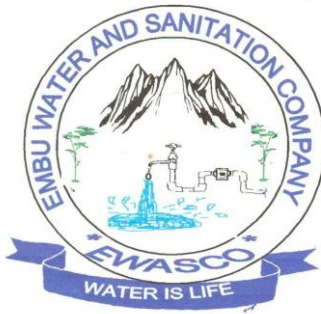


**EMBU WATER AND SANITATION COMPANY LTD**



**ANNUAL TENDER FOR YEAR 2017/2018**

**SUPPLY AND DELIVERY OF GI PIPES AND FITTINGS**

**TENDER No. EWASCO/2016-2017/230**

**17th May 2017**

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## SECTION I INVITATION TO TENDER

- 1.1 The Embu Water and Sanitation Company Ltd (EWASCO) invites eligible firms to tender for the items mentioned in the cover page of this tender document ( and as listed in the schedule of requirements ) . The items will be procured from the lowest evaluated bidders as and when need arises during the 2017-2018 financial year.
- 1.2 The lowest evaluated bidders will be required to supply the items as and when required to Embu Water and Sanitation Company Limited at the address mentioned below.
- 1.3 The tender **is open to all bidders** who meet the criteria.
- 1.4 Interested eligible candidates may obtain further information from and inspect the tender document at the Embu Water and Sanitation Company website *www.embuwater.co.ke* or contact the Head of Supply Chain Management at the address mentioned below.
- 1.5 The complete set of tender documents may be obtained from the EWASCO website free of charge.
- 1.6 Prices quoted should be net *inclusive of all taxes and delivery* costs and must be in Kenya Shillings and shall remain valid during the 2017-2018 financial year.
- 1.7 As Tender Security ALL bidders should complete the TENDER SECURING DELARATION FORM attached to this tender. Bidders who fail to complete this form will be Automatically Disqualified.
- 1.8 Bidders are required serialize and arrange their bid in the order outlined in the evaluation criteria.
- 1.9 The Number of documents to be submitted are : 1 original and 1 copy.
- 1.10 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at the Company's boardroom, situated at the address mentioned below .
- 1.11 Tenders in sealed envelopes bearing the correct tender number should be deposited in the Tender Box located in our head office located off Embu Meru road, Embu town next to the Kenya National Library or sent by post to :

**Head, Supply Chain management Services,  
Embu Water and Sanitation Company Limited,  
P.O Box 2142-60100, EMBU  
Tel: 068-2231156**

To be received by **2<sup>nd</sup> June , 2017 at 12.00 noon**. Tenders will be opened the same day and time in the Company's Boardroom in the presence of bidders or their representatives who choose to attend.

Bidders who download the tender documents from the website **MUST** forward the following particulars immediately via email to *procurement@embuwater.co.ke* : Name of Firm, Postal Address, Telephone Number, Email Address, Tender Number, Tender Name.

## **SECTION II - INSTRUCTIONS TO TENDERERS**

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## **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 is **NIL** payable to EWASCO cash office and a receipt obtained.
- 2.3.3 All firms found capable of performing the contract satisfactorily in accordance with the set prequalification criteria shall be prequalified.

### **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 2.14

## 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 **one year** 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 to 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 in the form of **a Tender Securing Declaration Form in the format attached to this Tender.**

2.14.2 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

2.14.3 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.

2.14.4 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

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

2.14.6 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

2.14.7 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 **ONE YEAR** 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 tender, clearly marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy between them, the original shall govern.

2.16.2 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 initialed 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 initialed 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 the tender 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 and the words, **“DO NOT OPEN BEFORE 2<sup>ND</sup> JUNE 2017 AT 12.00 Noon.**

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.

## **2.18 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 no later than **2<sup>nd</sup> June 2017 at 12.00 noon.**

2.18.2 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 not 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 12.00 noon on 2<sup>nd</sup> June 2017** and in the location specified in the Invitation to Tender.

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

2.20.2 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.

2.20.3 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.

2.22.2 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 quantify, 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 forfeited. If there is a discrepancy between words and figures the amount in words will prevail

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.

### **2.25 Preference**

2.25.1 Preference where allowed in the evaluation of tenders shall not exceed 15%

### **2.26 Contacting the Procuring entity**

2.26.1 Subject to paragraph 2.21 no tenderer shall contact the Procuring entity on any matter related to its tender, from the time of the tender opening to the time the contract is awarded.

2.26.2 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 Tenderer's tender.

### **2.27 Award of Contract**

#### **(a) 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 tenderers 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.

(b) **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.

(c) **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

(d) **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 any thing 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.



## **Appendix to Instructions to Tenderers**

### **Notes on the Appendix to the Instruction to Tenderers**

1. The Appendix to instructions to tenderers is intended to assist the procuring entity in providing specific information in relation to the corresponding clause in the instructions to Tenderers included in Section II and has to be prepared for each specific procurement.
2. The procuring entity should specify in the appendix information and requirements specific to the circumstances of the procuring entity, the goods to be procured and the tender evaluation criteria that will apply to the tenders.
3. In preparing the Appendix the following aspects should be taken into consideration;
  - (a) The information that specifies and complements provisions of Section II to be incorporated
  - (b) Amendments and/or supplements if any, to provisions of Section II as necessitated by the circumstances of the goods to be procured to be also incorporated
4. Section II should remain unchanged and can only be amended through the Appendix.
5. Clauses to be included in this part must be consistent with the public procurement law and the regulations.

INSTRUCTION TENDERS	TO	PARTICULARS OF APPENDIX TO INSTRUCTION
2.29.3		Delete—thirty(30) ...insert...fourteen(14)
2.23		Ignore
2.2.1		Ignore
2.2.5		This is not a prequalification. Its an open tender,
2.11.1 and 2.23		All prices must be in Kenya Shillings
2.30		Performance security is not applicable

## **SECTION III: GENERAL CONDITIONS OF CONTRACT**

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## **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

3.12.2 Payments shall be made promptly by the Procuring entity as specified in the 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 its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

## SECTION IV - SPECIAL CONDITIONS OF CONTRACT

- 4.1. Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, between the GCC and the SCC, the provisions of the SCC herein shall prevail over these in the GCC.
42. Special conditions of contract as relates to the GCC

<b>REFERENCE OF GCC</b>	<b>SPECIAL CONDITIONS OF CONTRACT</b>
3.7.1	<i>Performance Guarantee is not applicable.</i>
3.12.1	<i>Payment will be made upon satisfactory supply and the items. Payment will be made 30 days of receipt of goods or the invoice whichever is later.</i>
3.3	<i>Tenderers must indicate the country of origin of the goods</i>
3.8	<i>EWASCO shall inspect test the goods to confirm their conformity to the Contract specifications before delivery.</i>
3.8.3	<i>Delete "equipment" and Insert 'goods'</i>
3.8.4	<i>Delete "equipment" and Insert 'goods'</i>
3.13	<i>Prices quoted shall be in Kenya Shillings</i>
3.16.2	<i>Delete "equipment" and Insert 'goods'</i>
3.13.3	<i>Ignore</i>
3.13.4	<i>Ignore</i>



## **SECTION V - TECHNICAL SPECIFICATIONS**

### **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 The tenderers are requested to present information along with their offers as follows:

- (i) Shortest possible delivery period of each product
- (ii) Information on proper representative and/or workshop for back-up service/repair and maintenance including their names and addresses.

## 5.2 PARTICULARS: SCHEDULE OF MATERIALS AND DELIVERY POINTS

i. The items shall be delivered to Embu Water and Sanitation Company Ltd as and when need arises.

ii. The quantities indicated are the approximate total quantities for the 2017-2018 financial year, that the company is likely to order. However bidders should note that the Company may order for less or more. (EWASCO is therefore not bound to order for the entire quantity indicated)

ii. The lowest evaluated bidder who meet the evaluation criteria will be expected to supply as and when need arises. When a need arises, the EWASCO will issue a Local Purchase Order and the firm will be expected to supply within 7 days or as will be agreed.

iii. If the lowest evaluated bidder is not able to supply within the agreed period *or for any other reason* , the firm will be required to indicate the same in writing and the reasons thereof .(Failure to do this may lead to blacklisting of the firm.)

In this scenario, EWASCO will place all future orders with the next lowest evaluated bidder.

iv. All items to be quoted for MUST conform to quality standards as provided for in the laws of Kenya e.g Kenya Bureau of Standards . Substandard, contraband or counterfeit goods are not acceptable.

v. The list of the items is as indicated in SECTION IV- Price Schedule for goods.

v. The Evaluation Committee will initially evaluate the tenders as per the evaluation criteria for compliance. Bidders who score 70% and above will be subjected to financial evaluation. The lowest evaluated bidder per item will be awarded .

vi. The Lowest evaluated bidder ***per item*** will be awarded and required to supply as and when need arises.

## EVALUATION CRITERIA

Bidders should serialize and order their bid submissions in the following order.

	<b>PRELIMINARY REQUIREMENTS</b>	<b>COMPLETE (YES/NO)</b>
A1	Duly Completed form of Tender	YES/NO-
A2	Valid Certificate of Incorporation/Business Registration (Attach copy)	YES/NO
A3	Personal Identification Number(PIN) certificate (Attach copy)	YES/NO
A4	Valid Tax Compliance Certificate (Attach copy)	YES/NO
A5	Current Business Permit/License (Attach copy)	YES/NO
A6	Physical location of business premises ( <b>See business questionnaire</b> )	YES/NO
A7	Kenya Bureau of Standards Certification	YES/NO
A8	Duly Completed Tender Securing Declaration Form	YES/NO
	<b>GENERAL REQUIREMENTS</b>	
	<b>Supplier Availability</b>	
B1	-Postal Address (2) Telephone Number (2) -Contact Person (2) Website (2) -Email Address (2)	10
	<b>Business Ownership:</b>	
B2	Company/Business Profile -Disclosure of Directors/Partners/Sole Proprietor	10
	<b>Financial Capacity</b>	
B3	Audited Accounts for the last 2 years. Attach Bank Statements for last 6 months	10
B4	<b>Financial Stability</b> -Evidence of Profit making in the attached 2 years audited reports.	10
	<b>Experience</b> -Indicate having undertaken similar assignment with at least 5 firms (Attach Proof: copies of LPOs,Letters of Award,Completion Certificates, Contracts)	
B5	<b>4 Marks for each firm</b>	20
	<b>Supply Capacity</b>	
B6	Maximum volume of Business handled in the last two years -Ksh 50 Million and Above- 12 Marks -Ksh 40 Million- 49 Million- 9 Marks -Ksh 30 Million – 39 Million- 6 Marks -Ksh 20 Million – 29 Million- 3 Marks -Ksh 10 Million- 19 Million- 1 Mark -Ksh 9 Million and Below- 0 Marks Attach Evidence.	12
	<b>Credit Period</b>	
B7	Indicate Credit Period willing to offer -90 days- 12 marks 60 days- 9 marks 30 days- 6 marks Less than 30 days-3 marks	
B8	Eligibility and Disclosure of litigation history.	6
	TOTAL	100

The Passmark before financial evaluation- 70%

The Technical evaluation team will verify the information submitted by applicants and may visit the physical premises of the applicants. This will form part of the evaluation process.

Firms that score 70% will be considered for financial evaluation. The lowest evaluated bidder will be awarded.

**Financial Evaluation**

Those bidders who score 70% and above will be subjected to financial evaluation. The Lowest evaluated bidder per item will be recommended for award.

## SECTION VI - PRICE SCHEDULE FOR GOODS

Name of tenderer \_\_\_\_\_ Tender Number \_\_\_\_\_

Prices quoted shall include *all costs, price, all taxes, levies, overheads, profit, delivery etc.* excluding VAT which should be indicated in the price schedule below.

ITEM	DESCRIPTION	UNIT	QTY/YEAR	UNIT PRICE Inclusive of all costs: VAT. Delivery etc	TOTAL UNIT PRICE Inclusive of all costs: VAT. Delivery etc
1	G.I. Pipes ½" Class B Medium Class	PIECES	36000		
2	G.I. Pipes ¾" Class B Medium Class	PIECES	6000		
3	G.I. Pipes 1" Class B Medium Class	PIECES	3000		
4	G.I. Pipes 1¼" Class B Medium Class	PIECES	100		
5	G.I. Pipes 1½" Class B Medium Class	PIECES	100		
6	G.I. Pipes 2" Class B Medium Class	PIECES	1000		
7	G.I. Pipes 2½" Class B Medium Class	PIECES	1000		
8	G.I. Pipes 3" Class B Medium Class	PIECES	1000		
9	G.I. Pipes 4" Class B Medium Class	PIECES	1000		
10	G.I. Pipes 6" Class B Medium Class	PIECES	500		
11	G.I. Pipes 8" Class B Medium Class	PIECES	500		
12	G.I. Pipes 10" Class B Medium Class	PIECES	500		
13	<b>Flanged g.i pipe 110 mm</b>	PIECES	500		
14	<b>Flanged g.i pipe 160 mm</b>	PIECES	200		
15	<b>Flanged g.i pipe 200 mm</b>	PIECES	200		
16	<b>Flanged g.i pipe 2250 mm</b>	PIECES	200		

	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL UNIT PRICE inclusive of VAT, delivery etc
78	Back nut G.I. ¾" (Brook Class)	PIECES	100		
79	Back nut 1"	PIECES	100		
	<b>G.I BEND</b>				
80	<b>CLASS B</b>				
81	Bends G. I. ½" 90°	PIECES	6,000		
82	Bends G.I.¾" 90°	PIECES	6,000		
83	Bends G. I. 1" 90°	PIECES	3,000		
84	Bends G. I. 1¼" 90°	PIECES	500		
85	Bends G. I. 1½" 90°	PIECES	3,000		
86	Bends G. I. 2½" 90°	PIECES	500		
87	Bends G. I. 2" X 45°	PIECES	1000		
88	Bends G.I. 3" x 45°	PIECES	1,000		
89	Bends G.I. 3" x 90°	PIECES	1,000		

90	Bends G.I. 4"X 45°	PIECES	500		
91	Bends G.I. 4" x 90°	PIECES	500		
92	Bends G.I. 6" x 90°	PIECES	500		
93	Bends G.I. 6" x 45°	PIECES	500		
<b>REDUCING BUSH CLASS B</b>					
94	Reducing bush 3/4"x 1/2" B Class	PIECES	12,000		
95	Reducing bush 1"x 1/2" B Class	PIECES	12,000		
96	Reducing bush 1" x 3/4 " B Class	PIECES	12,000		
97	Reducing bush 1½" x ½ B Class	PIECES	12,000		
98	Reducing bush 1½" x ¾ B Class	PIECES	12,000		
99	Reducing bush 1½" x 1" B Class	PIECES	10,000		
100	Reducing bush 1½" x1¼" B Class	PIECES	8,000		
101	Reducing bush 2" x 1/2" B Class	PIECES	8,000		
102	Reducing bush 2" x 3/4" B Class	PIECES	8,000		
103	Reducing bush 2" x 1" B Class	PIECES	8,000		
104	Reducing bush 2" x 1 1/2" B Class	PIECES	8,000		
105	Reducing bush 3" x 1/2" B Class	PIECES	8,000		
106	Reducing bush 3" x 3/4" B Class	PIECES	8,000		
107	Reducing bush 3" x 1" B Class	PIECES	8,000		
108	Reducing bush 3" x 1 1/2" B Class	PIECES	8,000		
109	Reducing bush 3" x 2" B Class	PIECES	8,000		
110	Reducing Bush 3"x2½" Class B	PIECES	8,000		
111	Reducing bush 4" x 1 B Class	PIECES	8,000		
112	Reducing bush 4" x 2 B Class	PIECES	8,000		
113	Reducing bush 4" x 3 B Class	PIECES	8,000		
114	Reducing bush 4" x 1 1/2 B Class	PIECES	8,000		
115	Reducing bush 3 x 1¼" B Class	PIECES	8,000		
116	Reducing bush 6" x 4" B Class	PIECES	8,000		
<b>G.I END CAPS</b>					
117	End Caps ½" B Class	PIECES	3,600		
118	End Caps ¾" B Class	PIECES	1,800		
119	End Caps 1" B Class	PIECES	1,500		
120	End Caps 1½" B Class	PIECES	1,000		
121	End Caps 2" B Class	PIECES	1,000		
122	End Caps 2½" B Class	PIECES	500		
123	End Caps G.I. 3" Class B	PIECES	200		
124	End Caps 4" G.I. Class B	PIECES	200		
125	End Caps 6" B Class	PIECES	100		
126	End Caps 8" B Class	PIECES	100		
<b>G.I Saddle Connector/ Saddle clump</b>					
127	Saddle Connector G.I. 4"x 1" B Class	PIECES	12000		
128	Saddle Connec. G.I. 1½x½" Class B Med Class	PIECES	12000		
129	Saddle Connec. G.I. 2 x½" Class B Med	PIECES	12000		

	Class				
130	Saddle Connec. G.I. 3 x1½" Class B Med Class	PIECES	12000		
131	Saddle Connec. G.I. 3 x½" Class B Med Class	PIECES	12000		
132	Saddle Connec. G.I. 3 x1" Class B Med Class	PIECES	12000		
133	Saddle Connec. G.I. 3 x¾" Class B Med Class	PIECES	12000		
134	Saddle Connec. G.I. 2 x¾" Class B Med Class	PIECES	12000		
135	Saddle Connec. G.I. 6"x 1 Class B Med Class	PIECES	6000		
136	Saddle Connec G.I. 6"x2" Class B Med. Class	PIECES	6000		
137	Saddle Connec G.I. 6"x½" Class B Med.Class	PIECES	6000		
138	Saddle Connec G.I. 6"x1½" Class B Med.Class	PIECES	6000		
139	Saddle Connec G.I. 6"x¾" Class B Med Class	PIECES	6000		
140	Saddle Connec G.I. 4"x2" Class B Med Class	PIECES	12000		
141	Saddle Connec G.I. 4"x¾" Class B Med Class	PIECES	12000		
142	Saddle Connector 6"x3" Class B Med Class	PIECES	6000		
143	Saddle connector 2"x1" Class B Med Class	PIECES	12000		
144	Saddle Connector 3"x2" Class B Med Class	PIECES	12000		
145	Saddle Connec G.I. 4"x½" Class B Med Class	PIECES	12000		
146	Saddle Clamp G. I. 2" Class B Medium Class	PIECES	12000		
147	Saddle Clamp G.I. 6" Class B Medium Class	PIECES	6000		
148	Saddle Clamp G.I. 8" Class B Medium Class	PIECES	6000		
149	Saddle Clamp G. I. 1½ X ½ Class B Medium Class	PIECES	12000		
150	Saddle Clamp G. I. 1½ X ¾ Class B Medium Class	PIECES	12000		
151	Saddle Clamp G. I. 1½ X ¾ Class B Medium Class	PIECES	12000		
152	Saddle Clamp G. I. 1½ X 1 Class B Medium Class	PIECES	12000		
153	Saddle Clamp G. I. 2 X ½ Class B Medium Class	PIECES	12000		

154	Saddle Clamp G. I. 2 X 3/4 Class B Medium Class	PIECES	12000		
155	Saddle Clamp G. I. 2 X 1 Class B Medium Class	PIECES	12000		
156	Saddle Clamp G. I. 2 X 1 1/2 Class B Medium Class	PIECES	12000		
157	Saddle Clamp G. I. 3 X 1/2 Class B Medium Class	PIECES	12000		
158	Saddle Clamp G. I. 3 X 3/4 Class B Medium Class	PIECES	12000		
159	Saddle Clamp G. I. 3 X 1 Class B Medium Class	PIECES	12000		
160	Saddle Clamp G. I. 3 X 1 1/2 Class B Medium Class	PIECES	12000		
161	Saddle Clamp G. I. 3 X 2 Class B Medium Class	PIECES	12000		
162	Saddle Clamp G. I. 4 X 1/2 Class B Medium Class	PIECES	12000		
163	Saddle Clamp G. I. 4 X 3/4 Class B Medium Class	PIECES	12000		
164	Saddle Clamp G. I. 4 X 1 1/2 Class B Medium Class	PIECES	12000		
165	Saddle Clamp G. I. 4 X 2 Class B Medium Class	PIECES	12000		
166	Saddle Clamp G. I. 4 X 3 Class B Medium Class	PIECES	12000		
167	Saddle Clamp G. I. 6 X 1/2 Class B Medium Class	PIECES	6000		
168	Saddle Clamp G. I. 6 X 3/4 Class B Medium Class	PIECES	6000		
169	Saddle Clamp G. I. 6 X 1 Class B Medium Class	PIECES	6000		
170	Saddle Clamp G. I. 6 X 1 1/2 Class B Medium Class	PIECES	6000		
171	Saddle Clamp G. I. 6 X 2 Class B Medium Class	PIECES	6000		
172	Saddle Clamp G. I. 6 X 3 Class B Medium Class	PIECES	6000		
173	Saddle Clamp G. I. 6 X 4 Class B Medium Class	PIECES	6000		
174	Saddle Clamp G. I. 8 X 1/2 Class B Medium Class	PIECES	6000		
175	Saddle Clamp G. I. 8 X 3/4 Class B Medium Class	PIECES	6000		
176	Saddle Clamp G. I. 8 X 1 Class B Medium Class	PIECES	6000		
177	Saddle Clamp G. I. 8 X 1 1/2 Class B Medium Class	PIECES	6000		
178	Saddle Clamp G. I. 8 X 2 Class B Medium Class	PIECES	6000		



	Class				
179	Saddle Clamp G. I. 8 X 3 Class B Medium Class	PIECES	6000		
180	Saddle Clamp G. I. 8 X 4 Class B Medium Class	PIECES	6000		
181	Saddle Clamp G. I. 8 X 6 Class B Medium Class	PIECES	6000		
182	Saddle Clamp G.I. 10" Class B Med Class	PIECES	6000		
183	G.I Saddle clamp 3/4 x 1/2 Class B Medium Class	PIECES	12000		
184	G.I Saddle clamp 1 1/2 x 1/2 Class B Medium Class	PIECES	12000		
184	G.I Saddle clamp 1 1/2 x 3/4 Class B Medium Class	PIECES	12000		
185	G.I Saddle clamp 1 1/2 x 1" Class B Medium Class	PIECES	12000		
186	Saddle Clamp G. I. 1 X 3/4" Class B Medium Class	PIECES	12000		
187	Saddle Clamp G. I. 1 X 1/2" Class B Medium Class	PIECES	12000		
188	Saddle Clamp G. I. 2 X 1/2" Class B Medium Class	PIECES	12000		
189	Saddle Clamp G. I. 2 X 3/4" Class B Medium Class	PIECES	12000		
190	Saddle Clamp G. I. 2 X 1" Class B Medium Class	PIECES	12000		
191	Saddle Clamp G. I. 1 1/4 X 1/2" Class B Medium Class	PIECES	12000		
192	Saddle Clamp G. I. 1 1/4 x X 3/4" Class B Medium Class	PIECES	500		
193	Saddle Clamp G. I. 1 1/4 X 1" Class B Medium Class	PIECES	500		
194	Saddle Clamp G. I. 1 1/2 X 1 1/4" Class B Medium Class	PIECES	500		
195	Saddle Clamp G. I. 3 X 1 1/4" Class B Medium Class	PIECES	500		
196	Saddle Clamp G. I. 2 X 1 1/4" Class B Medium Class	PIECES	500		
	<b>G.I ELBOW</b>				
197	Elbow 1/2 Class B Medium Class	PIECES	12,000		
198	Elbow 3/4 Class B Medium Class	PIECES	12,000		
199	Elbow 1 Class B Medium Class	PIECES	12,000		
200	Elbow 1 1/4" Class B Medium Class	PIECES	12,000		
201	Elbow 1 1/2" Class B Medium Class	PIECES	12,000		
202	Elbow 2" Class B Medium Class	PIECES	6000		
203	Elbow 2 1/2" Class B Medium Class	PIECES	6000		
204	Elbow 3" Class B Medium Class	PIECES	6000		
205	Elbow 4" Class B Medium Class	PIECES	6000		
206	Elbow 6" Class B Medium Class	PIECES	4000		

207	Elbow 8" Class B Medium Class	PIECES	3000		
	<b>PLAIN FLANGES</b>				
208	Flanges G.I. 1½ Class B Medium Class	PIECES	1200		
209	Flanges G. I. 2" Class B Medium Class	PIECES	1200		
230	Flanges G. I. 3" Class B Medium Class	PIECES	1200		
231	Flanges G. I. 4" Class B Medium Class	PIECES	1200		
232	Flanges G. I. 6" Class B Medium Class	PIECES	1200		
233	Flanges G. I. 8" Class B Medium Class	PIECES	1000		
234	Flanges G. I.10 Class B Medium Class	PIECES	1000		
235	Flanges G.I. 12" Class B Medium Class	PIECES	1000		
236	Detachable joints 2" B.S.S. Class B	PIECES	100		
237	Detachable joints 3" " "	PIECES	100		
238	Detachable joints 4" " "	PIECES	100		
239	Detachable joints 6" " "	PIECES	20		
240	Detachable joints 8" " "	PIECES	10		
241	Detachable joints 10" " "	PIECES	10		
242	Detachable joints 12" " "	PIECES	10		
	<b>V.J COUPLING</b>		<b>QTY</b>		
243	V.J. Coupling for 11/2" Nom Ø pipe	PIECES	500		
244	V.J. Coupling for 2" Nom Ø pipe	PIECES	500		
245	V.J. Coupling for 3" Nom Ø pipe	PIECES	1000		
246	V.J. Coupling for 4" Nom Ø pipe	PIECES	1000		
247	V.J. Coupling for 6" Nom Ø pipe	PIECES	500		
248	V.J. Coupling for 8" Nom Ø pipe	PIECES	500		
249	V.J. Coupling for 9" Nom Ø pipe	PIECES	1000		
250	V.J. Coupling for 10 Nom Ø pipe	PIECES	400		
251	V.J. Coupling for 12" Nom Ø pipe	PIECES	400		
252	V.J. Coupling for 90mm Ø PVC pipe	PIECES	1000		
253	V.J. Coupling for 110mm Ø PVC pipe	PIECES	1000		
254	V.J. Coupling for 160mm Ø PVC pipe	PIECES	500		
255	V.J. Coupling for 170mm Ø PVC pipe	PIECES	500		
256	V.J. Coupling for 200mm Ø PVC pipe	PIECES	500		
257	V.J. Coupling for 220mm Ø PVC pipe	PIECES	500		
258	V.J. Coupling for 225mm Ø PVC pipe	PIECES	500		
259	V.J. Coupling for 280mm Ø PVC pipe	PIECES	200		
260	V.J. Coupling for 315mm Ø PVC pipe	PIECES	400		
261	V.J. Coupling for 355mm Ø PVC pipe	PIECES	400		
262	V.J. Coupling for 400mm Ø PVC pipe	PIECES	50		
	<b>FLANGE ADAPTOR G.I</b>				
263	Flange Adaptor for 11/2" PVC pipe	PIECES	400		
264	Flange Adaptor for 2" PVC pipe	PIECES	400		
265	Flange Adaptor for 90mm Ø PVC pipe	PIECES	1000		

266	Flange Adaptor for 110mm Ø PVC pipe		PIECES	1000	
267	Flange Adaptor for 160mm Ø PVC pipe		PIECES	500	
268	Flange Adaptor for 170mm Ø PVC pipe		PIECES	500	
269	Flange Adaptor for 200mm Ø PVC pipe		PIECES	400	
270	Flange Adaptor for 220mm Ø PVC pipe		PIECES	500	
271	Flange Adaptor for 225mm Ø PVC pipe		PIECES	500	
272	Flange Adaptor for 280mm Ø PVC pipe		PIECES	300	
273	Flange Adaptor for 315mm Ø PVC pipe		PIECES	500	
274	Flange Adaptor for 355mm Ø PVC pipe		PIECES	400	
	<b>G.I HEXAGONAL NIPPLES</b>				
275	Nipples ½"                      Class B		PIECES	12000	
276	Nipples ¾"                      Class B		PIECES	12000	
277	Nipples 1"                      Class B		PIECES	6000	
278	Nipples 1¼"                    Class B		PIECES	3000	
279	Nipples 1½"                    Class B		PIECES	6000	
280	Nipples 2"                      Class B		PIECES	4000	
281	Nipples 2½"                    Class B		PIECES	3000	
282	Nipples 3"                      Class B		PIECES	4000	
283	Nipples 4"                      Class B		PIECES	4000	
284	Nipples 6"                      Class B		PIECES	3000	
285	Nipples 8"                      Class B		PIECES	3000	
	<b>G.I PLUG</b>			<b>QTY</b>	
286	Plugs ½ "                      Class B		PIECES	12000	
287	Plugs ¾ "                      Class B		PIECES	10000	
288	Plugs 1"                      Class B		PIECES	8000	
289	Plugs 1¼"                      Class B		PIECES	200	
290	Plugs 1½ "                      Class B		PIECES	3000	
291	Plugs 2"                      Class B		PIECES	3000	
292	Plugs 2½"                      Class B		PIECES	200	
293	Plugs 3"                      Class B		PIECES	3000	
294	Plugs 4 "                      Class B		PIECES	3000	
295	Plugs 6"                      Class B		PIECES	3000	
296	Shower Roses ½"		PIECES	500	
297	Shower Roses ¾"		PIECES	500	
298	Shower Roses 1"		PIECES	500	
	<b>G.I SOCKET</b>			<b>QTY</b>	
299	G.I. Sockets ½"                      Class B		PIECES	12000	
300	G.I. Sockets ¾"                      Class B		PIECES	12000	
301	G.I. Sockets 1"                      Class B		PIECES	10000	
302	G.I. Sockets 1¼"                    Class B		PIECES	500	
303	G.I. Sockets 1½"                    Class B		PIECES	6000	
304	G.I. Sockets 2"                      Class B		PIECES	6000	

305	G.I. Socket 2½"	Class B	PIECES	500		
306	G.I. Sockets 3"	Class B	PIECES	6000		
307	G.I. Sockets 4"	Class B	PIECES	6000		
308	G.I. Sockets 6"	Class B	PIECES	1000		
309	G.I. Sockets 8"	Class B	PIECES	1000		
310	UPVC Adaptors 8"	Class D	PIECES	100		
	Steel Adaptors 8"	Class C				
311	Heavy Duty		PIECES	100		
	Steel Adaptors 10"	Class C				
312	Heavy Duty		PIECES	100		
	Steel Adaptors 12"	Class C				
313	Heavy Duty		PIECES	100		
	<b>REDUCING SOCKET</b>					
314	Reducing socket 3/4"x 1/2" B Class		PIECES	10000		
315	Reducing socket 1"x 1/2" B Class		PIECES	10000		
316	Reducing socket 1" x 3/4 " B Class		PIECES	10000		
317	Reducing socket 1½" x ½ B Class		PIECES	10000		
318	Reducing socket 1½" x ¾ B Class		PIECES	10000		
319	Reducing socket 1½" x 1" B Class		PIECES	10000		
320	Reducing socket 1½" x 1¼" B Class		PIECES	10000		
321	Reducing socket 2" x 1/2" B Class		PIECES	10000		
322	Reducing socket 2" x 3/4" B Class		PIECES	10000		
323	Reducing socket 2" x 1" B Class		PIECES	10000		
324	Reducing socket 2" x 1½" B Class		PIECES	10000		
325	Reducing socket 3" x 1/2" B Class		PIECES	10000		
326	Reducing socket 3" x 3/4" B Class		PIECES	10000		
327	Reducing socket 3" x 1" B Class		PIECES	10000		
328	Reducing socket 3" x 1½" B Class		PIECES	10000		
329	Reducing socket 3" x 2" B Class		PIECES	10000		
330	Reducing socket 3"x2½" Class B		PIECES	10000		
331	Reducing socket 4" x 1 B Class		PIECES	10000		
332	Reducing socket 4" x 2 B Class		PIECES	10000		
333	Reducing socket 4" x 3 B Class		PIECES	10000		
334	Reducing socket 4" x 1½ B Class		PIECES	10000		
335	Reducing socket 3 x 1¼" B Class		PIECES	10000		
336	Reducing socket 6" x 4" B Class		PIECES	10000		
	Reducing Socket 6" x 3" " " "					
337	"		PIECES	10000		
	Reducing Socket 6" x 4" " " "					
338	"		PIECES	10000		
	Reducing Socket 6" x 2" " " "					
339	"		PIECES	10000		
	Reducing Socket 6" x 2" " " "					
340	"		PIECES	10000		

341	Reducing Socket 1 1/4" x 1/2"	" "	PIECES	10000		
342	Reducing Socket 1 1/4" x 3/4"	" " "	PIECES	10000		
343	Reducing Socket 1 1/4" x 1 1/4"	" " "	PIECES	10000		
	<b>EQUAL TEE CLASS B</b>			<b>QTY</b>		
344	G.I. Tee Equal 1/2"	" "	PIECES	12000		
345	G.I. Tee Equal 3/4"	" "	PIECES	12000		
346	G.I. Tee Equal 1"	" "	PIECES	10000		
347	G.I. Tee Equal 1 1/4"	" "	PIECES	5000		
348	G.I. Tee Equal 1 1/2"	" "	PIECES	10000		
349	G.I. Tee Equal 2"	" "	PIECES	10000		
350	G.I. Tee Equal 2 1/2"	" "	PIECES	5000		
351	G.I. Tee Equal 3"	" "	PIECES	5000		
352	GI Tee Equal 4"	" "	PIECES	5000		
353	G.I. Tee Equal CI 4"	" "	PIECES	5000		
354	G.I. Tee Equal 6"	" "	PIECES	5000		
	<b>REDUCING TEE</b>					
355	Tee Red 3/4" x 1/2"		PIECES	10000		
356	Tee Red 1" x 1/2"	" "	PIECES	10000		
357	Tee Red 1" x 3/4"	" "	PIECES	10000		
358	Tee Red 1 1/2" x 1/2"	" "	PIECES	10000		
359	Tee Red 1 1/2" x 3/4"	" "	PIECES	10000		
360	Tee Red 1 1/2" x 1"	" "	PIECES	6000		
361	Tee Red 2 X 1/2"	" "	PIECES	6000		
362	Tee Red 2" x 3/4"	" "	PIECES	6000		
363	Tee Red 2" x 1"	" "	PIECES	6000		
364	Tee Red 2" x 1 1/2"	" "	PIECES	6000		
365	Tee Red 3" x 1/2"	" "	PIECES	6000		
366	Tee Red 3" x 3/4"	" "	PIECES	6000		
367	Tee Red 3" x 1"	" "	PIECES	6000		

368	Tee Red 3" x 11/2"	"	PIECES	6000		
369	Tee Red 3" x 2"	"	PIECES	6000		
370	Tee Red 4" x 1/2"	"	PIECES	6000		
371	Tee Red 4" x 3/4"	"	PIECES	6000		
372	Tee Red 4" x 1"	"	PIECES	6000		
373	Tee Red 4" x 11/2"	"	PIECES	6000		
374	Tee Red 4" x 2"	"	PIECES	6000		
375	Tee Red 4" x 3"	"	PIECES	6000		
376	Tee Red 6 X 1/2	"	PIECES	6000		
377	Tee Red 6 X 3/4	"	PIECES	6000		
378	Tee Red 6 X 1	" "	PIECES	6000		
379	Tee Red 6 X 11/2	"	PIECES	6000		
380	Tee Red 6 X 2	" "	PIECES	6000		
381	Tee Red 6 X 3	" "	PIECES	6000		
382	Tee Red 6 X 4	" "	PIECES	6000		
383	Tee Red 11/4" X 1/2"	"	PIECES	1000		
384	Tee Red 11/4 X 3/4	"	PIECES	1000		
385	Tee Red 11/4" X 1	"	PIECES	1000		
386	Tee Red 90mm x 32mm P.V.C.	"	PIECES	100		
387	Tee Cross 1/2"	"	PIECES	100		
389	Tee Cross 3/4"	"	PIECES	100		
390	Tee Cross 1"	"	PIECES	100		
	<b>GI Union CLASS B</b>					
391	GI Union 1/2"	"	PIECES	6000		
392	G.I. Union 3/4"	"	PIECES	6000		
393	G.I. Union 1"	"	PIECES	3000		
394	G.I. Union 1 1/4"	"	PIECES	3000		

395	G.I. Union 1½"	"	PIECES	3000		
396	G.I. Union 2"	"	PIECES	3000		
397	G.I. Union 3"	"	PIECES	3000		
398	G.I. Union 4"	"	PIECES	3000		
399	G.I. Union 6"	"	PIECES	1000		
400	G.I. Union 8"	"	PIECES	1000		
401	Air valve Single Orifice 1" Class C B.S.S. Heavy Duty		PIECES	500		
402	Airv valve Single Orifice 1½" Class C B.S.S. Heavy Duty		PIECES	500		
403	Air valve Single Orifice 2" Class C B.S.S. Heavy Duty		PIECES	500		
404	Air valve Single Orifice 3" Class C B.S.S. Heavy Duty		PIECES	500		
405	Airv valve Double Orifice 1" Class C B.S.S. Heavy Duty		PIECES	500		
406	Airv valve Double Orifice 1½" Class C B.S.S. Heavy Duty		PIECES	500		
407	Air valve Double Orifice 2" Class C B.S.S. Heavy Duty		PIECES	500		
408	Air valve Double Orifice 3" Class C B.S.S. Heavy Duty		PIECES	500		
	<b>GATE VALVE PEGLER ORIGINAL</b>					
409	Gate valve pegler original ½"		PIECES	12000		
410	Gate valve pegler original ¾"		PIECES	6000		
411	Gate valve pegler original 1"		PIECES	1000		
412	Gate valve pegler original 1½"		PIECES	1000		
413	Gate valve pegler original 2"		PIECES	1000		
414	Gate valve pegler original 2½"		PIECES	200		
415	Gate valves pegler original 3"		PIECES	500		
416	Gate valves pegler original 4"		PIECES	500		
417	Gate valves pegler original 6"		PIECES	500		
418	bip tap pegler original 1/2"		PIECES	12000		
419	bip tap pegler original 3/4"		PIECES	6000		
420	bip tap pegler original 1"		PIECES	1000		
	<b>NEW SLUICE VALVES (B.S.S)</b>					
421	Sluice valve 1½"		<b>PIECES</b>	<b>300</b>		

422	Sluice valve 2"	<b>PIECES</b>	<b>300</b>		
423	Sluice valve 3"	PIECES	6000		
424	Sluice valve 4"	PIECES	6000		
425	Sluice valve 6"	PIECES	6000		
426	Sluice valve 8"	PIECES	6000		
427	Sluice valve 9"	PIECES	1000		
428	Sluice valve 12"	PIECES	1000		
429	New Sluice Valve 10" (280mm)	PIECES	100		
430	Ball valves ½"	PIECES	100		
431	Ball valves ¾"	PIECES	100		
432	Ball valves 1"	PIECES	100		
433	Ball valves 1 1/2"	PIECES	100		
434	Ball valves 2"	PIECES	100		
435	Ball valves 3"	PIECES	100		
436	Ball valves 4"	PIECES	100		
		PIECES	100		
		PIECES	100		
437	Foot valve 2" (B.S.S)	PIECES	100		
438	Foot valve 3" (B.S.S)	PIECES	100		
439	Foot valve 4" - Cast Iron	PIECES	100		
440	Foot valve 6" - Cast Iron	PIECES	100		
441	Foot valve - 4" Aluminium	PIECES	100		
442	Foot valve - 6" Aluminium	PIECES	100		
443	Foot valve - 8" Aluminium	PIECES	100		
444	Non return valve ½" (B.S.S.) Class C Heavy Duty	PIECES	100		
445	Non return valve ¾" (B.S.S.) Class C Heavy Duty	PIECES	100		
446	Non return valve 1" (B.S.S.) Class C Heavy Duty	PIECES	100		
447	Non return valve 1 1/2" (B.S.S.) Class C Heavy Duty	PIECES	100		
448	Non return valve 2" (B.S.S.) Class C Heavy Duty	PIECES	100		
449	Non return valve 3" (B.S.S.) Class C Heavy Duty	PIECES	100		
450	Non return valve 4" (B.S.S.) Class C Heavy Duty	PIECES	100		
451	Non return valve 6" (B.S.S.) Class C Heavy Duty	PIECES	100		
452	Vee belts A110	PIECES	20		
453	Vee belts A55	PIECES	20		
454	Vee belts B106	PIECES	20		
455	Vee belts B61	PIECES	20		



456	Rubber connector	PIECES	20		
457	Tower Bolt	PIECES	20		
458	Pillar Trans 1½ Class B	PIECES	20		
459	Stop Corks ½" - peglar	PIECES	100		
460	Stop Corks ¾" - peglar	PIECES	100		
461	Stop Corks 1" - peglar	PIECES	50		
462	Stop Corks 1½" Peglar	PIECES	50		
463	Stop Corks 2" - peglar	PIECES	20		
	<b>PRESSURE REDUCING VALVE</b>				
464	PRV 6"	PIECES	100		
465	PRV 4"	PIECES	100		
466	PRV 3"	PIECES	100		
467	PRV 2"	PIECES	100		
468	PRV 1½"	PIECES	50		
469	PRV 1"	PIECES	50		
470	PRV ¾"	PIECES	100		
471	PRV ½"	PIECES	100		
472	Double Threaded GI Stand Pipes ½" -1½ Ft Long	PIECES	1000		
473	Double Threaded GI Stand Pipes ½" -2 Ft Long	PIECES	72000		
474	Double Threaded GI Stand Pipes ½" -3 Ft Long	PIECES	36000		
475	Double Threaded GI Stand Pipes ½" -31/2 Ft Long	PIECES	150		
476	Double Threaded GI Stand Pipes ¾" - 11/2 Ft Long	PIECES	100		
477	Stepdown VJ Copupling 118mm - 110mm	PIECES	100		
478	Stepdown VJ coupling 170mm - 160mm	PIECES	100		
479	Stepdown VJ coupling 220mm - 200mm	PIECES	100		
480	Stepdown VJ coupling 170mm - 160mm	PIECES	100		
481	Stepdown VJ coupling 250mm - 225mm	PIECES	100		
482	Pressure gauges - 0- 10 bars	PIECES	50		
483	Pressure gauges - 0- 16 bars	PIECES	50		
484	Pressure gauges - 0- 20 bars	PIECES	50		
485	Pressure gauges - 0- 25 bars	PIECES	50		
486	Flanges 3" steel	PIECES	100		
487	Flanges 4" steel	PIECES	100		
488	Flanges 6" steel	PIECES	100		
489	Flanges 8" steel	PIECES	100		
490	Flanges 10" steel	PIECES	100		
491	Flanges 12" steel	PIECES	100		

<b>BOLTS AND NUTS</b>					
492	Bolts and nuts 3 x 3/4 half thread	KGS	1200		
493	Bolts and nuts 1/2 x 2 half thread	KGS	1000		
494	Bolts and nuts 1/2 x 6 half thread	KGS	1200		
495	Bolts and nuts 1 x 3 half thread	KGS	1000		
496	Bolts and nuts 7/8 x 5 half thread	KGS	1000		
497	Bolts and nuts 3 x 3/8 full thread	KGS	1000		
498	Bolts and nuts 3 x 3/4 full thread	KGS	1000		
499	Bolts and nuts 1/2 x 2 full thread	KGS	1000		
500	Bolts and nuts 1/2 x 2 full thread	KGS	1000		
501	Bolts and nuts 1/2 x 6 full thread	KGS	1000		
502	Bolts and nuts 1 x 3 full thread	KGS	1000		
503	Bolts and nuts 7/8 x 5 full thread	KGS	1000		
<b>V.J COUPLING RUBBERINGS</b>					
504	90 MM	PIECES	12000		
505	110 MM	PIECES	12000		
506	160 MM	PIECES	12000		
507	170 MM	PIECES	12000		
508	200 MM	PIECES	12000		
509	220 MM	PIECES	12000		
510	250 MM	PIECES	12000		
511	280 MM	PIECES	12000		
512	315 MM	PIECES	12000		
513	355 MM	PIECES	12000		
514	400 MM	PIECES	500		
528	FLANGED G.I BEND 160 MM 90 degrees	PIECES	50		
529	FLANGED G.I TEE 90 MM	PIECES	100		
530	FLANGED G.I TEE 90 MM 50 MM	PIECES	100		
531	FLANGED G.I TEE 90 MM 25 MM	PIECES	100		
532	FLANGED G.I TEE 160 X 160	PIECES	100		
533	FLANGED G.I bend 160mm 45 degrees	PIECES	50		
534	G.I FLANGED TAPER 160MM X 110	PIECES	50		
535	G.I FLANGED TAPER 160MM X 90	PIECES	50		
536	G.I FLANGED TAPER 90 MM X 50 MM	PIECES	100		

**NOTE:**

- (i) Prices quoted should be valid for ONE year during 2017-2018 financial year.
- (ii) Bidders who under quote and fail to deliver will be considered for blacklisting.

TENDER'S NAME \_\_\_\_\_

Signature of tenderer \_\_\_\_\_

**COMPANY'S RUBBER STAMP** \_\_\_\_\_

## **SECTION VII - STANDARD FORMS**

### **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 completed by the tenderer and submitted with the tender documents.
3. Tender Securing Declaration 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 price.
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.

**7.1 FORM OF TENDER**

Date \_\_\_\_\_  
Tender No. \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
*[name and address of procuring entity]*

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. .... *[insert numbers]*.the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply deliver, install and commission ( ..... *(insert equipment description)* in conformity with the said tender documents for the sum of ..... *(total tender amount in words and figures)* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

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

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

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

5. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.

6. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign tender for an on behalf of \_\_\_\_\_

**7.2**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c ) whichever applied to your type of business  
 You are advised that it is a serious offence to give false information on this form

*Part 1 – General:*

Business Name .....

Location of business premises. ....

Plot No..... Street/Road .....

.....

Postal Address ..... Tel No. .... Fax.....

E mail .....

Nature of Business .....

Registration Certificate No. ....

Maximum value of business which you can handle at any one time – Kshs. ....

.....

Name of your bankers ..... Branch .....

	<p style="text-align: center;">Part 2 (a) – Sole Proprietor</p> <p>Your name in full ..... Age .....</p> <p>Nationality .....Country of origin .....</p> <ul style="list-style-type: none"> <li>• Citizenship details .....</li> <li>• .....</li> </ul>						
	<p style="text-align: center;">Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;"></td> <td style="width: 30%; text-align: center;">Name</td> <td style="width: 30%; text-align: center;">Nationality</td> </tr> <tr> <td></td> <td style="text-align: center;">Citizenship Details</td> <td style="text-align: center;">Shares</td> </tr> </table> <p>1. ....</p> <p>2. ....</p> <p>3. ....</p> <p>4. ....</p>		Name	Nationality		Citizenship Details	Shares
	Name	Nationality					
	Citizenship Details	Shares					
	<p style="text-align: center;">Part 2 (c ) – Registered Company</p> <p>Private or Public .....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 40px;">Nominal Kshs. ....</p> <p style="padding-left: 40px;">Issued Kshs. ....</p> <p>Given details of all directors as follows</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;"></td> <td style="width: 30%; text-align: center;">Name</td> <td style="width: 30%; text-align: center;">Nationality</td> </tr> <tr> <td></td> <td style="text-align: center;">Citizenship Details</td> <td style="text-align: center;">Shares</td> </tr> </table> <p>1.....</p> <p>2. ....</p> <p>3. ....</p> <p>4. ....</p>		Name	Nationality		Citizenship Details	Shares
	Name	Nationality					
	Citizenship Details	Shares					

	5 .....
Date .....	Signature of Candidate .....

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

### 7.3 TENDER SECURING DELARATION FORM

[The Tenderer shall fill in this Form in accordance with the instructions indicated.]

Date: *[insert date ]*  
Tender No.: *[insert number]*

To: *[insert name of Procuring Entity]*

We, the undersigned, declare that:

We understand that, according to your conditions, tenders must be supported by a Tenders-Securing Declaration.

We accept that we will automatically be suspended from being eligible for tendering in any contract with the Procuring Entity for the period of time as determined by the Authority if we are in breach of our obligation(s) under the tender conditions, because we:

- (a) have withdrawn our Tender during the period of Tender validity specified in the Form of Tender; or
- (b) does not accept the Procuring Entity's corrections of arithmetic errors in accordance with the Instructions to Tenderers; or
- (c) having been notified of the acceptance of our Tender by the Procuring Entity during the period of Tender validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the ITT.

We understand this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon the earlier of (i) our receipt of your notification to us of the name of the successful Tenderer; or (ii) twenty-eight (28) days after the expiration of our Tender validity period.

Signed: *[insert signature of person whose name and capacity are shown]*

Name: *[insert complete name of person signing the Tender Securing Declaration]*

In the capacity of *[insert legal capacity of person signing the Tender Securing Declaration]*

Duly authorized to sign the Tender for and on behalf of: *[insert complete name of Tenderer]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

Corporate Seal (where appropriate)

*[Note: In case of a Joint Venture, the Tender Securing Declaration must be in the name of all partners to the Joint Venture that submits the tender.]*



**7.4 CONTRACT FORM**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ between ..... [*name of Procurement entity*] of ..... [*country of Procurement entity*] (hereinafter called “the Procuring entity) of the one part and ..... [*name of tenderer*] of ..... [*city and country of tenderer*] (hereinafter called “the tenderer”) of the other part;

WHEREAS the Procuring entity invited tenders for certain goods ] and has accepted a tender by the tenderer for the supply of those goods in the sum of ..... [*contract price in words and figures*] (hereinafter called “the Contract Price).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to:

2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz:

- (a) the Tender Form and the Price Schedule submitted by the tenderer
- (b) the Schedule of Requirements
- (c) the Technical Specifications
- (d) the General Conditions of Contract
- (e) the Special Conditions of contract; and
- (f) the Procuring entity’s Notification of Award

3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tender hereby covenants with the Procuring entity to provide the goods and to remedy defects therein in conformity in all respects with the provisions of the Contract

4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provisions of the goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring entity

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the tenderer in the presence of \_\_\_\_\_

*(Amend accordingly if provided by Insurance Company)*

**7.5 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 goods*] (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Tenderer’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of ..... [*amount of the guarantee in words and figure*] and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of ..... [*amount of guarantee*] as aforesaid, without you 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 \_\_\_\_\_

Signed and seal of the Guarantors

\_\_\_\_\_  
[*name of bank or financial institution*]

\_\_\_\_\_  
[*address*]

\_\_\_\_\_  
[*date*]

7.6 **BANK GUARANTEE FOR ADVANCE PAYMENT FORM**

To .....  
[name of Procuring entity]

[name of tender] .....

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends the General Conditions of Contract to provide for advance payment, ..... [name and address of tenderer](hereinafter called “the tenderer”) shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of ..... [amount of guarantee in figures and words].

We, the ..... [bank or financial institutions], as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring entity on its first demand without whatsoever right of objection on our part and without its first claim to the tenderer, in the amount not exceeding ..... [amount of guarantee in figures and words]

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there-under or of any of the Contract documents which may be made between the Procuring entity and the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid in full effect from the date of the advance payment received by the tenderer under the Contract until ..... [date].

Yours truly,

Signature and seal of the Guarantors

\_\_\_\_\_  
[name of bank or financial institution]

\_\_\_\_\_  
[address]

\_\_\_\_\_  
[date]

**7.7 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

**7.8 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.
- etc.

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

- 1.
  - 2.
- etc

SIGNED .....(Applicant)

Dated on.....day of ...../...20...

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**FOR OFFICIAL USE ONLY**

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

SIGNED  
Board Secretary

