



TENDER DOCUMENT

FOR

**LEASE OF OFFICE SPACE FOR
KENYA REVENUE AUTHORITY AT EMALI TOWN,
MAKUENI COUNTY**

TENDER NO. KRA/HQS/NCB-043/2020-2021

TIMES TOWER BUILDING

P.O. BOX 48240 – 00100

TEL: +254 02 310900

www.kra.go.ke

Email: eprocurement@kra.go.ke

NAIROBI, KENYA.

REGGISTER FOR ON-LINE PRE-BID MEETING HERE

PRE-BID CONFERENCE

PREBID DATE: 9TH MARCH, 2021. TIME: 11.00AM

**CLOSING DATE: TUESDAY 23RD MARCH, 2021
AT 11:00 AM**

BID VALIDITY 335 DAYS

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SECTION I - INVITATION TO TENDER

Date: _____

TENDER REF: TENDER NO. KRA/HQS/NCB-043/2020-2021

TENDER NAME: LEASE OF OFFICE SPACE FOR KENYA REVENUE AUTHORITY AT EMALI TOWN, MAKUENI COUNTY

- 1.1 The Kenya Revenue Authority invites sealed bids from only eligible Landlords in Emali Town, Makueni County for Lease of Office Space for Kenya Revenue Authority.
- 1.2 A complete set of tender document shall be obtained by the bidder free of charge. The document can also be viewed and downloaded from the KRA Website www.kra.go.ke at no fee.
- 1.3 Prices quoted should be net inclusive of all taxes and delivery costs, must be in Kenya Shillings and shall remain valid for **335 days** from the closing date of the tender.
- 1.4 Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender reference number and name and be deposited in the tender Box on **Ground Floor, Times Tower Building, Haile Selassie Avenue, Nairobi**, or be addressed to **Kenya Revenue Authority, Supply Chain Management, Haile Selassie Avenue, Times Tower, 21st floor** so as to be received on or before **Tuesday 23rd March, 2021 at 11.00 am.**
- 1.5 The tenders will be opened and evaluated thereafter by the tender evaluation committee.

SIGNED FOR: *Commissioner General*
Kenya Revenue Authority

SECTION II - INSTRUCTIONS TO TENDERERS

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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 Appendix to Instructions to Tenderers. Successful tenderers shall be contracted for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the schedule of requirements.
- 2.1.2 The Kenya Revenue Authority's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 55 and 66 of the Act.
- 2.1.3 Tenderers shall provide the qualification 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 the firm or any of its officials which have been engaged by the Kenya Revenue Authority to provide consulting services for the preparation of the design specifications and other documents to be used for the purpose of this invitation to tender.
- 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 Kenya Revenue Authority, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process
- 2.2.2 The price to be charged for the tender document shall not exceed Kshs.1,000/=
- 2.2.3 The Kenya Revenue Authority shall allow the tenderer to review the tender document free of charge before purchase.

2.3 Contents of Tender Documents

- 2.3.1 The tender documents comprise the documents listed below and addenda issued in accordance with clause 2.7 of these instructions to tenderers.
- (i) Instructions to tenderers
 - (ii) General Conditions of Contract
 - (iii) Special Conditions of Contract
 - (iv) Schedule of particulars of tender
 - (v) Form of Tender
 - (vi) Price Schedules

- (vii) Contract Form
- (viii) Confidential Business Questionnaire Form
- (ix) Tender security Form
- (x) Performance security Form
- (xi) Authorization Form
- (xii) Declaration form
- (xiii) Request for Review Form

2.3.2 The Tenderer is expected to examine all instructions, forms, terms and particulars 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 tender Documents

2.4.1 A prospective tenderer making inquiry on the tender documents may notify the Kenya Revenue Authority by post, fax or by email at the Kenya Revenue Authority's address indicated in the Invitation to Tender. The Kenya Revenue Authority 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 Kenya Revenue Authority. 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 candidates who have received the tender documents.

2.4.2 The Kenya Revenue Authority's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

2.5 Amendment of tender Documents

2.5.1 At any time prior to the deadline for submission of tenders, the Kenya Revenue Authority, 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 Kenya Revenue Authority, at its discretion, may extend the deadline for the submission of tenders.

2.6 Language of Tenders

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 Kenya Revenue Authority, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

2.7. Documents Comprising the Tender

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

- (a) a Tender Form and a Price Schedule completed in accordance with paragraph 2.8, 2.9 and 2.10 below
- (b) documentary evidence established in accordance with paragraph 2.12 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) tender security furnished in accordance with paragraph 2.12

2.8. Form of Tender

2.8.1 The tenderer shall complete the Form of Tender and the Price Schedules furnished in the tender documents, indicating the particulars of the tender.

2.9. Tender Prices

2.9.1 The tenderer shall indicate on the Price Schedules the unit prices and total tender price of the particular of tender under the contract.

2.9.2 Prices indicated on the Price Schedule shall be the amounts to be paid by the tenderer to the Kenya Revenue Authority for the particulars of the tender under the contract.

2.9.3 Prices quoted by the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.20.5

2.10. Tender Currencies

2.10.1 Prices shall be quoted in Kenya Shillings unless otherwise stated in the appendix.

2.11. Tenderers Eligibility and Qualifications

- 2.11.1 Pursuant to paragraph 2.1.1 and 2.1.2 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if it's tender is accepted.
- 2.11.2 The documentary evidence of the tenderer's qualifications to perform the contract if its tender is accepted shall establish to the Kenya Revenue Authority's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

2.12. Tender Security

- 2.12.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Appendix to Instructions to Tenderers.
- 2.12.2 The tender security shall be in the amount not exceeding 2 per cent of the tender price.
- 2.12.3 The tender security is required to protect the Kenya Revenue Authority against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7
- 2.12.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of
 - a) Cash.
 - b) A bank guarantee.
 - c) Such insurance guarantee approved by the Authority.
 - d) Letter of credit.
- 2.12.5 Any tender not secured in accordance with paragraph 2.12.1. and 2.12.3 will be rejected by the Kenya Revenue Authority as non-responsive, pursuant to paragraph 2.20.5
- 2.12.6 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
- 2.12.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30
- 2.12.8 The tender security may be forfeited:
 - (a) if a tenderer withdraws its tender during the period of tender validity
 - (b) in the case of a successful tenderer, if the tenderer fails:

- (i) to sign the contract in accordance with paragraph 2.29 or
- (ii) to furnish performance security in accordance with paragraph 2.30
- (c) If the tenderer rejects a correction of an arithmetic error in the tender.

2.13. Validity of Tenders

2.13.1 Tenders shall remain valid for **335 days** after date of tender opening pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Kenya Revenue Authority as non-responsive.

2.13.2 In exceptional circumstances, the Kenya Revenue Authority 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 2.12 shall also be suitably extended. A tenderer granting the request will not be required nor permitted to modify its tender.

2.14. Format and Signing of Tenders

2.14.1 The tenderer shall prepare an original and a copy of the tender, clearly marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy between them, the original shall govern.

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

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

2.15 Sealing and Marking of Tenders

2.15.1 The tenderer shall seal the original and the copy of the tender in separate envelopes, duly marking the envelopes as "ORIGINAL TENDER" and "COPY OF TENDER". The envelopes shall then be sealed in an outer envelope.

2.15.2 The inner and outer envelopes shall:

- (a) be addressed to the Kenya Revenue Authority at the address given in the Invitation to Tender.
- (b) bear tender number and name in the Invitation to Tender and the words, "DO NOT OPEN BEFORE **Tuesday 23rd March, 2021 at 11:00 am.**"

2.15.3 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".

2.15.4 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the Kenya Revenue Authority will assume no responsibility for the tender's misplacement or premature opening.

2.16. Deadline for Submission of Tenders

2.16.1 Tenders must be received by the Kenya Revenue Authority at the address specified under paragraph 2.15.2 no later than **Tuesday 23rd March, 2021 at 11:00 am.**

2.16.2 The Kenya Revenue Authority may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5.3 in which case all rights and obligations of the Kenya Revenue Authority and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

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

2.17. Modification and Withdrawal of Tenders

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

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

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

2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.7.

2.18. Opening of Tenders

2.18.1 The Kenya Revenue Authority will open all tenders in the presence of tenderers' representatives who choose to attend, on **Tuesday 23rd March, 2021 at 11:00 am** and in the location specified in the Invitation of tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.

- 2.18.2 The tender's names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as the Kenya Revenue Authority, at its discretion, may consider appropriate, will be announced at the opening.
- 2.18.3 The Kenya Revenue Authority will prepare minutes of the tender opening, which will be submitted to tenderers that signed the tender opening register and will have made the request.

2.19 Clarification of Tenders

- 2.19.1 To assist in the examination, evaluation and comparison of tenders the Kenya Revenue Authority 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.
- 2.19.2 Any effort by the tenderer to influence the Kenya Revenue Authority in the Kenya Revenue Authority's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.20 Preliminary Examination and Responsiveness

- 2.20.1 The Kenya Revenue Authority 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.
- 2.20.2 The terms and conditions of lease would be presented to and negotiated with the successful bidder.
- 2.20.3 The Kenya Revenue Authority 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 affect the relative ranking of any tenderer.
- 2.20.4 Prior to the detailed evaluation, pursuant to paragraph 2.20, the Kenya Revenue Authority 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 Kenya Revenue Authority 's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

2.20.5 If a tender is not substantially responsive, it will be rejected by the Kenya Revenue Authority and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

2.21. Conversion to single currency

2.21.1 Where other currencies are used, the Kenya Revenue Authority will convert those currencies to Kenya Shillings using the selling exchange rate on the date of tender closing provided by the Central Bank of Kenya.

2.22. Evaluation and Comparison of Tenders

2.22.1 The Kenya Revenue Authority will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

2.22.2 The Kenya Revenue Authority's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.3.

(a) Operational plan proposed in the tender;

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

2.22.3 Pursuant to paragraph 2.22.2. the following evaluation methods will be applied.

(a) Operational Plan

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

(b) Deviation in payment schedule

(i) Tenderers shall state their tender price for the payment on 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 Kenya Revenue Authority may consider the alternative payment schedule offered by the selected tenderer.

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

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

2.23. Contacting the Procuring entity

2.23.1 Subject to paragraph 2.19 no tenderer shall contact the Kenya Revenue Authority on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.23.2 Any effort by a tenderer to influence the Kenya Revenue Authority in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the Tenderers' tender.

2.24 Post-qualification

2.24.1 The Kenya Revenue Authority will verify and determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.24.2 The determination will take into account the tenderer financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.11.2, as well as such other information as the Kenya Revenue Authority deems necessary and appropriate

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

2.25 Award Criteria

2.25.1 Subject to paragraph 2.29 the Kenya Revenue Authority 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.

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

- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- (b) Legal capacity to enter into a contract for procurement

- (c) 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.
- (d) Shall not be debarred from participating in public procurement.

2.26. Procuring entity's right to accept or reject any or all tenders

2.26.1 The Kenya Revenue Authority 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 Kenya Revenue Authority's action. If the Kenya Revenue Authority determines that none of the tenders is responsive, the Kenya Revenue Authority shall notify each tenderer who submitted a tender.

2.26.2 The Kenya Revenue Authority 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.

2.26.3 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.

2.27 Notification of Award

2.27.1 Prior to the expiration of the period of tender validity, the Kenya Revenue Authority will notify the successful tenderer in writing that its tender has been accepted.

2.27.2 The notification of award will constitute the formation of the contract subject to the signing of the contract between the tenderer and the Kenya Revenue Authority pursuant to clause 2.29. Simultaneously the unsuccessful tenderers shall be notified that their tenders have been unsuccessful.

2.27.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.30, the Kenya Revenue Authority will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12.

2.29 Signing of Contract

2.29.1 At the same time as the Kenya Revenue Authority notifies the successful tenderer that its tender has been accepted, the Kenya Revenue Authority will simultaneously inform the other tenderers that their tenders have not been successful.

2.29.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Kenya Revenue Authority.

2.29.3 The contract will be definitive upon its signature by the two parties.

2.29.4 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.

2.30 Performance Security

2.30.1 The successful tenderer shall furnish the performance security in accordance with the Appendix to instructions to tenders, in a form acceptable to the Kenya Revenue Authority.

2.30.2 Failure by the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Kenya Revenue Authority may make the award to the next lowest evaluated tender or call for new tenders.

2.31 Corrupt or Fraudulent Practices

2.31.1 The Kenya Revenue Authority 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.

2.31.2 The Kenya Revenue Authority 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

The following information for Lease of Office Space for Kenya Revenue Authority at Emali Town, Makueni County shall complement, supplement, or amend, the provisions on the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the Instructions to Tenderers.

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
2.1.1	The tender is open to all eligible Landlords in Emali Town, Makueni County.
2.1.2	The Declaration of No Conflict of Interest is incorporated in the Confidential Business Questionnaire.
2.2.2	The bid document shall be free of charge. The document can also be viewed and downloaded from the KRA Website www.kra.go.ke at no fee.
2.12.1	Tender security is not required for this bid.
2.13.1	Bid Validity Period is 335 days from Tuesday 23rd March, 2021 at 11:00 am.
2.13.3	The technical specifications are given in page 20 & 21.
2.16.3	Bulky tender which will not fit in the tender box shall be received by KRA in the Supply Chain Management Office on 21 st floor Times Tower Building.
2.15.1	<i>This tender is based on One (1) bid envelope. The bidder is required to submit bid document which has combined technical proposal and financial proposal in one envelope.</i>
	The inner envelopes should be clearly marked as follows:
	KRA/HQS/NCB-043/2020-2021 - Combined Technical and Financial (Original)
	KRA/HQS/NCB-043/2020-2021 - Combined Technical and Financial (Copy)
	The envelopes shall then be sealed in an outer envelope and addressed to:
	Commissioner General Kenya Revenue Authority P.O Box 48240-00100, Nairobi.

2.18.1	Time and date for bid closing are: 11:00 hours local time, on Tuesday 23rd March, 2021. Street: <i>Haile Selassie Avenue</i> City: <i>Nairobi</i> Country: <i>Kenya</i>
2.22.1	Tender will be opened and evaluated thereafter by the tender evaluation committee.
2.22.1	Bidder is expected to examine all instructions, forms, terms, specifications, and other information in the Bidding Document. Failure to furnish all information required by the Bidding Document or to submit a bid not substantially responsive to the Bidding Document in every respect will be at the Bidder's risk and may result in the rejection of its bid.
2.22.4	Preference
2.24.2	KRA will not grant any preferences. The bid evaluation will take into account documentation factors in addition to cost factors.
2.30	Performance security is not required for this tender.

N/B: The successful Landlord will be required to provide the following additional documents for purposes of contract execution and lease registration.

1. Current Land Rates Certificate.
2. Current Land Rent Certificate.
3. Certified copy of Letters of Administration & Confirmation of Grant (*where applicable*).
4. Registered Floor Plans.
5. Consent to Lease from Ministry of Lands.
6. Consent to Lease from chargee (Bank) or (*where property is charged to the bank*).

SECTION III - TERMS AND CONDITIONS OF LEASE

These would be presented to the successful bidder.

SECTION V - SCHEDULE OF PARTICULARS OF TENDER

A: TENDER RESPONSIVENESS

The submission of the following documents will be required in the determination of the Completeness of the Bid. Bids that do not contain all the information required will be declared non-responsive.

MANDATORY REQUIREMENTS:

1. Valid Tax Compliance Certificate.
2. Certificate of Registration/Incorporation. (*where applicable*).
3. Duly filled, signed and stamped Confidential Business Questionnaire.
4. Power of Attorney (*Sole proprietors exempted*).
5. Copy of Title Document/ Allotment letter (*All the pages*).
6. Copy of KRA PIN Certificate.
7. Copies of National Identity Card (*for individual owners*)
8. Current CR 12 for Limited Liability Companies.
9. Current Official Search of the Property.

TECHNICAL SPECIFICATIONS

INSTRUCTION TO BIDDERS

1. Bidders are required to fill the table below or use its format to respond.
2. Bidders MUST provide a substantive response for all features irrespective of any attached technical documents. Use of Yes, No, tick, compliant etc will be considered non responsive.
3. Bidders MUST append official company stamp and/or authorized signature on all attached technical data sheets.

OFFICE REQUIREMENTS AT EMALI TOWN, MAKUENI COUNTY

No	Item	Office Requirements	Bidders Response
1	Office Area in sq. ft.	1,000 to 3,000	
2	Rent	The owner should indicate the total monthly rent including service charges & VAT	
3	Power/ Electricity	Mains Electricity power must be connected to the building. The landlord to provide a stand-by generator.	
4	Water	Mains piped water must be connected to the building. The landlord to provide water back up sources which include water tanks of at least 10,000 litre capacity.	
5	Washrooms	The building must have a minimum of One (1) Ladies & One (1) gents washrooms	
6	General view	The building should be presentable, well maintained and structurally sound both externally & internally.	
7	Ventilation	The building must be well ventilated	
8	Transport network/ Accessibility	The building must be accessible by public transport system	
		The building must front a tarmac road	
9	Pollution.	The building should have quiet and clean environment, free from offending noise or smell.	
10	Persons With Disability	The building MUST have office space on ground floor	
		The building must have access ramps for Persons Living with Disability	
		The building must have washroom	

No	Item	Office Requirements	Bidders Response
		facilities designated for Persons Living with Disability.	
11	Parking	The building must have ample parking	
12	Security & Safety & Fire-fighting	The building must have; <ul style="list-style-type: none"> • Hose reel fire system; • Fire escape staircases; • Fire signages; • Fire detection system; 	
13	Natural light, light fittings and socket outlets.	The building should have adequate natural light, electrical light fittings and socket outlets and are in good condition	
14	Ownership	The owner must attach prove of ownership	
15	Contact	The landlord/landlady MUST indicate his/her full contacts	

Tenderer's Signature _____ **Official Stamp** _____ **Date** _____

SECTION VI - STANDARD FORMS

Notes on the Standard Forms

1. **Form of Tender** - The form of Tender on page 23 must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. **Price Schedule Form** - The price schedule form on page 24 must similarly be completed and submitted with the tender.
3. **Confidential Business Questionnaire Form** - This form on page 25 must be completed by the tenderer and submitted with the tender documents.
4. **Power of Attorney** - The template provided on pg.28 can be filled, signed and stamped by all parties to serve as a power of attorney.

FORM OF TENDER

To: _____ Date _____
Name and address of procuring entity _____
Tender No. _____
Tender Name _____

Gentlemen and/or Ladies: -

3. Having examined the Tender documents including Addenda No. (Insert numbers) the receipt of which is hereby duly acknowledged, we the undersigned, offer to procure (the particulars of the tender) under this tender in conformity with the said Tender document 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.
4. We undertake, if our Tender is accepted, to abide by the conditions of the tender.
5. 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.
6. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract between us subject to the signing of the contract by both parties.
7. We understand that you are not bound to accept the lowest or any Tender you may receive.

Dated this _____ day of _____ 2021

[Signature]

[In the capacity of]

Duly authorized to sign Tender for and on behalf of _____

PRICE SCHEDULE FORM

Item No.	Particulars of Area Being Offered	Name of the Building	Area in Sq.ft	Rent per sq.ft (inclusive of service charge and VAT)	Total Monthly Rent inclusive of Service charge and VAT
1.	Office Space				

Tenderer's Signature _____ **Official Stamp** _____ **Date** _____

NB/ The Form of Tender on page 23 should be duly filled, signed and stamped.

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1; either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business; and Part 3.

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

Part 1 – General	
1.1	Business Name
1.2	Location of Business Premises.
1.3	Plot No..... Street/Road Postal Address Tel No. Fax..... E mail
1.4	Nature of Business :.....
1.5	Registration Certificate No.
1.6	Maximum Value of Business which you can handle at any one time – Kshs.
1.7	Name of your Bankers Branch
Part 2 (a) – Sole Proprietor	
2a.1	Your Name in Full Age
2a.2	Nationality Country of Origin <ul style="list-style-type: none">● Citizenship Details
Part 2 (b) Partnership	
2b.1	Given details of Partners as follows:
2b.2	<u>Name Nationality Citizenship Details Shares</u> 1..... 2..... 3.....

.....
4.....
.....

Part 2 (c) – Registered Company

2c.1 Private or Public
.....
.....

2c.2 State the Nominal and Issued Capital of Company-
Nominal Kshs.
Issued Kshs.

2c.3 Given details of all Directors as follows
Name Nationality Citizenship Details Shares
1.....
.....
2.....
.....
3.....
.....
4.....
.....
5.....

Part 3 – Eligibility Status

3.1 Are you related to an Employee, Committee Member or Board Member of Kenya Revenue Authority? Yes _____ No _____

3.2 If answer in '3.1' is **YES** give the relationship.
.....
.....
.....

3.3 Does an Employee, Committee Member, Board Member of Kenya Revenue Authority sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures?
Yes _____ No _____

3.4 If answer in '3.3' above is **YES** give details.
.....
.....
.....

3.5 Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past

directly or indirectly with a firm or any of its affiliates that have been engaged by Kenya Revenue Authority to provide consulting services for preparation of design, specifications and other documents to be used for procurement of the goods under this invitation? Yes _____
No _____

3.6 If answer in '3.5' above is **YES** give details.

.....
.....
.....

3.7 Are you under a declaration of ineligibility for corrupt and fraudulent practices? YES _____
No _____

3.8 If answer in '3.7' above is **YES** give details:

.....
.....
.....

3.9 (a) Have you offered or given anything of value to influence the procurement process?
Yes _____ **No** _____

(b) Have you been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Kenya Revenue Authority, which is the procuring entity?

Yes _____ **No** _____

(c) Have your servants and/or agents offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Kenya Revenue Authority.

Yes _____ **No** _____

3.10 If answer in '3.9' a, b or c above is **YES** give details:

.....
.....

I DECLARE that the information given on this form is correct to the best of my knowledge and belief.

Date Signature of Candidate

.....

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

FORMAT OF POWER OF ATTORNEY

We (name and address of the registered office) do hereby constitute, appoint and authorize Mr. / Mrs. / Ms (name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for the Lease of Office Space for Kenya Revenue Authority at Emali Town, Makueni County including signing and submission of all documents and providing information / responses to the Kenya Revenue Authority ("KRA"), representing us in all matters before KRA, and generally dealing with KRA in all matters in connection with our Proposal for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

..... (Signature)
(Name, Title and Address)

Accepted

..... (Signature)
(Name, Title and Address of the Attorney)