issued in accordance with ITT 9;
- b) **Eligibility:** We meet the eligibility requirements and have pq"eqp lkev of interest in accordance with ITT 4;
- c) **Tender-Securing Declaration:** We have not been suspended nor declared ineligible by the Procuring Entity based on execution of a Tender-Securing Declaration or Proposal-Securing Declaration in Kenya in accordance with ITT 4.7;
- d) **Conformity:** We offer to provide the Maintenance services in conformity with the tendering document of the following: [insert a brief description of the Maintenance services];
- e) **Tender Price:** The total price of our Tender, excluding any discounts offered in item (f) below is: [Insert one of the options below as appropriate]

f) **Discounts:** The discounts



**i) TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE**

**Instruction to Tenderer**

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

**a) Tenderer's details**

	<b>ITEM</b>	<b>DESCRIPTION</b>
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	<ol style="list-style-type: none"><li>1. Country</li><li>2. City</li><li>3. Location</li><li>4. Building</li><li>5. Floor</li><li>6. Postal Address</li><li>7. Name and email of</li></ol>

d) **Registered Company**, provide the following.44 Td[(S72 0 0 1m)14(pa)-3(ny)-3()] T5(w)2214.85 790.44 dfetail5(12(s)3(.d[( )] TJE

	<b>Type of Conflict</b>	<b>Disclosure YES OR NO</b>	<b>If YES provide details of the relationship with Tenderer</b>
8	document or specifications of the Contract, and/or the Tender evaluation process of such contract.  Tenderer has a close business or family relationship with a professional		

**ii) CERTIFICATE OF INDEPENDENT TENDER DETERMINATION**

I, the undersigned, in submitting the accompanying Letter of Tender to the

*[Name of Procuring Entity]* for: \_\_\_\_\_

*[Name and number of tender]* in response to the request for tenders made by: \_\_\_\_\_ *[Name of Tenderer]*

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of \_\_\_\_\_ *[Name of Tenderer]* that:

1. I have read and I understand the contents of this EgtvkŁecvg=
2. I understand that the Tender will be fkuswcnkŁgf if this EgtvkŁecvg is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this EgtvkŁecvg. and to submit the Tender on behalf of the Tenderer;
4. For the purposes of this EgtvkŁecvg and the Tender, I understand that the yqtf"ōeq o rgkvqtö shall include any individual or organization, other than the Tenderer, whether or not



**(iii) SELF-DECLARATION FORMS**

**FORM SD 1**

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

I, ..... of Post QhLeg Box.....being a





# **SCHEDULE FORMS**

*Forms*

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## **1. The and Priced Activity Schedules**

<b>S/No</b>	<b>Item</b>	<b>Qty</b>	<b>Total Cost per copy (incl.VAT) per Month (Kes.)</b>	<b>MFP MODE L/TYPE</b>
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Name of Tenderer .....*[insert complete name of Tenderer]* Signature

*of Tenderer [signature of person signing the Tender]*

Date [-----*insert date*]





Modem speed	Max. 33.6 kbps
Scanning density	Normal: 200 x 100 dpi, Fine: 200 x 200 dpi, Superfine: 200 x 400 dpi, Ultrafine: 400 x 400 dpi, 600 x 600 dpi
Fax features	Network fax, duplex transmission and reception, encrypted transmission and reception, polling transmission and reception, broadcast, optional internet fax, dual fax with second fax system 12
Software	Network Printer Management software should be installed with the following features: <ul style="list-style-type: none"> <li>-Controls and manages printers and MFPs</li> <li>-Device Manager</li> <li>- Secure Print Release</li> <li>- Data Administrator</li> <li>- Controls and Report usage</li> </ul>
Reports	<ul style="list-style-type: none"> <li>-Usage per machine, Department user and group, Weekly / Monthly / Quarterly and yearly.</li> <li>- Automatic Scheduling of Report Distribution</li> <li>- Reports on Documents Queued not printed.</li> <li>- Automatic Deletion queued Jobs after Scheduled time.</li> <li>- Quota Allocation reports Vs actual Prints</li> <li>- Summary and Detailed activity Reports</li> <li>-Ability customize reports.</li> </ul>
Consumables	Toners, Stable pins. NB: There should be an extra supply of toner at any given time. Suppliers should factor in the cost of Stable pins in the contract.
<b>Document finisher</b>	<b>stapling, paper-folding, and hole-punching</b>
Others	Any successive invoice should have a credit period of not less than 60 days.