



**TENDER DOCUMENT
FOR
SUPPLY AND DELIVERY OF LAPTOP
COMPUTERS**

(RE – ADVERTISEMENT)

**TENDER NO.
KRA/HQS/NCB-034/2020-2021**

**TIMES TOWER BUILDING
P.O. BOX 48240 – 00100
TEL: +254 020 310900
NAIROBI, KENYA.
www.kra.go.ke**

CLOSING DATE: 23RD FEBRUARY 2021 AT 11.00 AM

REGISTER FOR ON-LINE PRE-BID MEETING HERE

[PRE-BID CONFERENCE](#)

ONLINE PRE BID: 28TH JANUARY, 2021 AT 10:00 A.M.

JANUARY, 2021

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SECTION I

INVITATION TO TENDER



Tender Notice

1. The Kenya Revenue Authority invites sealed bids from eligible candidates for the following tenders:

NO.	DESCRIPTION	ELIGIBILITY	CLOSING DATE AND TIME AND VENUE
1	KRA/HQS/NCB-034/2020-2021: SUPPLY AND DELIVERY OF LAPTOP COMPUTERS	OPEN	23 RD FEBRUARY 2021 11.00 AM

2. Tender documents detailing the requirements of the above tenders in English may be obtained from KRA E-Procurement portal available on the KRA website www.kra.go.ke Prospective bidders should register on E-Procurement to enable them access the KRA portal under “New Supplier Registration” found under the E - Procurement Tab.
3. An On-line pre-bid briefing is scheduled for **28TH January 2021 at 10.00 am**. Bidders are advised to register for pre-bid through this link [PRE-BID CONFERENCE](#).
4. For assistance visit any KRA Procurement office Countrywide or email: srmsupport@kra.go.ke
5. Technical Qualification requirements; Refer to Section V of the bidding document.
6. Completed Bids are to be saved as **PDF documents** marked with the relevant tender description and submitted to the appropriate KRA E-procurement Web Portal found on the KRA website so as to be received on or before **23RD February, 2021 at 11.00 a.m.** **Note: Submission should strictly be done to KRA E-Procurement Portal.**
7. Bids will be opened electronically promptly after closing time and Bidders or their representatives are welcome to witness the opening at **5th Floor, Times Tower Building**.
8. Potential bidders to note that bid submission issues of the portal will not be addressed twenty-four (24) hours to the tender closure date and time.
9. An original hard copy of the **Bid Security** of not less than the indicated amount or equivalent amount in a freely convertible currency must be dropped in the **Tender Security Box** located at **Times Tower Building, Ground Floor** any day before the tender closing date. The Bid Security must be in a sealed envelope bearing the Tender Description and addressed to the address indicated above;

Deputy Commissioner - Supply Chain Management
Times Tower Building, 21st Floor,
P.O Box 48240– 00100 GPO,
Tel. +254 020 310900
Nairobi, Kenya.
website: www.kra.go.ke
Email : eprocurement@kra.go.ke

Any canvassing or giving of false information will lead to automatic disqualification.

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 Kenya Revenue Authority'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 Kenya Revenue Authority (KRA) 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 KRA, 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 bid document shall be downloaded from the KRA website free of charge.

2.4 Content of 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) Contract Form
- (ix) Performance Security Form
- (x) Bank Guarantee for Advance Payment Form
- (xi) Manufacturer's Authorization Form
- (xii) 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 KRA's 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 Any addendum issued shall be part of the tender document and shall be communicated on the KRA Website and via electronic mail to all registered bidders.
- 2.6.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the KRA, 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 KRA, 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 2.1.2 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 2.2.1 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
- (e) Confidential business questionnaire.

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 KRA.

2.10.3 Prices quoted by the tender 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 **335 days** from the date of opening of the tender.
- 2.10.5 Contract price variations shall not be allowed for contracts not exceeding one year (12 months).
- 2.10.6 Where contract price variation is allowed, the variation shall not exceed 25% of the original contract price.
- 2.10.7 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

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 KRA'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 KRA'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; and
 - (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 KRA; and
- (c) a clause-by-clause commentary on the KRA'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 Tender Security of **Kshs 500,000.00** valid for **365 days** from tender closing date is required for this tender. An original hard copy of the **Bid Security** of not less than the indicated amount or equivalent amount in a freely convertible currency must be dropped in the **Tender Security Box** located at **Times Tower Building, Ground Floor** any day before the tender closing date.

2.14.2 The tender security is required to protect the KRA against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7

2.14.3 The tender security shall be a Bank guarantee issued by a commercial bank operating in Kenya, a deposit taking micro-finance Institution, Sacco Society, The Youth Enterprise Development Fund, approved Insurance Companies or Women Enterprise Fund.

- 2.14.4 Any tender not secured in accordance with paragraph 2.12.1. and 2.12.3 shall be rejected by KRA as non-responsive, pursuant to paragraph 2.20.5.
- 2.14.5 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.
- 2.14.5 Unsuccessful Tenderer's tender security will be discharged or returned as promptly as possible as but not later than thirty (30) days after the expiration of the period of tender validity.
- 2.14.6 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.

2.15 Validity of Tenders

- 2.15.1 Tenders shall remain valid for **335 days** or as specified in the Invitation to Tender after the date of tender opening prescribed by the KRA, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the KRA as non-responsive.
- 2.15.2 In exceptional circumstances, the KRA 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 TECHNICAL AND FINANCIAL proposals shall be COMBINED.** The bids shall be submitted through the KRA supplier portal. The combined technical and the Financial Proposal Shall be submitted on the Notes and Attachments section.
- 2.16.2 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 Deadline for Submission of Tenders

- 2.17.1 Tenders must be submitted to KRA through the supplier portal not later than **23RD FEBRUARY 2021 AT 11.00AM**. The system shall not permit submission after the said date and time.

KRA may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5, in which case all rights and obligations of KRA and candidates previously subject to the deadline will therefore be subject to the deadline as extended.

- 2.17.2 The KRA 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 KRA and candidates previously subject to the deadline will therefore be subject to the deadline as extended

2.18 Modification and Withdrawal of Tenders

- 2.18.1 The tenderer may modify the tender after submission and resubmit to the respective folders. All prior submissions cannot be deleted or overwritten. Tenderer to note that the latest submission shall be considered as the final version and all prior submissions shall be disregarded.
- 2.18.2 The Tenderers may withdraw their submissions prior to the tender closing date and time through the supplier portal. A tender once withdrawn cannot be resubmitted. Where a tenderer withdraws his bid after submission of the bid security, he/she shall collect the bid security from KRA after the tender is opened.
- 2.18.3 No tender may be modified after the deadline for submission of tenders.
- 2.18.4 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.
- 2.18.5 The KRA may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.18.6 The KRA 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.

2.19 Opening of Tenders

- 2.19.1 KRA shall open all the submitted tenders in the presence of tenderers' representatives who choose to attend, in the location specified in the Invitation to Tender on **11:00 AM on 23rd February 2021.**
- 2.19.2 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 KRA, at its discretion, may consider appropriate, will be announced at the opening.
- 2.19.3 The KRA will prepare minutes of the tender opening.

2.20 Clarification of Tenders

- 2.20.1 To assist in the examination, evaluation and comparison of tenders the KRA 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.
- 2.20.2 Any effort by the tenderer to influence the KRA in the KRA's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.21 Preliminary Examination

- 2.21.1 The KRA 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.
- 2.21.2 The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity. If there is a discrepancy between words and figures the amount in words will prevail.
- 2.21.3 The KRA 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.
- 2.22.4 Prior to the detailed evaluation, pursuant to paragraph 2.23 the KRA 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 KRA'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 KRA and may not subsequently be made responsive by the tenderer by correction of the non-conformity.

2.22 Conversion to Single Currency

2.23.1 Where other currencies are used, the KRA 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.

2.23 Evaluation and Comparison of Tenders

2.23.1 The KRA will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.22

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

2.23.3 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.

2.24 Preference

2.24.1 Kenya Revenue Authority does not allow any margin of preference.

2.25 Contacting the Kenya Revenue Authority

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

2.25.2 Any effort by a tenderer to influence the KRA in its decisions on tender, evaluation, tender comparison, or contract award may result in the rejection of the Tenderer's tender.

2.26 Award of Contract

(a) Post-qualification

2.26.1 In the absence of pre-qualification, the KRA 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.

2.26.2 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 KRA deems necessary and appropriate.

2.26.3 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 KRA will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

(b) Award Criteria

2.26.4 The KRA 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.

2.26.5 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.

(c) KRA's Right to Vary Quantities

2.26.5 The KRA 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) KRA's Right to Accept or Reject Any or All Tenders

2.26.6 The KRA 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 KRA's action.

(e) Notification of Award

2.27.1 Prior to the expiration of the period of tender validity, the KRA 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 but will have to wait until the contract is finally signed by both parties.

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

2.27 Signing of Contract

2.28.1 At the same time as the KRA notifies the successful tenderer that its tender has been accepted, the KRA will send the tenderer the

Contract Form provided in the tender documents, incorporating all agreements between the parties.

2.28.2 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.

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

2.28 Performance Security

2.29.1 Performance security of 10% is a requirement for this tender.

2.29 Corrupt or Fraudulent Practices

2.31.1 The KRA requires that tenderers' observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations, the following terms are defined as follows;

(i) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and

(ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Kenya Revenue Authority, 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 Kenya Revenue Authority of the benefits of free and open competition;

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 regarding the particulars of the tender shall complement supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision 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 Bidders.
2.1.2	The Declaration of No Conflict of Interest is incorporated in the Confidential Business Questionnaire.
2.3.2	Bidders may download the tender documents free of charge from the Kenya Revenue Authority website www.kra.go.ke
2.10.4	Bid Validity Period is 335 days from the tender Closing Date.
2.13.3	The technical specifications are given in pages 26-36.
2.14.1	Tender security of KES. 500,000 valid for 365 days from tender closing date and time is a requirement in this tender .
2.16.2	Taxes: The Tenderer will pay for all the local taxes, duties, fees, levies and other charges applicable in Kenya. The financial proposal should therefore include any taxes payable in Kenya.
2.17	The bidder shall submit COMBINED Technical and Financial proposals (One Bid Document) electronically via the supplier portal in the respective folders within the tendering period. Note: Submission should strictly be done to KRA E-procurement Web Portal the Tender shall open on 23rd February, 2021 at 11:00 hours . local time, Place: Convention Centre on the 5th Floor of Times Tower Building . Street: Haile Selassie Avenue City: Nairobi Country: Kenya.
2.20	Opening of tender documents will be done in public at the time of closing the tender.
2.22	Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or to submit a bid not substantially responsive to the

	Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.
2.24	The bid evaluation will take into account the completeness of bid, vendor evaluation and technical evaluation.
	Bidders must conform to the specific Technical Requirements in Section IV.
2.25	Preference KRA will not grant any preferences for purposes of bid comparison.
2.27.4	The evaluation of the responsive bids will take into account technical factors, in addition to cost factors. The bid meeting the minimum technical score will be evaluated financially. The bid then with the lowest price shall be considered for award
2.30	Performance Security of 10% is required for this tender.

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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 tendered, 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 tendered 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 tendered is required to supply to the Procuring entity under the Contract.
- (d) “The Procuring entity” means Kenya Revenue Authority (KRA), the organization purchasing the Goods under this Contract.
- (e) “The Tendered’ 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 KRA 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 tendered.

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 tendered shall not, without the KRA’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 KRA in connection therewith, to any person other than a person employed by the tendered in the performance of the Contract.
- 3.5.2 The tendered shall not, without the KRA’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 KRA on completion of the Tenderer's performance under the Contract if so required by the KRA.

3.6 Patent Rights

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 KRA's country.

3.7 Performance Security

3.7.1 Performance Security of 10% is required for this tender.

3.8 Inspection and Tests

3.8.1 The KRA or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications. KRA 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 tendered or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the tendered 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 KRA.

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

3.8.4 The KRA'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 tendered from any warranty or other obligations under this Contract.

3.9 Packing

3.9.1 The tendered 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 bidder 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 Indemnity**
- 3.12.1 KRA agrees to indemnify and hold harmless Contractor and its affiliates and each of their respective directors, officers, agents, employees and sub-contractors (each an “indemnatee”), and defend them from and against any and all claims (whether during or after the term) that may arise or result from the performance of obligations under the contract by or on behalf of Contractor, except to the extent any such claims result from a breach of this contract directly attributable to the gross negligence or wilful misconduct of such indemnatee
- 3.13 Payment**
- 3.13.1 The method and conditions of payment to be made to the tendered under this Contract shall be specified in Special Conditions of Contract.
- 3.13.2 Payments shall be made promptly by the KRA as specified in the contract.
- 3.14 Prices**
- 3.14.1 Prices charged by the tendered 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 tendered in its tender.
- 3.14.2 Contract price or quantity variations shall not be allowed for contracts not exceeding one year (12 months).
- 3.14.3 Where the cumulative value of all contract variations request should not result in an increment of the total contract price by more than twenty five (25%) of the original contract price.
- 3.14.4 The price or quantity variation shall be executed within the period of the contract; and
- 3.14.5 The request shall be processed by the procuring entity within 30 days of receiving the request.

- 3.15 Assignment**
- 3.15.1 The tendered shall not assign, in whole or in part, its obligations to perform under this Contract, except with the KRA's prior written consent.
- 3.16 Subcontracts**
- 3.16.1 The tendered 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 tendered from any liability or obligation under the Contract.
- 3.17 Termination for Default**
- 3.17.1 The KRA may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tendered, terminate this Contract in whole or in part:
- (a) if the tendered fails to deliver any or all of the goods within the periods) specified in the Contract, or within any extension thereof granted by the KRA;
 - (b) if the tendered fails to perform any other obligation(s) under the Contract;
 - (c) If the tendered, in the judgment of the KRA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- 3.17.2 In the event the KRA 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.
- 3.18 Liquidated Damages**
- 3.18 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.
- 3.19 Resolution of Disputes**
- 3.19.1 The KRA 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
- 3.19.2 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.

3.20 Language and Law

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

3.21 Force Majeure

3.21.1 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.
- 4.2. Special conditions of contract as relates to the GCC.

REFERENCE OF GCC	SPECIAL CONDITIONS OF CONTRACT
3.7.1	Performance Security of 10% is required for this tender.
3.10	<p>Delivery</p> <p>The Supply and Delivery of Laptop Computers shall be delivered at Times Tower at the times indicated in the delivery schedule by the successful bidder(s) from the date of receiving the Purchase Order (LPO).</p> <p>The requirements may be adjusted by giving a short notice.</p>
3.12	<p>Payment Terms</p> <p>The Kenya Revenue Authority (KRA) payment terms are that payment shall be made within thirty (30) days from the date of delivery and provision of all supporting documents. However, KRA may negotiate mutually acceptable payment terms with the successful tenderer.</p>
3.13	<p>Prices</p> <p>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. No Contract shall be varied upwards within twelve (12) months from the date of signing of the Contract.</p>
3.17	<p>Liquidated Damages</p> <p>If the delivery date is extended (except by mutual consent) a penalty amounting to 0.5% of the total cost will be charged per day up to a maximum of thirty (30) days. No deliveries shall be accepted after the thirtieth working day in which case the LPO will automatically lapse and be deemed to have been cancelled at the close of business on the twentieth day. The Authority shall then be at liberty to realize the performance bond. In this clause, “days” means calendar days.</p>
3.18.1	<p>Resolutions of Disputes</p> <p>Any dispute, controversy or claim between the Parties arising out of this Contract or the breach, termination or invalidity thereof, unless settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then</p>

obtaining. *The place of arbitration shall be Nairobi.* The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in this Contract, the arbitral tribunal shall have no authority to award interest. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

3.19

Language and Law

The language of all correspondence and documents related to the bid is: ***English.*** Unless explicitly specified in the Technical Requirements section, the key passages of all accompanying printed literature in any other language must be translated into the above language.

SECTION V - TECHNICAL SPECIFICATIONS

5.1 General

5.1.1 The specifications describe the requirements for goods.

Tenderers must indicate on the specifications sheets whether the Goods offered comply with each specified requirement.

All the dimensions and capacities of the Goods to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc.

The procuring entity reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products.

Kenya Revenue Authority will require the selected Bidders to give an undertaking that any required changes during the period, will be incorporated in the tender as appropriate.

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

- (i) Shortest possible delivery period of each product/service

5.2 Particulars

Kenya Revenue is intending to procure **Supply and Delivery of Laptop Computers as detailed in the price schedule.**

5.3 Technical Requirements:

This tender covers the **Supply and Delivery of Laptop Computers.**

The Table overleaf gives the minimum requirements. Bidders are required to duly fill in the tables under the “Bidder’s Response” column to respond, irrespective of any attachments included. Failure to conform to this condition will render the bid being treated as non-responsive.

TECHNICAL SPECIFICATIONS

SUPPLY AND DELIVERY OF STANDARD AND HIGH-END LAPTOPS.

INSTRUCTION TO BIDDERS:

1. KRA intends to procure Laptops which have been customized for KRA use as stated in the technical requirements.
2. Bidders are required to quote for Genuine Products which are brand new, internationally recognized and mature brands.
3. Bidders **MUST** attach Manufacturer data sheets for the product they propose to supply.
4. Bidders **MUST** append official company stamp and authorized signature on any attached technical data sheets.
5. Bidders **MUST** provide substantive responses **FOR ALL THE FEATURES** in the minimum technical specifications irrespective of any attached technical documents. Use of the words such **YES, COMPLIANT, NO, TICK, BLANK SPACES** etc will be considered non-responsive and shall lead to bidder's disqualification.

TABLE 1: HIGH-END LAPTOPS (SMALL SIZE) TECHNICAL SPECIFICATIONS (QUANTITY=5).

	Features	Minimum Requirements	Bidder's Response
1.	Brand and model	Internationally recognized mature brand. Proposed product MUST be brand new Specify Brand and Model Bidders must attach Manufacturer's data sheet/ brochure for the proposed brand & model and highlight the main features as responded to.	
		Bidders are required to commit to deliver sample of the proposed model before evaluation is concluded.	
2.	Manufacturer Authorization	Bidder must attach manufacturers' Authorization letter.	
3.	Processor	At least 8 th Generation Intel Core i7 or higher	
4.	Processor Speed	Processor base frequency of 2.2 GHz or Higher with Turbo boosts technology.	
5.	L3 Cache	8 MB Smart Cache or Higher	

6.	Memory	16 GB DDR4 or higher	
7.	Internal storage	1TB SSD or higher	
8.	Connectivity	Integrated 10/100/1000 Gigabit NIC, Bluetooth, 802.3 a/b/g/n WLAN Card.	
9.	Display	<p>Screen size</p> <p>Minimum 13.0”</p> <p>Maximum 13.5”</p> <p>LED backlit display with antiglare resolution 1280*700 or better</p>	
10.	Portability	The proposed Laptop must be slim and portable	
11.	Graphics	Intel HD Graphics 620/ Intel UHD Graphics /Intel® Iris® or better.	
12.	Ports and Connectors	<p>Minimum two (2) USB 3.0 ports, 1 HDMI, stereo microphone in, stereo headphone out.</p> <p>RJ-45 connector could be integrated or external adapter.</p>	
13.	Pointing Devices	Touch pad and an external wireless optical Mouse	
14.	In built Camera	720p HD Camera / HD IR camera/Vision HD camera or better.	
15.	Speakers	In built stereo speakers	
16.	Operating System	Free DOS or Windows 10 without License (KRA has Microsoft Enterprise Agreement)	
17.	Security	<ul style="list-style-type: none"> - Self-healing BIOS with protection of the Intel Management Engine - Tool that enables IT to securely manage your device BIOS settings using certificates and public key cryptographic for both remote and local management - Finger-Print Scanner – supports multi-factor authentication 	

		<ul style="list-style-type: none"> - TPM 2.0 - Malware protection driven by deep learning - Tool to Secure web browsing and file viewing (isolation technology) - Tool for erasing data – permanent data removal on HDD/SSD - Power-On BIOS Password - Data encryption 	
18.	Remote data wipe	Tool for erasing data remotely – Permanent data removal on HDD/SSD	
19.	Remote Data Recovery	Recovery of data if Laptop is lost or stolen	
20.	Laptop Tracking	Tool providing complete Visibility/Control	
21.	BIOS logo (logo to appear when laptop is booting)	<p>KRA logo to be loaded in the system BIOS.</p> <p><i>Bidder must commit to load the KRA logo in the system BIOS.</i></p> <p>KRA to provide the Logo to be used to the successful bidder</p>	
22.	Customised branding	<p>Engrave KRA Logo or name on laptop</p> <p><i>Bidder must commit to engrave the KRA logo on the Laptops.</i></p> <p>KRA to provide the Logo or name to be used to the successful bidder</p>	
23.	Battery	8 Hours battery life or better	
24.	Input Power	220-240V AC,50 HZ	
25.	Portability	Carrying bag (Same size and brand as the laptop)	
26.	Warranty	1 year local Warranty.	

TABLE 2: HIGH-END LAPTOPS (BIG SIZE) TECHNICAL SPECIFICATIONS (QUANTITY=15).

	Features	Minimum Requirements	Bidder's Response
1.	Brand and model	<p>Internationally recognized mature brand. Proposed product MUST be brand new</p> <p>Specify Brand and Model</p> <p>Bidders must attach Manufacturer's data sheet/ brochure for the proposed brand & model and highlight the main features as responded to.</p>	
		Bidders are required to commit to deliver sample of the proposed model before evaluation is concluded.	
2.	Manufacturer Authorization	Bidder must attach manufacturers' Authorization letter.	
3.	Processor	At least 8 th Generation Intel Core i7 or higher	
4.	Processor Speed	Processor base frequency of 2.2 GHz or Higher with Turbo boosts technology.	
5.	L3 Cache	8MB Smart Cache or Higher	
6.	Memory	16 GB DDR4 or higher	
7.	Internal storage	1 TB SSD or higher	
8.	Connectivity	Integrated 10/100/1000 Gigabit NIC, Bluetooth, 802.3 a/b/g/n WLAN Card.	
9.	Display	<p>Minimum 14.0"</p> <p>Maximum 14.5"</p> <p>LED backlit display with antiglare resolution 1280*700 or better</p>	
10.	Portability	The proposed Laptop must be slim and portable	
11.	Graphics	Intel HD Graphics 620/ Intel UHD Graphics /Intel® Iris® or better.	

12.	Ports and Connectors	Minimum two (2) USB 3.0 ports, 1 HDMI, stereo microphone in, stereo headphone out. RJ-45 connector could be integrated or external adapter.	
13.	Pointing Devices	Touch pad and an external wireless optical Mouse	
14.	In built Camera	720p HD Camera / HD IR camera/Vision HD camera or better.	
15.	Speakers	In built stereo speakers	
16.	Operating System	Free DOS or Windows 10 without License (KRA has Microsoft Enterprise Agreement)	
17.	Security	<ul style="list-style-type: none"> - Self-healing BIOS with protection of the Intel Management Engine - Tool that enables IT to securely manage your device BIOS settings using certificates and public key cryptographic for both remote and local management - Finger-Print Scanner – supports multi-factor authentication - TPM 2.0 - Malware protection driven by deep learning - Tool to Secure web browsing and file viewing (isolation technology) - Tool for erasing data – permanent data removal on HDD/SSD - Power-On BIOS Password - Data encryption 	
18.	Remote data wipe	Tool for erasing data remotely – Permanent data removal on HDD/SSD	
19.	Remote Data Recovery	Recovery of data if Laptop is lost or stolen	
20.	Laptop Tracking	Tool providing complete Visibility/Control	

21.	BIOS logo (logo to appear when laptop is booting)	<p>KRA logo to be loaded in the system BIOS.</p> <p><i>Bidder must commit to load the KRA logo in the system BIOS.</i></p> <p>KRA to provide the Logo to be used to the successful bidder</p>	
22.	Customised branding	<p>Engrave KRA Logo or name on laptop</p> <p><i>Bidder must commit to engrave the KRA logo on the Laptops.</i></p> <p>KRA to provide the Logo or name to be used to the successful bidder</p>	
23.	Battery	8 Hours battery life or better	
24.	Input Power	220-240V AC,50 HZ	
25.	Portability	Carrying bag (Same size and brand as the laptop)	
26.	Warranty	1 year local warranty.	

TABLE 3: STANDARD LAPTOPS (SMALL SIZE) TECHNICAL SPECIFICATIONS (QUANTITY=26).

	Features	Minimum Requirements	Bidder's Response
1.	Brand and model	<p>Internationally recognized mature brand. Proposed product MUST be brand new</p> <p>Specify Brand and Model</p> <p>Bidders must attach Manufacturer's data sheet/ brochure for the proposed brand & model and highlight the features as responded to.</p>	
		Bidder are required to commit to deliver sample of the proposed model before evaluation is concluded.	
2.	Manufacturer Authorization	Bidder must attach manufacturers' Authorization letter.	
3.	Processor	At least 8 th Generation Intel Core i7 or higher	
4.	Processor Speed	Processor base frequency of 1.8 GHz or Higher with Turbo boosts technology.	
5.	L3 Cache	6 MB Smart Cache or Higher	
6.	Memory	8 GB DDR4 or higher	
7.	Internal storage	512GB SSD or higher	
8.	Connectivity	Integrated 10/100/1000 Gigabit NIC, Bluetooth, 802.3 a/b/g/n WLAN Card.	
9.	Display	<p>Screen size;</p> <p>Minimum 13.0"</p> <p>Maximum 13.5"</p> <p>LED backlit display with antiglare resolution 1280*700 or better</p>	
10.	Graphics	Intel HD Graphics 620/ Intel UHD Graphics Intel® Iris® or better.	
11.	Portability	The proposed Laptop must be slim and portable.	

12.	Ports and Connectors	Minimum two (2) USB 3.0 ports, 1 HDMI, stereo microphone in, stereo headphone out. RJ-45 connector could be integrated or external adapter.	
13.	Pointing Devices	Touch pad and an external wireless optical Mouse	
14.	In built Camera	720p HD Camera / HD IR camera/Vision HD camera or better	
15.	Speakers	In built stereo speakers	
16.	Operating System	Free DOS or Windows 10 without License (KRA has Microsoft Enterprise Agreement)	
17.	Security	<ul style="list-style-type: none"> - Self-healing BIOS with protection of the Intel Management Engine - Tool that enables IT to securely manage your device BIOS settings using certificates and public key cryptographic for both remote and local management - Finger-Print Scanner – supports multi-factor authentication - TPM 2.0 - Malware protection driven by deep learning - Tool to Secure web browsing and file viewing (isolation technology) - Tool for erasing data – permanent data removal on HDD/SSD - Power-On BIOS Password - Data encryption 	
18.	Remote data wipe	Tool for erasing data remotely – Permanent data removal on HDD/SSD	
19.	Remote Data Recovery	Recovery of data if Laptop is lost or stolen	
20.	Laptop Tracking	Tool providing complete Visibility/Control	
21.	BIOS logo (logo to appear when laptop is booting)	<p>KRA logo to be loaded in the system BIOS.</p> <p><i>Bidder must commit to load the KRA logo in the system BIOS.</i></p> <p>KRA to provide the Logo to be used to the successful bidder</p>	

22.	Customised branding	Engrave KRA Logo or name on laptop <i>Bidder must commit to engrave the KRA logo on the Laptops.</i> KRA to provide the Logo or name to be used to the successful bidder	
23.	Battery	6 Hours battery life or better	
24.	Input Power	220-240V AC,50 HZ	
25.	Portability	Carrying bag (Same size and brand as the laptop)	
26.	Warranty	1 year local warranty.	

TABLE 4: STANDARD LAPTOPS (BIG SIZE) TECHNICAL SPECIFICATIONS (QUANTITY=450).

	Features	Minimum Requirements	Bidder's Response
1	Brand and model	Internationally recognized mature brand. Proposed product MUST be brand new Specify Brand and Model Bidders must attach Manufacturer's data sheet/ brochure for the proposed brand & model and highlight the main features as responded to.	
		Bidder are required to commit to deliver sample of the proposed model before evaluation is concluded.	
2	Manufacturer Authorization	Bidder must attach manufacturers' Authorization letter.	
3	Processor	At least 8 th Generation Intel Core i7 or higher	
4	Processor Speed	Processor base frequency of 1.8 GHz or Higher with Turbo boosts technology.	
5	L3 Cache	6 MB Smart Cache or Higher	
6	Memory	8 GB DDR4 or higher	
7	Internal storage	512 GB SSD or higher	

8	Connectivity	Integrated 10/100/1000 Gigabit NIC, Bluetooth, 802.3 a/b/g/n WLAN Card.	
9	Display	Screen size; Minimum 14.0” Maximum 14.5 LED backlit display with antiglare resolution 1280*700 or better	
10	Graphics	Intel HD Graphics 620/ Intel UHD Graphics Intel® Iris® or better.	
11.	Portability	The proposed Laptop must be slim and portable.	
12.	Ports and Connectors	Minimum two (2) USB 3.0 ports, 1 HDMI, stereo microphone in, stereo headphone out. RJ-45 connector could be integrated or external adapter.	
13.	Pointing Devices	Minimum two (2) USB 3.0 ports, 1 HDMI, stereo microphone in, stereo headphone out. RJ-45 connector could be integrated or external adapter.	
14.	In built Camera	720p HD Camera / HD IR camera/Vision HD camera or better	
15.	Speakers	In built stereo speakers	
16.	Operating System	Free DOS or Windows 10 without License (KRA has Microsoft Enterprise Agreement)	
16.	Security	<ul style="list-style-type: none"> - Self-healing BIOS with protection of the Intel Management Engine - Tool that enables IT to securely manage your device BIOS settings using certificates and public key cryptographic for both remote and local management - Finger-Print Scanner – supports multi-factor authentication - TPM 2.0 - Malware protection driven by deep learning - Tool to Secure web browsing and file viewing (isolation technology) 	

		<ul style="list-style-type: none"> - Tool for erasing data – permanent data removal on HDD/SSD - Power-On BIOS Password - Data encryption 	
18.	Remote data wipe	Tool for erasing data remotely – Permanent data removal on HDD/SSD	
19.	Remote Data Recovery	Recovery of data if Laptop is lost or stolen	
20.	Laptop Tracking	Tool providing complete Visibility/Control	
21.	BIOS logo (logo to appear when laptop is booting)	<p>KRA logo to be loaded in the system BIOS.</p> <p><i>Bidder must commit to load the KRA logo in the system BIOS.</i></p> <p>KRA to provide the Logo to be used to the successful bidder</p>	
22.	Customised branding	<p>Engrave KRA Logo or name on laptop</p> <p><i>Bidder must commit to engrave the KRA logo on the Laptops.</i></p> <p>KRA to provide the Logo or name to be used to the successful bidder</p>	
23.	Battery	6 Hours battery life or better	
24.	Input Power	220-240V AC,50 HZ	
25.	Portability	Carrying bag (Same size and brand as the laptop)	
26.	Warranty	1 year	

SECTION VI - SCHEDULE OF REQUIREMENTS

(a) Procurement Item

No.	Description	Delivery schedule
1.	SUPPLY AND DELIVERY OF LAPTOP COMPUTERS	FOUR WEEKS AFTER ISSUANCE OF ORDER

(b) Instructions on Submission of Bids

The Tenderer must submit combined technical and financials document:

Section	Document
A.	Tender Notice/Invitation to Tender
B.	Duly Filled Signed and Stamped Form of Tender and Price Schedule
C.	Confidential Business Questionnaire
D.	Power of Attorney (except for Sole proprietor)
E.	Business Registration Certificate/Certificate of Incorporation
F.	Tender Security of KES. 500,000 valid for 365 days from tender closing date and time.
G.	Manufacturer Authorization Letter
H.	Valid Tax Compliance Certificate
I.	Reference Letter from the Bank valid within the last 6 months
J.	Technical Proposal Submission
K.	Key Staff Competency profiles

(c) Tender Responsiveness Criteria

(a)	Description of Criteria								
	<p style="text-align: center;">Submission of Tender Documents</p> <ul style="list-style-type: none"> • Duly filled, Signed and Stamped Form of Tender • Tender Security of KES. 500,000 valid for 365 days from tender closing date and time • Duly Filled, Signed and Stamped Confidential Business Questionnaire • Power of Attorney (Sole Proprietors exempted). • Manufacturer/ Dealer Authorization Letter 								
	<p style="text-align: center;">Company Profile</p> <ul style="list-style-type: none"> • Attach a copy of Certificate of Incorporation or Business Registration Certificate 								
	<p style="text-align: center;">Proof of Financial Resources</p> <p>Submit: Letter of Reference from a bank (at least within the last six (6) months from the date of closing of this Tender).</p>								
	<p style="text-align: center;">Social Obligations</p> <p>Submit: Valid Tax Compliance Certificate</p>								
	<p style="text-align: center;">Arithmetical errors</p> <p>Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive</p>								
(b)	Vendor Evaluation Criteria								
	<p>The following criteria will be used in the evaluation of all potential suppliers.</p> <p>The documents submitted will be evaluated for suitability and awarded scores to a maximum of 20 marks. The cut off score shall be 12 out of 20.</p>								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Description of Criteria</th> <th style="text-align: center;">Maximum Score</th> <th style="text-align: center;">Cut off score</th> </tr> </thead> <tbody> <tr> <td> <p>Managerial and Key Personnel Competency Profiles CVs including relevant technical experience for at least two (2) relevant key staff in relation to procurement items as required in the schedule of requirements.</p> <p>The CVs must be accompanied with copies of academic certificate</p> <p>Academic qualification (in ICT related field) Degree 2 marks Diploma 1 marks</p> <p>Relevant technical experience</p> </td> <td style="text-align: center; vertical-align: middle;">10</td> <td style="text-align: center; vertical-align: middle;">7</td> </tr> </tbody> </table>	Description of Criteria	Maximum Score	Cut off score	<p>Managerial and Key Personnel Competency Profiles CVs including relevant technical experience for at least two (2) relevant key staff in relation to procurement items as required in the schedule of requirements.</p> <p>The CVs must be accompanied with copies of academic certificate</p> <p>Academic qualification (in ICT related field) Degree 2 marks Diploma 1 marks</p> <p>Relevant technical experience</p>	10	7		
Description of Criteria	Maximum Score	Cut off score							
<p>Managerial and Key Personnel Competency Profiles CVs including relevant technical experience for at least two (2) relevant key staff in relation to procurement items as required in the schedule of requirements.</p> <p>The CVs must be accompanied with copies of academic certificate</p> <p>Academic qualification (in ICT related field) Degree 2 marks Diploma 1 marks</p> <p>Relevant technical experience</p>	10	7							

	Over 5 years' experience 3 marks 3-5years' experience2 marks 1-2 years' experience. 1 marks		
	Experience/Reputation Proof of satisfactory service for contracts of similar or higher value executed within the last three (3) years. Submit reference letters from at least two (2) clients accompanied by either an order or a signed contract document. <i>Reference letter should have full contacts; postal address, telephone and email adress</i>	10	5
	Total Score	20	12

(d) Overall Tender Evaluation Criteria

The tender evaluation criteria is weighted as follows; -

Criteria	Maximum Score/Requirement	Cut Off Mark
Tender Responsiveness	Mandatory	Requirement
Vendor Evaluation	20	12
Technical Specifications	Pass/Fail	Met
Financial Evaluation	Award shall be to the bid with the lowest evaluated price per LOT	

SECTION VII**PRICE SCHEDULE FOR GOODS IN KSHS**

Name of Tenderer _____

Tender Number _____ Page _____ of _____

SUPPLY AND DELIVERY OF LAPTOP COMPUTERS**LOT 1: High End Laptops**

NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE KSHS	TOTAL PRICE INCLUSIVE OF VAT (KSHS)
1.	Supply and Delivery of High End Laptops (Small Size)	PC	5 UNITS		
2.	Supply and Delivery of High End Laptops (Big Size)	PC	15 UNITS		
Grand Total to be (Moved to form of tender)					

LOT 2: Standard Laptops

NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE KSHS	TOTAL PRICE INCLUSIVE OF VAT (KSHS)
1.	Supply and Delivery of Standard Laptops(Small Size)	PC	26 UNITS		
2.	Supply and Delivery of Standard Laptops(Big Size)	PC	450 UNITS		
Grand Total to be (Moved to form of tender)					

Tenderer's Signature _____ Official Stamp _____

Date _____

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 securing declaration r in the form included herein any 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 *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.
- 6 *Manufacturers Authorization Form-* When required by the tender documents this form must be completed and submitted with the tender documents. This form will be completed by the manufacturer of the goods where the tenderer is an agent.

8.1 FORM OF TENDER
Date _____
Tender No. _____
To: KENYA REVENUE AUTHORITY P. O. BOX 48240 – 00100, NAIROBI.
Gentlemen and/or Ladies:
1. Having examined the tender documents including Addenda Nos. <i>[insert numbers]</i> the receipt of which is hereby duly acknowledged, we, the undersigned, offer to LOT 1: SUPPLY AND DELIVERY OF HIGH END LAPTOPS 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. LOT 2 : SUPPLY AND DELIVERY OF STANDARD LAPTOPS 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 supply and deliver 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(<i>Procuring entity</i>).
4. We agree to abide by this Tender for a period of 335 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 _____

8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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	NationalityCountry of Origin
	<ul style="list-style-type: none"> • Citizenship Details

	Part 2 (b) Partnership
2b.1	Given details of Partners as follows:
2b.2	Name Nationality Citizenship Details Shares
	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 it's 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 _____ 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?

	<p style="text-align: center;">Yes _____ No _____</p> <p>(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.</p> <p style="text-align: center;">Yes No</p>
3.10	<p>If answer in '3.9' a, b or c above is YES give details:</p> <p>.....</p> <p>.....</p>
	<p>Date Signature of Candidate</p> <p>.....</p>

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

8.3 TENDER SECURING FORM

Whereas.....[*name of the tenderer*]

THE CONDITIONS of this obligation are:-

1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
2. If the tenderer, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the performance security in accordance with the Instructions to tenderers;

We undertake to pay to the Procuring entity up to the above amount upon receipt of its first written demand, without the Procuring entity having to substantiate its demand, provided that in its demand the Procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This tender guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank]

(Amend accordingly if provided by Insurance Company)

8.4 CONTRACT FORM
TENDER REF No: KRA/HQS/NCB-034/2020-2021
SUPPLY AND DELIVERY OF LAPTOP COMPUTERS
THIS AGREEMENT made the _____ day of _____ 20_____ between Kenya Revenue Authority of Kenya (hereinafter called “the Procuring entity) of the one part andSupply of..... [city and country of tenderer] (hereinafter called “the tenderer”) of the other part;
WHEREAS the Procuring entity invited tenders for the supply and delivery of Laptop Computers as per technical specifications 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 _____
<i>(Amend accordingly if provided by Insurance Company)</i>

8.5 BANK GUARANTEE FOR ADVANCE PAYMENT FORM

To Kenya Revenue Authority

[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]

8.6 MANUFACTURER'S AUTHORIZATION FORM

To Kenya Revenue Authority

WHEREAS [name of the manufacturer] who are established and reputable manufacturers of [name and/or description of the goods] having factories at [address of factory] do hereby authorize [name and address of Agent] to submit a tender, and subsequently negotiate and sign the Contract with you against tender No. [reference of the Tender] for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Tenders.

[signature for and on behalf of manufacturer]

Note: This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent.

8.7 LETTER OF NOTIFICATION OF AWARD

**Kenya Revenue Authority
P.O Box 48240 – 00100,
Nairobi.**

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.

Deputy Commissioner,
Supply Chain Management,
Haile Selassie Avenue, Times Tower, 21st Floor
Telephone: +254-020-2817022
Facsimile: +254-020-215809

FOR: **Commissioner-General**