



## **OPEN TENDER**

**TENDER NAME: VALUATION OF ASSETS, ASSETS  
TAGGING AND CREATION OF  
MASTER ASSETS REGISTER**

**TENDER NUMBER: EGTTI/A.V./2022/001**

**PROCURING ENTITY: EKERUBO GIETAI TECHNICAL  
TRAINING INSTITUTE (EGTTI)**

**APPLICANT'S / COMPANY NAME: .....**

**NOTICE DATE: 19<sup>TH</sup> AUGUST 2022**

**CLOSING DATE: 2<sup>ND</sup> SEPTEMBER 2022 AT 10:00 AM**

*All Applicants are Advised to Read this Tender Document in its Entirety before  
Making any Bid*

## **INTRODUCTION**

- 1.1 This standard tender document for the procurement of services has been prepared for use by procuring entities in Kenya. It is to be used in the procurement of all types of services.
- 1.2 The following general directions should be observed when using the document.
  - a) Specific details should be furnished in the invitation to tender and in the special conditions of contract. The final document to be provided to the tenderers should not have blank spaces or give options.
  - b) The instructions to tenderers and the general conditions of contract should remain unchanged. Any necessary amendments to these parts should be made through the appendix to the instructions to the tenderers or the general conditions of contract respectively.
- 1.3 Information contained in the invitation to tender shall conform to the data and information in the tender documents to enable potential tenderers to decide whether or not to participate in the tender and shall indicate any important tender requirements.
- 1.4 The invitation to tender shall be issued as an advertisement in accordance with the regulations or as a letter of invitation addressed to the tenderers who have expressed interest following an advertisement of a prequalification tender.
- 1.5 The cover of the tender document should be modified to include
  - a) Tender number.
  - b) Tender name.
  - c) Name of procuring entity.

## SECTION I – INVITATION TO TENDER

**TENDER NAME: PROVISION OF ASSETS VALUATION, ASSETS TAGGING AND CREATION OF MASTER ASSETS REGISTER**

- 1.1 Ekerubo Gietai Technical Training Institute (EGTTI) invites sealed tenders from eligible candidates for ASSETS VALUATION, ASSETS TAGGING AND PREPARATION OF MASTER ASSETS REGISTER
- 1.2 Interested eligible candidates may obtain further information and inspect the tender documents at EGTTI Procurement Office during official working hours.
- 1.3 The tender document may be obtained by interested candidates upon payment of a non-refundable fee of KES. 1000/= per document **to Ekerubo Gietai T. T. I. KCB Account Number 1167884027 or through Safaricom Pay-bill 541978 account name “Assets Valuation”**. The tender document may be downloaded from our website at [www.ekerubogietai.ac.ke](http://www.ekerubogietai.ac.ke) free of charge.
- 1.4 Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings and shall remain valid for period of (120) days from the closing date of the tender.
- 1.5 Completed tender documents should be enclosed in plain sealed envelopes, marked with the tender number and name and be deposited in the Tender Box at the Administration Block, EGTTI or be addressed to:

**THE PRINCIPAL / SECRETARY B.O.G**

**EKERUBO GIETAI TTI**

**P.O BOX 382-40500**

**NYAMIRA**

so as to be received on or before 2<sup>nd</sup> September 2022 at 10:00 am.

- 1.6 Tenders will be opened Institute’s Theatre Hall immediately thereafter in the presence of applicants or their representatives who choose to attend.

**Procurement Officer**

**EGTTI**

## SECTION II – INSTRUCTIONS TO TENDERERS

<b>TABLE OF CONTENTS.</b>	<b>Page</b>
2.1 Eligible Tenderers .....	6
2.2 Cost of tendering .....	6
2.3 Contents of tender documents .....	7
2.4 Clarification of Tender documents .....	7
2.5 Amendment of tender documents .....	8
2.6 Language of tenders .....	8
2.7 Documents comprising the tender .....	8
2.8 Form of tender .....	9
2.9 Tender prices .....	9
2.10 Tender currencies .....	9
2.11 Tenderers eligibility and qualifications .....	9
2.12 Tender security .....	10
2.13 Validity of tenders .....	11
2.14 Format and signing of tenders .....	11
2.15 Sealing and marking of tenders .....	12
2.16 Deadline for submission of tenders .....	12
2.17 Modification and withdrawal of tenders .....	12
2.18 Opening of tenders .....	13
2.19 Clarification of tenders .....	14
2.20 Preliminary Examination .....	14
2.21 Conversion to other currencies .....	15
2.22 Evaluation and comparison of tenders .....	15
2.23 Contacting EGTTI .....	16
2.24 Post-qualification .....	17
2.25 Award criteria .....	17
2.26 Procuring entities right to vary quantities .....	17
2.27 Procuring entities right to accept or reject any or all tenders .....	17
2.28 Notification of award .....	18
2.29 Signing of Contract .....	18
2.30 Performance security .....	19
2.31 Corrupt or fraudulent practices .....	19

## **SECTION II INSTRUCTIONS TO TENDERERS**

### **2.1 Eligible tenderers**

- 2.1.1 This Invitation to tender is open to all tenderers eligible as described in the instructions to tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2 EGTTI'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 66 of the PPADA of 2015.
- 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 EGTTI to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.
- 2.1.4 Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

### **2.2 Cost of tendering**

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and EGTTI, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 EGTTI 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 document comprises of the documents listed below and addenda issued in accordance with clause 2.5 of these instructions to tenders
  - i) Instructions to tenderers
  - ii) General Conditions of Contract
  - iii) Special Conditions of Contract
  - iv) Schedule of Requirements
  - v) Details of service
  - vi) Form of tender
  - vii) Price schedules
  - viii) Contract form
  - ix) Confidential business questionnaire form
  - x) Tender security form
  - xi) Performance security form
  - xii) Principal's or manufacturers authorization form
  - xiii) Declaration form
- 2.3.2 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

## **2.4 Clarification of Documents**

- 2.4.1 A prospective candidate making inquiries of the tender document may notify EGTTI in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. EGTTI 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 EGTTI. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have received the tender documents.
- 2.4.2 EGTTI shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

## **2.5 Amendment of documents**

- 2.5.1 At any time prior to the deadline for submission of tenders, EGTTI, 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, EGTTI, at its discretion, may extend the deadline for the submission of tenders.

## **2.6 Language of tender**

- 2.6.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and EGTTI, 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 9, 10 and 11 below.
  - b) Documentary evidence established in accordance with Clause 2.11 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
  - c) Tender security furnished is in accordance with Clause 2.12
  - d) Confidential business questionnaire

## **2.8 Form of Tender**

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

## **2.9 Tender Prices**

- 2.9.1 The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.
- 2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable.
- 2.9.3 Prices quoted by the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22
- 2.9.4 Contract price variations shall not be allowed for contracts not exceeding one year (12 months).
- 2.9.5 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.
- 2.9.6 Price variation requests shall be processed by EGTTI within 30 days of receiving the request.

## **2.10 Tender Currencies**

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

## **2.11 Tenderers Eligibility and Qualifications**

- 2.11.1 Pursuant to Clause 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.
- 2.11.2 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to EGTTI'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 Invitation to tender.
- 2.12.2 The tender security shall be in the amount of 2 per cent of the tender price.
- 2.12.3 The tender security is required to protect EGTTI 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 a Kenya Shillings or in another freely convertible currency and shall be in the form of:
  - a) A bank guarantee.
  - b) Cash.
  - c) Such insurance guarantee approved by the Authority. See <http://ppra.go.ke/tendersecurity-providers/>
  - 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 EGTTI as non-responsive, pursuant to paragraph 2.20 2.12.5 Unsuccessful tenderer's 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 prescribed by EGTTI.

- 2.12.6 The successful tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.26, and furnishing the performance security, pursuant to paragraph 2.27.
- 2.12.7 The tender security may be forfeited:
- a) If a tenderer withdraws its tender during the period of tender validity specified by EGTTI on the Tender Form; or
  - b) In the case of a successful tenderer, if the tenderer fails:
    - i) to sign the contract in accordance with paragraph 26 or
    - ii) to furnish performance security in accordance with paragraph 27.
  - iii) If the tenderer rejects, correction of an error in the tender.

### **2.13 Validity of Tenders**

- 2.13.1 Tenders shall remain valid for 120 days or as specified in the invitation to tender after the date of tender opening prescribed by EGTTI, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by EGTTI as nonresponsive.
- 2.13.2 In exceptional circumstances, EGTTI 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 may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

### **2.14 Format and Signing of Tender**

- 2.14.1 The tenderer shall prepare two copies of the tender, clearly / marking each —**ORIGINAL TENDER**|| and —**COPY OF TENDER**, as appropriate. In the event of any discrepancy between them, the original shall govern.
- 2.14.2 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 unnamed 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 each copy of the tender in separate envelopes, duly marking the envelopes as "**ORIGINAL and —COPY**". The envelopes shall then be sealed in an outer envelope. The inner and outer envelopes shall:
- a) Be addressed to EGTTI at the address given in the invitation to tender
  - b) Bear the tender number and name in the invitation to tender and the words: "**DO NOT OPEN BEFORE 2<sup>nd</sup> September 2022 10:00 am**"
- 2.15.2 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.
- 2.15.3 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, EGTTI 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 EGTTI at the address specified under paragraph 1.5 not later than 2<sup>nd</sup> September, 2022 at 10:00 am.
- 2.16.2 EGTTI 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 EGTTI 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 EGTTI as provided for in the appendix. 2.17

## **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 tender's is received by EGTTI prior to the deadline prescribed for the 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 cable, 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 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 2.12.7.
- 2.17.5 EGTTI may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.17.6 EGTTI 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.

## **2.18 Opening of Tenders**

- 2.18.1 EGTTI will open all tenders in the presence of tenderers' representatives who choose to attend, at 10:00 am 2<sup>nd</sup> September, 2022 and in the location specified in the invitation to tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.
- 2.18.2 The tenderers' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as EGTTI, at its discretion, may consider appropriate, will be announced at the opening.
- 2.18.3 EGTTI will prepare minutes of the tender opening which will be submitted to the tenderers that signed the tender opening register and will have made the request.

## **2.19 Clarification of tenders**

- 2.19.1 To assist in the examination, evaluation and comparison of tenders EGTTI may at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted.
- 2.19.2 Any effort by the tenderer to influence EGTTI in EGTTI's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers tender. Comparison or contract award decisions may result in the rejection of the tenderers' tender.

## **2.20 Preliminary Examination and Responsiveness**

- 2.20.1 EGTTI will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished whether the documents have been properly signed, and whether the tenders are generally in order.
- 2.20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- 2.20.3 EGTTI may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.
- 2.20.4 Prior to the detailed evaluation, pursuant to paragraph 23, EGTTI 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. EGTTI'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 EGTTI and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

## **2.21 Conversion to a Single Currency**

- 2.21.1 Where other currencies are used, EGTTI 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 EGTTI will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20
- 2.22.2 The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.
- 2.22.3 EGTTI'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 2.22.4 and in the technical specifications:
  - a) Operational plan proposed in the tender;
  - b) Deviations in payment schedule from that specified in the Special Conditions of Contract;
- 2.22.4 Pursuant to paragraph 2.22.3 the following evaluation methods will be applied:

### **a) Operational Plan**

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

### **b) Deviation in payment schedule**

Tenderers shall state their tender price for the payment on a schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender

price they wish to offer for such alternative payment schedule. EGTTI may consider the alternative payment schedule offered by the selected tenderer.

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

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

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

## **2.23 Contacting EGTTI**

2.23.1 Subject to paragraph 2.19, no tenderer shall contact EGTTI 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 EGTTI in its decisions on tender evaluation tender comparison or contract award may result in the rejection of the tenderers tender.

## **2.24 Award of Contract**

### **a) Post qualification**

2.24.1 In the absence of pre-qualification, EGTTI 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.

2.24.2 The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderer's qualifications submitted by the tenderer, pursuant to paragraph 2.1, as well as such other information as EGTTI 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 EGTTI will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

### **b) Award Criteria**

2.24.4 Subject to paragraph 2.24 EGTTI 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.

2.24.5 EGTTI 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 EGTTI's action. If EGTTI determines that none of the tenderers is responsive; EGTTI shall notify each tenderer who submitted a tender.

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

## **2.25 Notification of award**

- 2.25.1 Prior to the expiration of the period of tender validity, EGTTI will notify the successful tenderer in writing that its tender has been accepted.
- 2.25.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and EGTTI pursuant to clause 2.26. Simultaneously the other tenderers shall be notified that their tenders have not been successful.
- 2.25.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 27, EGTTI will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

## **2.26 Signing of Contract**

- 2.26.1 At the same time as EGTTI notifies the successful tenderer that its tender has been accepted, EGTTI will simultaneously inform the other tenderers that their tenders have not been successful.
- 2.26.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to EGTTI.
- 2.26.3 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

## **2.27 Performance Security**

- 2.27.1 Within thirty (30) days of the receipt of notification of award from EGTTI, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to EGTTI.
- 2.27.2 Failure of the successful tenderer to comply with the requirement of paragraph 2.26 or paragraph 2.27.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event EGTTI may make the award to the next lowest evaluated or call for new tenders.

## **2.28 Corrupt or Fraudulent Practices**

- 2.28.1 EGTTI 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.
- 2.28.2 EGTTI 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;
- 2.28.3 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 THE TENDERERS**

### Notes on the appendix to instruction to Tenderers

1. The appendix to instructions to tenderers is intended to assist the procuring entity in providing specific information in relation to corresponding clauses in the instructions to tenderers included in section II and the appendix has to be prepared for each specific procurement.
2. The procuring entity should specify in the appendix information and requirements specific to the circumstances of the procuring entity, the processing of the procurement and the tender evaluation criteria that will apply to the tenderers.
3. In preparing the appendix the following aspects should be taken into consideration
  - a. The information that specifies and complements provisions of section III to be incorporated
  - b. Amendments of section II as necessitated by the circumstances of the specific procurement to be also incorporated.
4. Section II should remain intact and only be amended through the appendix.

## Appendix to instructions to tenderers

The following information for procurement of services shall complement or amend the provisions of 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.

<b>Instructions to tenderers</b>	<b>Particulars of appendix to instructions to tenderers</b>
2.1	Particulars of eligible tenderers
2.10	Particulars of other currencies allowed.
2.11	Particulars of eligibility and qualifications documents of evidence required
2.12	Particulars of tender security if applicable
2.24	Particulars of post – qualification if applicable
2.30	Particulars of performance security if applicable
Others as necessary	Complete as necessary

**SECTION III GENERAL CONDITIONS OF CONTRACT**

<b>TABLE OF CONTENTS</b>	<b>Page</b>
3.1 Definitions .....	19
3.2 Application .....	19
3.3 Standards .....	19
3.4 Use of contract documents and information .....	19
3.5 Patent Rights .....	19
3.6 Performance security .....	19
3.7 Inspections and tests .....	20
3.8 Payment .....	20
3.9 Prices .....	20
3.10 Assignment .....	21
3.11 Termination for default .....	21
3.12 Termination for insolvency .....	21
3.13 Termination for convenience .....	21
3.14 Resolution of disputes .....	21
3.15 Governing language .....	22
3.16 Force majeure .....	22
3.17 Applicable law .....	22
3.18 Notices .....	22

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

### **3.1 Definitions**

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

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

### **3.2 Application**

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

### **3.3 Standards**

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

### **3.4 Patent Right's**

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

### **3.5 Performance Security**

- 3.5.1 Within twenty-eight (28) days of receipt of the notification of contract award, the successful tenderer shall furnish to EGTTI the performance security where applicable in the amount specified in Special Conditions of Contract.
- 3.5.2 The proceeds of the performance security shall be payable to EGTTI as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.
- 3.5.3 The performance security shall be denominated in the currency of the Contract or in a freely convertible currency acceptable to EGTTI 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.
- 3.5.4 The performance security will be discharged by EGTTI and returned to the candidate not later than thirty (30) days following the date of completion of the tenderer's performance of obligations under the contract, including any warranty obligations under the contract.



### **3.6 Inspections and Tests**

- 3.6.1 EGTTI or its representative shall have the right to inspect and/or to test the services to confirm their conformity to the Contract specifications. EGTTI shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 3.6.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to EGTTI.
- 3.6.3 Should any inspected or tested services fail to conform to the Specifications, EGTTI may reject the services, and the tenderer shall either replace the rejected services or make alterations necessary to meet specification requirements free of cost to EGTTI.
- 3.6.4 Nothing in paragraph 3.6 shall in any way release the tenderer from any warranty or other obligations under this Contract.

### **3.7 Payment**

- 3.7.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in SCC.

### **3.8 Prices**

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

### **3.9 Assignment**

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

### **3.10 Termination for Default**

- 3.10.1 EGTTI may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part:
  - a) If the tenderer fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by EGTTI.
  - b) If the tenderer fails to perform any other obligation(s) under the Contract
  - c) If the tenderer, in the judgment of EGTTI has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

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

### **3.11 Termination of insolvency**

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

### **3.12 Termination for convenience**

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

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

### **3.13 Resolution of disputes**

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

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

### **3.14 Governing Language**

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

### **3.15 Force Majeure**

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

### **3.16 Applicable Law**

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

### **3.17 Notices**

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

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

## **SECTION IV SPECIAL CONDITIONS OF CONTRACT**

### Notes on Special Conditions of Contract

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

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

- a) Information that complement provisions of section III must be incorporated
- b) Amendments and/or supplements to provision of section III, as necessitated by the circumstances of the specific service required must also be incorporated Where there is a conflict between the provisions of the special conditions of contract and the provisions of the general conditions of contract the provisions of the special conditions of contract herein shall prevail over the provisions of the general conditions of contract.

## SECTION IV SPECIAL CONDITIONS OF CONTRACT

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

<b>General conditions of contract reference</b>	<b>Special conditions of contract</b>
3.6	Specify performance security if applicable
3.8	Specify method and conditions of performance
3.9	Specify price adjustments allowed
3.14	Specify resolution of disputes
3.17	Specify applicable law
3.18	Indicate addresses of both parties
Others as necessary	Other's as necessary Complete as necessary

## SECTION V – SCHEDULE OF REQUIREMENTS

### Notes for preparing the schedule of requirements

The schedule of requirements for the services shall be included in the tender documents by EGTTI and shall cover at the minimum a description of the goods and services to be supplied and the delivery schedule.

The objectives of schedule of requirements is to provide sufficient information to enable tenderers to prepare their tenders efficiently and accurately, in particular, the price schedule, for which information is provided.

In addition, the schedule of requirements, together with the price schedule, should serve as a base in the event of quantity variations at the time of award of contract pursuant to instructions to tenderers clause 26.

The date or period of delivery should be carefully specified, taking into account the date prescribed herein from which EGTTI's delivery obligations start (notice of award).

This part will include any deliverables under the service contract Number Description Price Delivery Time Start End

<b>NO</b>	<b>DESCRIPTION</b>	<b>PRICE</b>	<b>DELIVERY TIME</b> <b>START.....</b> <b>FINISH.....</b>
<b>1</b>	<b>VALUATION OF ALL PHYSICAL ASSETS OF EGTTI</b>		
<b>2</b>	<b>TAGGING OF ALL PHYSICAL ASSETS OF EGTTI</b>		
	<b>TOTAL</b>		

## SECTION VI DESCRIPTION OF SERVICES

- Physically identify, verify and value all assets belonging to EGTTI
- Tag all movable and immovable assets with coded aluminium tags
- Categorize all assets appropriately
- Reconcile inventory register with pertinent information together with values
- Prepare detailed assets register incorporating their current status and relevant recommendations.
- Provide guidance on scrap value for assets recommended to be disposed.
- Provide EGTTI with Fixed Assets Valuation Register.

### MOVABLE AND IMMOVABLE EQUIPMENT ITEM NO.

ITEM NO	ITEM DESCRIPTION	QTY (APPROXIMATE)	RATE PER TAG	TOTAL
1.	Students' Chairs and drawing tables	800		
2.	Office furniture and equipment	200		
3.	Desk-top computers	40		
4.	Laptops	25		
5.	Building & Civil Engineering Equipment	250		
6.	Land Surveying equipment	150		
7.	Electrical engineering equipment	50		
8.	Tailoring & fashion design equipment	50		
9.	Hairdressing & beauty therapy equipment	50		
10.	Library resource materials and equipment	1000		
11.	Farm and agriculture equipment	30		
12.	Standby generator	1		
13.	Assorted equipment	200		

**NB. The award of the tender and the professional fee shall be strictly as per valuers Act (cap532) of the laws of Kenya – Values (form and fees) Amendment rules, 2011**

## Notes for preparing technical specifications

A set of precise and clear description of the services required is a prerequisite for tenderers to respond realistically and competitively to requirements of EGTTI without qualifying their tenders, the specifications should require that all goods and services to be incorporated be new, and of the most recent improvements – in design and materials unless otherwise provided for in the contract.

Samples of specifications from previous similar procurement are useful in this respect.

Care must be taken in describing the services to ensure that they are not restrictive. In the description of services describing the services recognized national or international standards should be used as much as possible. Where other particular standards are used, the description should state the services that meet other authoritative standards and which ensure at least a substantially equal quality than other standards mentioned will also be acceptable.

This part will include any deliverables under the service contract.

## EVALUATION CRITERIA

NO	ITEM	SCORING GUIDE	SCORER'S COMMENT
1	Form of tender (dully filled, signed and stamped	YES/NO	
2	Tax compliance certificate/tax exemption certificate (attach copy)	YES/NO	
3	Certificate of registration/business registration (attach copy)	YES/NO	
4	Detailed company profile	YES/NO	
5	Proof of registration by institution of surveyors of Kenya valuation chapter and licensed to offer professional property valuation service	YES/NO	
6	Written power of attorney of the signatory of the tender to commit the tenderer (for partnership companies and joint ventures)	YES/NO	
7	Annual practicing license from Valuers Registration Board	YES/NO	
8	Valid registration certificate from Valuers Registration Board	YES/NO	
9	Current business permit	YES/NO	
10	Audited financial statements for the last three years	YES/NO	
11	Duly completed confidential business questionnaire	YES/NO	
12	All pages must be serialized	YES/NO	
13	Full standard tender document must be attached	YES/NO	
	<b>NB: Only those who qualify for preliminary Evaluation will be subjected to Technical Evaluation</b>		
	<b>TECHNICAL EVALUATION CRITERIA</b>		

1	Past experience for SIMILAR WORKS for the last three years (attach copies of letters of award, contracts, LPOs for the same)	YES/NO	
2	Evidence of adequacy of working capital for this contract (access line of credit and availability of other financial resources provided)	YES/NO	
3	Authority to seek references from the tenderer's bankers	YES/NO	
4	Contractor equipment provide evidence	YES/NO	
	<b>Only Technically responsive bidders qualify for Financial Evaluation</b>		
	<b>FINANCIAL EVALUATION CRITERIA</b>		
1	Comparison of prices and arithmetic checks	YES/NO	
2	Lowest evaluated bidder	YES/NO	
3	Post qualification criteria-conduct due diligence	YES/NO	



## **SECTION VII- STANDARD FORMS**

### **Notes on standard forms**

1. The tenderer shall complete and submit with its tender the form of tender and price schedules pursuant to instructions to tenderers clause 9 and in accordance with the requirements included in the special conditions of contract.
2. When requested by the appendix to the instructions to tenderers, the tenderer should provide the tender security, either in the form included herein or in another form acceptable to EGTTI pursuant to instructions to tenderers clause 2.12
3. The contract form, the price schedules and the schedule of requirements shall be deemed to form part of the contract and should be modified accordingly at the time of contract award to incorporate corrections or modifications agreed by the tenderer and EGTTI in accordance with the instructions to tenderers or general conditions of contract.
4. The performance security and bank guarantee for advance payment forms should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance/entity and bank guarantee for advance payment forms in accordance with the forms indicated herein or in another form acceptable to EGTTI and pursuant to the – conditions of contract.
5. The principal's or manufacturer's authorization form should be completed by the principal or the manufacturer, as appropriate in accordance with the tender documents.

## **SECTION VII - STANDARD FORMS**

1. Form of tender
2. Price schedules
3. Contract form
4. Confidential Questionnaire form
5. Tender security form
6. Performance security form
7. Bank guarantee for advance payment
8. Declaration form

**FORM OF TENDER**

Date.....

Tender No.....

To.....

[Name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos .....  
[insert..... numbers, the of which is hereby duly acknowledged, we, the undersigned, offer to provide. [description... ..... of... ..... services] 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 provide the services in accordance with the services schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the tender guarantee in a sum equivalent to ..... percent of the Contract Price for the due performance of the Contract, in the form prescribed by (procuring entity).
4. We agree to abide by this Tender for a period of [number] days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this ..... day of ..... 20

*(Signature)*

(In the capacity of)

Duly authorized to sign tender for and on behalf of .....

**CONTRACT FORM**

**THIS AGREEMENT** made the ..... day of ..... 20 ..... between.....[name of procurement entity] of ..... [country of Procurement entity] (hereinafter called — the procuring entity) of the one part and ..... [name of tenderer] of..... [city and country of tenderer] (hereinafter called —the tenderer) of the other part.

WHEREAS the procuring entity invited tenders for certain materials and spares. Viz.....

[brief description of materials and spares] and has accepted a tender by the tenderer for the supply of those materials and spares in the sum of ..... [contract price in words and figures]

**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 EGTTI to the tenderer as hereinafter mentioned, the tenderer hereby covenants with EGTTI to provide the materials and spares and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. EGTTI hereby covenants to pay the tenderer in consideration of the provision of the materials and spares 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 where of 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 \_\_\_\_\_.

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in

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

Part 1 General

Business Name.....

Location of business premises.....
Plot no .....street/road.....
Postal address..... Tel no.....email.....
Nature of business.....
Registration certificate no.....
Maximum value of business which you can handle at any one time-Ksh.....
Name of your bankers.....
Branch.....

**Part 2 (a) – Sole Proprietor**

Your name in full..... Age .....

Nationality ..... Country of Origin .....

Citizenship details .....

**Part 2 (b) – Partnership**

Given details of partners as follows

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

**Part 2 (c) – Registered Company**

Private or Public

State the nominal and issued capital of company

Nominal Kshs. ....

Issued Kshs. ....

Given details of all directors as follows

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

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

Stamp.....

**TENDER SECURITY FORM**

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

(hereinafter called —the tenderer) has submitted its tender dated ..... [date of submission of tender] for the provision of ..... [name and/or description of the services]

.....  
KNOW ALL PEOPLE by these presents that WE..... (Hereinafter called the Tenderer) of ..... having registered office at ..... (Hereinafter called —the Bank) are bound unto ..... [Name of procuring entity] (Hereinafter called — the procuring entity) in the sum of .....

For which payment will and truly to be made to the said procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ..... day of 20 .....

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 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)

**PERFORMANCE SECURITY FORM**

To: ..... [name of the procuring entity]

WHEREAS ..... [name of tenderer] (hereinafter called —the tenderer) has undertaken, in pursuance of Contract No. [reference number of the contract] dated ..... 20 ..... to supply.....

[Description services] (Hereinafter called —the contract)

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

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

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of ..... [amount of the guarantee in words and figures],

and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of .....

[amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the ----- day of .....

Signature and seal of the Guarantors



[name of bank or financial institution] .....

[address] .....

[date] .....

*(Amend accordingly if provided by Insurance Company)*



**BANK GUARANTEE FOR ADVANCE PAYMENT**

To.....

[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 institution], 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 and 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 }.....

**For Official Use Only**

**(The Team Leader of Evaluation Team will make comments below based on the Findings about the tenderer)**

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

Accept the Firm: .....

Reject the Firm: .....

Sign..... Date.....

**Approved / Not Approved**

**Members of Committee**

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....
4.	.....	.....	.....
5.	.....	.....	.....
6.	.....	.....	.....

**LETTER OF NOTIFICATION OF AWARD**

Address of the procuring entity

-----

-----

To: -----

RE: Tender No.-----

Tender Name -----

This is to notify that the contract/s stated below under the above-mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

**THE PRINCIPAL / SECRETARY B.O.G**

**EKERUBO GIETAI TECHNICAL TRAINING INSTITUTE**