



REPUBLIC
OF
KENYA



Poverty Reduction Through Sustainable NRM



MINISTRY OF ENVIRONMENT, WATER AND NATURAL RESOURCES
UPPER TANA NATURAL RESOURCES MANAGEMENT PROJECT
P.O Box 996 EMBU; Tel: 068-31376; E-mail: utanrmp@gmail.com

BIDDING DOCUMENTS

For the

Supply and Delivery of Motor Vehicles, Tractors,
and Motor Cycles.

ICB No. EBU/CC/34/2014-2015

LOT (1): 15 NO. DOUBLE CABIN PICK UPS, 4X4, LWB, 2400-3000cc
(DIESEL), COMPLETE WITH A TOWING WINCH

LOT (2): 23 NO. DOUBLE CABIN PICK UPS, 4X4, LWB, 2400-3000cc
(DIESEL),

LOT (3): 7 NO. 4X4, 70-80HP, 4000-4500 cc, (DIESEL) AGRICULTURAL
TRACTORS COMPLETE WITH NON TIPPING TRAILERS, 6 TON,

LOT (4): 73 NO. MOTOR CYCLE, TRAIL, 170 - 200CC.

LOT (5): 1 NO. 4X4, L.W.B., 2400 - 3000CC, (DIESEL) HEAVY DUTY,
UTILITY PASSENGER VEHICLE



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INTERNATIONAL COMPETITIVE BIDDING

BID NAME: SUPPLY AND DELIVERY OF MOTOR VEHICLES, TRACTORS AND MOTOR CYCLES

BID NO: EBU/CC/34/2014-2015

COUNTRY: KENYA

PROJECT NAME: UPPER TANA NATURAL RESOURCES MANAGEMENT PROJECT (UTANRMP)

LOAN / CREDIT NUMBER: IFAD 1-867-KE AND SPANISH TRUST FUND E-8-KE

1. The Government of Kenya has received financial assistance from the International Fund for Agricultural Development (IFAD) and the Spanish Trust Fund towards financing an eight year (2012-2020) Upper Tana Natural Resources Management Project. The goal of the project is to contribute to rural poverty reduction in the Upper Tana river catchment through increased sustainable food production, income and sustainable management of natural resources for provision of environmental services. The project Lead Agency is the Ministry of Environment Water and Natural Resources. The project intends to apply part of the proceeds for Procurement of Motor Vehicles, Tractors and Motor Cycles.

2. The Upper Tana Natural Resources Management Project (UTaNRMP), now invites sealed bids from eligible and qualified bidders for Supply and Delivery of the following:

Lot	Item Description	Quantity
1	4x4, LWB, 2400-3000 cc (Diesel), Double Cabin, Pick Ups, complete with towing winch	15
2	4x4, LWB, 2400-3000 cc (Diesel), Double Cabin, Pick Ups, without towing winch	23
3	4x4, 70-80HP, Agricultural Tractors Complete With Non Tipping Trailers, 6 Ton	7

4	Motor Cycles 170-200cc	73
5	4X4, L.W.B., 2400 - 3000CC, (Diesel) heavy duty, utility passenger vehicle	1

3. The International Fund for Agricultural Development (IFAD) has adopted the current World Bank Procurement guidelines for International Competitive Bidding (ICB) and these shall apply for this procurement.

4. Interested eligible bidders may obtain further information from Upper Tana Natural Resources Management Project (UTaNRMP), and inspect the Bidding Documents at the address given below from 0800 hrs to 1630 hrs East African time from Monday to Friday, except during lunch hour (1300 hrs to 1400 hrs), weekends and public holidays. The bid documents are available in both hard and soft copies. Interested eligible bidders may also view and /or download the bid document from www.utarnmp.or.ke/downloads. However submission of bids will be in hard copy only as **electronic bidding will NOT be allowed**.

5. Qualification requirements include:

(a) **Financial Capability:** Bidders shall include a **letter from a reputable Commercial Bank indicating their financial status** which will indicate their ability to perform the contract of the magnitude equivalent to the quoted bid price. This evidence should be submitted together with the bid.

(b) **Experience and Technical Capacity:** Bidders shall provide documentary evidence to demonstrate having executed **at least three contracts of similar nature and magnitude** for each lot within the **last three years**.

Additional details are provided in the Bidding Documents.

6. A complete set of Bidding Documents in English may be purchased by interested eligible bidders from the address below upon payment of a non-refundable fee of **Kenya Shillings One Thousand Only (Kshs. 1,000)** or an equivalent amount in US dollars. The method of payment will be cash or Banker's cheque payable to Embu West District Treasury account No. 1146470916; Bank Code: 01116; Bank Name: Kenya Commercial Bank; Bank Branch: Embu; Swift Code: KCBLKENX. At the time of bid submission, bidders will be required to submit evidence of payment for the documents.

Bidders may also download the documents free of charge but they will be required to register with the buyer before the deadline for submission of bids by sending the following information to utanrmp@gmail.com.

EBU/CC/34/2014-2015 PROSPECTIVE BIDDER REGISTRATION FORM

Bidder Name	
Country	
Postal Address	
Telephone Number(s)	
Contact Person(s)	
Email Address	

Bidders who download the document and fail to register may have their bids not opened and /or evaluated.

7. Bids must be delivered to the address below on or before 1st October 2014 at 10:00 AM, East African Time. Late bids will be rejected. Bids will be opened in the presence of

the bidders' representatives who choose to attend at **Embu County Commissioner's Boardroom** on 1st October 2014 at 10:30 AM, East African Time. All bids must be accompanied by a **Bid Security** in a freely convertible currency as stipulated in the Bidding Data Sheet.

8. The address referred to above is:

Project Coordinator;
Upper Tana Natural Resources Management Project
c/o County Commissioner
P. O. Box 3 - 60100
Tel: +254-68-2231376 /2231517
E-mail: utanrmp@gmail.com
Embu - Kenya

Bids should be submitted in a plain sealed envelope clearly marked: **“Bid No. EBU/CC/34/2014-2015 : Supply of Motor Vehicles, Tractors and Motor Cycles Lot No.....”** and placed in the Bid Box situated at **Main entrance to the Embu County Commissioner's Office** or mailed so as to reach the above address on or before 1st October 2014 at 10:00 AM, East African Time.

9. UTaNRMP is a corruption-free project and no one is required to provide any inducement to participate in any of its implementation processes.

PROJECT COORDINATOR
FOR: PRINCIPAL SECRETARY

BD for Procurement of Goods

Summary

PART 1 – BIDDING PROCEDURES

Section I. Instructions to Bidders (ITB)

This Section provides information to help Bidders prepare their bids. Information is also provided on the submission, opening, and evaluation of bids and on the award of Contracts. Section I contains provisions that are to be used without modification.

Section II. Bidding Data Sheet (BDS)

This Section includes provisions that are specific to each procurement and that supplement Section I, Instructions to Bidders.

Section III. Evaluation and Qualification Criteria

This Section specifies the criteria to be used to determine the lowest evaluated bid, and the Bidder's qualification requirements to perform the contract.

Section IV. Bidding Forms

This Section includes the forms for the Bid Submission, Price Schedules, Bid Security, and the Manufacturer's Authorization to be submitted with the Bid.

Section V. Eligible Countries

This Section contains information regarding eligible countries.

PART 2 – SUPPLY REQUIREMENTS

Section VI. Schedule of Requirements

This Section includes the List of Goods and Related Services, the Delivery and Completion Schedules, the Technical Specifications and the Drawings that describe the Goods and Related Services to be procured.

PART 3 – CONTRACT

Section VII. General Conditions of Contract (GCC)

This Section includes the general clauses to be applied in all contracts. The text of the clauses in this Section shall not be modified.

Section VIII. Special Conditions of Contract (SCC)

This Section includes clauses specific to each contract that modify or supplement Section VII, General Conditions of Contract.

Section IX: Contract Forms

This Section includes the form for the Agreement, which, once completed, incorporates corrections or modifications to the accepted bid

that are permitted under the Instructions to Bidders, the General Conditions of Contract, and the Special Conditions of Contract.

The forms for Performance Security and Advance Payment Security, when required, shall only be completed by the successful Bidder after contract award.

Attachment: Invitation for Bids

An “Invitation for Bids” form is provided at the end of the Bidding Documents for information.

BIDDING DOCUMENTS**Issued on: 12th August 2014****for**

Supply and Delivery of Motor Vehicles Tractors and Motor Cycles as follows:

Lot	Item Description	Quantity
1	4x4, LWB, 2400-3000 cc (Diesel), Double Cabin, Pick Ups, complete with towing winch	15
2	4x4, LWB, 2400-3000 cc (Diesel), Double Cabin, Pick Ups, without towing winch	23
3	4x4, 70-80HP, Agricultural Tractors Complete With Non Tipping Trailers, 6 Ton	7
4	Motor Cycles 170-200cc	73
5	4X4, L.W.B., 2400 - 3000CC, (Diesel) heavy duty, utility passenger vehicle	1

ICB No. **EBU/CC/34/2014-2015****Project:** **UPPER TANA NATURAL RESOURCES MANAGEMENT PROJECT****Purchaser:** **MINISTRY OF ENVIRONMENT, WATER AND NATURAL RESOURCES**

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PART 1 – Bidding Procedures

Section I. Instructions to Bidders

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Section I. Instructions to Bidders

General

- Scope of Bid**
- 1.1 The Purchaser **indicated in the Bidding Data Sheet (BDS)**, issues these Bidding Documents for the supply of Goods and Related Services incidental thereto as specified in Section VI, Schedule of Requirements. The name and identification number of this International Competitive Bidding (ICB) procurement are **specified in the BDS**. The name, identification, and number of lots of are **provided in the BDS**.
- 1.2 Throughout these Bidding Documents:
- (a) the term “in writing” means communicated in written form (e.g. by mail, e-mail, fax, telex) with proof of receipt;
 - (b) if the context so requires, “singular” means “plural” and vice versa; and
 - (c) “day” means calendar day.
- Source of Funds**
- 2.1 The Borrower or Recipient (hereinafter called “Borrower”) **specified in the BDS** has applied for or received financing (hereinafter called “funds”) from the International Fund for Agricultural Development and Spanish Trust Fund (hereinafter called “IFAD”) toward the cost of the project **named in the BDS**. The Borrower intends to apply a portion of the funds to eligible payments under the contract for which these Bidding Documents are issued.
- 2.2 Payments by IFAD will be made only at the request of the Borrower and upon approval by IFAD in accordance with the terms and conditions of the financing agreement between the Borrower and IFAD (hereinafter called the Loan Agreement), and will be subject in all respects to the terms and conditions of that Loan Agreement. The Loan Agreement prohibits a withdrawal from the loan account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of IFAD, is prohibited by decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the Borrower shall derive any rights from the Loan Agreement or have any claim to the funds.
- Fraud and Corruption**
- 3.1 IFAD requires that Borrowers (including beneficiaries of its loans), as well as bidders, suppliers, contractors, and consultants under IFAD-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, IFAD:
- (a) defines, for the purposes of this provision, the terms set forth below as follows:

- (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
 - (ii) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
 - (iii) “collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the Borrower, designed to establish bid prices at artificial, noncompetitive levels; and
 - (iv) “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
- (b) will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question;
 - (c) will cancel the portion of the loan allocated to a contract if it determines at any time that representatives of the Borrower or of a beneficiary of the loan engaged in corrupt, fraudulent, collusive or coercive practices during the procurement or the execution of that contract, without the Borrower having taken timely and appropriate action satisfactory to IFAD to remedy the situation;
 - (d) will sanction a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded IFAD-financed contract if it at any time determines that they have, directly or through an agent, engaged, in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, IFAD-financed contract; and
 - (e) will have the right to require that a provision be included in Bidding Documents and in contracts financed by IFAD loan, requiring bidders, suppliers, contractors and consultants to permit IFAD to inspect their accounts and records and other documents relating to the Bid submission and contract performance and to have them audited by auditors appointed by IFAD.

3.2 Furthermore, Bidders shall be aware of the provision stated in

Sub-Clause 34.1 (a) (iii) of the General Conditions of Contract.

- Eligible Bidders**
- 4.1 A Bidder, and all parties constituting the Bidder, may have the nationality of any country, subject to the restrictions specified in Section V, Eligible Countries. A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country. This criterion shall also apply to the determination of the nationality of proposed subcontractors or suppliers for any part of the Contract including Related Services.
- 4.2 A Bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they:
- (a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under these Bidding Documents ; or
 - (b) submit more than one bid in this bidding process, except for alternative offers permitted under ITB Clause 13. However, this does not limit the participation of subcontractors in more than one bid;
- 4.3 A Bidder that is under a declaration of ineligibility by IFAD in accordance with ITB Clause 3, at the date of contract award, shall be disqualified. The list of debarred firms is available at the electronic address specified in the **BDS**.
- 4.4 Government-owned enterprises in the Borrower's Country shall be eligible only if they can establish that they (i) are legally and financially autonomous, (ii) operate under commercial law, and (iii) are not a dependent agency of the Purchaser.
- 4.5 Bidders shall provide such evidence of their continued eligibility satisfactory to the Purchaser, as the Purchaser shall reasonably request.
- Eligible Goods and Related Services**
- 5.1 All the Goods and Related Services to be supplied under the Contract and financed by IFAD may have their origin in any country in accordance with Section V, Eligible Countries.
- 5.2 For purposes of this Clause, the term "goods" includes commodities, raw material, machinery, equipment, and industrial plants; and "related services" includes services such as insurance, installation, training, and initial maintenance.
- 5.3 The term "origin" means the country where the goods have been mined, grown, cultivated, produced, manufactured or processed; or, through manufacture, processing, or assembly,

another commercially recognized article results that differs substantially in its basic characteristics from its components.

Contents of Bidding Documents

Sections of Bidding Documents

- 6.1 The Bidding Documents consist of Parts 1, 2, and 3, which include all the Sections indicated below, and should be read in conjunction with any Addendum issued in accordance with ITB Clause 8.

PART 1 Bidding Procedures

- Section I. Instructions to Bidders (ITB)
- Section II. Bidding Data Sheet (BDS)
- Section III. Evaluation and Qualification Criteria
- Section IV. Bidding Forms
- Section V. Eligible Countries

PART 2 Supply Requirements

- Section VI. Schedule of Requirements

PART 3 Contract

- Section VII. General Conditions of Contract (GCC)
- Section VIII. Special Conditions of Contract (SCC)
- Section IX. Contract Forms

- 6.2 The Invitation for Bids issued by the Purchaser is not part of the Bidding Documents.
- 6.3 The Purchaser is not responsible for the completeness of the Bidding Documents and their addendum, if they were not obtained directly from the Purchaser.
- 6.4 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.
- Clarification of Bidding Documents** 7.1 A prospective Bidder requiring any clarification of the Bidding Documents shall contact the Purchaser in writing at the Purchaser's address **specified in the BDS**. The Purchaser will respond in writing to any request for clarification, provided that such request is received no later than twenty-one (21) days prior to the deadline for submission of bids. The Purchaser shall forward copies of its response to all those who have acquired the Bidding Documents directly from it, including a description of the inquiry but without identifying its source. Should the Purchaser deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under ITB Clause 8 and ITB Sub-Clause 24.2.
- Amendment of Bidding Documents** 8.1 At any time prior to the deadline for submission of bids, the Purchaser may amend the Bidding Documents by issuing addendum.
- 8.2 Any addendum issued shall be part of the Bidding Documents and shall be communicated in writing to all who have obtained the Bidding Documents directly from the Purchaser.
- 8.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Purchaser may, at its discretion, extend the deadline for the submission of bids, pursuant to ITB Sub-Clause 24.2
- Preparation of Bids**
- Cost of Bidding** 9.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- Language of Bid** 10.1 The Bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in the language **specified in the BDS**. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages into the language **specified in the BDS**, in which case, for purposes of interpretation of the Bid, such translation shall govern.
- Documents Comprising** 11.1 The Bid shall comprise the following:

- | | |
|--|---|
| the Bid | <ul style="list-style-type: none"> (a) Bid Submission Form and the applicable Price Schedules, in accordance with ITB Clauses 12, 14, and 15; (b) Bid Security or Bid-Securing Declaration, in accordance with ITB Clause 21, if required; (c) written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB Clause 22; (d) documentary evidence in accordance with ITB Clause 16 establishing the Bidder's eligibility to bid; (e) documentary evidence in accordance with ITB Clause 17, that the Goods and Related Services to be supplied by the Bidder are of eligible origin; (f) documentary evidence in accordance with ITB Clauses 18 and 30, that the Goods and Related Services conform to the Bidding Documents; (g) documentary evidence in accordance with ITB Clause 19 establishing the Bidder's qualifications to perform the contract if its bid is accepted; and (h) any other document required in the BDS. |
| Bid Submission Form and Price Schedules | <p>12.1 The Bidder shall submit the Bid Submission Form using the form furnished in Section IV, Bidding Forms. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.</p> <p>12.2 The Bidder shall submit the Price Schedules for Goods and Related Services, according to their origin as appropriate, using the forms furnished in Section IV, Bidding Forms</p> |
| Alternative Bids | <p>13.1 Unless otherwise specified in the BDS, alternative bids shall not be considered.</p> |
| Bid Prices and Discounts | <p>14.1 The prices and discounts quoted by the Bidder in the Bid Submission Form and in the Price Schedules shall conform to the requirements specified below.</p> <p>14.2 All lots and items must be listed and priced separately in the Price Schedules.</p> <p>14.3 The price to be quoted in the Bid Submission Form shall be the total price of the bid, excluding any discounts offered.</p> <p>14.4 The Bidder shall quote any unconditional discounts and indicate the method for their application in the Bid Submission Form.</p> <p>14.5 The terms EXW, CIP, and other similar terms shall be governed by the rules prescribed in the current edition of Incoterms, published by The International Chamber of Commerce, as specified in the BDS.</p> |

14.6 Prices shall be quoted as specified in each Price Schedule included in Section IV, Bidding Forms. The dis-aggregation of price components is required solely for the purpose of facilitating the comparison of bids by the Purchaser. This shall not in any way limit the Purchaser's right to contract on any of the terms offered. In quoting prices, the Bidder shall be free to use transportation through carriers registered in any eligible country, in accordance with Section V Eligible Countries. Similarly, the Bidder may obtain insurance services from any eligible country in accordance with Section V Eligible Countries. Prices shall be entered in the following manner:

- (a) For Goods manufactured in the Purchaser's Country:
 - (i) the price of the Goods quoted EXW (ex works, ex factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the Goods;
 - (ii) any Purchaser's Country sales tax and other taxes which will be payable on the Goods if the contract is awarded to the Bidder; and
 - (iii) the price for inland transportation, insurance, and other local services required to convey the Goods to their final destination (Project Site) specified in the **BDS**.
- (b) For Goods manufactured outside the Purchaser's Country, to be imported:
 - (i) the price of the Goods, quoted CIP named place of destination, in the Purchaser's Country, or CIF named port of destination, as specified in the **BDS**;
 - (ii) the price for inland transportation, insurance, and other local services required to convey the Goods from the named place of destination to their final destination (Project Site) specified in the **BDS**;
 - (iii) in addition to the CIP prices specified in (b)(i) above, the price of the Goods to be imported may be quoted FCA (named place of destination) or CPT (named place of destination), if so specified in the **BDS**;
- (c) For Goods manufactured outside the Purchaser's Country, already imported:

[For previously imported Goods, the quoted price shall be distinguishable from the original import value of these Goods declared to customs and shall include any rebate or

mark-up of the local agent or representative and all local costs except import duties and taxes, which have been and/or have to be paid by the Purchaser. For clarity the bidders are asked to quote the price including import duties, and additionally to provide the import duties and the price net of import duties which is the difference of those values.]

- (i) the price of the Goods, including the original import value of the Goods; plus any mark-up (or rebate); plus any other related local cost, and custom duties and other import taxes already paid or to be paid on the Goods already imported.
 - (ii) the custom duties and other import taxes already paid (need to be supported with documentary evidence) or to be paid on the Goods already imported;
 - (iii) the price of the Goods obtained as the difference between (i) and (ii) above;
 - (iv) any Purchaser's Country sales and other taxes which will be payable on the Goods if the contract is awarded to the Bidder; and
 - (v) the price for inland transportation, insurance, and other local services required to convey the Goods from the named place of destination to their final destination (Project Site) specified in the **BDS**.
- (d) for Related Services, other than inland transportation and other services required to convey the Goods to their final destination, whenever such Related Services are specified in the Schedule of Requirements:
- (i) the price of each item comprising the Related Services (inclusive of any applicable taxes).
- 14.7 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account, unless otherwise specified in the **BDS**. A Bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to ITB Clause 30. However, if in accordance with the **BDS**, prices quoted by the Bidder shall be subject to adjustment during the performance of the Contract, a bid submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero.
- 14.8 If so indicated in ITB Sub-Clause 1.1, bids are being invited for individual contracts (lots) or for any combination of contracts (packages). Unless otherwise indicated in the **BDS**, prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each

item of a lot. Bidders wishing to offer any price reduction (discount) for the award of more than one Contract shall specify the applicable price reduction in accordance with ITB Sub-Clause 14.4 provided the bids for all lots are submitted and opened at the same time.

- Currencies of Bid**
- 15.1 The Bidder shall quote in the currency of the Purchaser's Country the portion of the bid price that corresponds to expenditures incurred in the currency of the Purchaser's country, unless otherwise specified in the **BDS**.
- 15.2 The Bidder may express the bid price in the currency of any country in accordance with Section V, Eligible countries. If the Bidder wishes to be paid in a combination of amounts in different currencies, it may quote its price accordingly but shall use no more than three currencies in addition to the currency of the Purchaser's Country.
- Documents Establishing the Eligibility of the Bidder**
- 16.1 To establish their eligibility in accordance with ITB Clause 4, Bidders shall complete the Bid Submission Form, included in Section IV, Bidding Forms.
- Documents Establishing the Eligibility of the Goods and Related Services**
- 17.1 To establish the eligibility of the Goods and Related Services in accordance with ITB Clause 5, Bidders shall complete the country of origin declarations in the Price Schedule Forms, included in Section IV, Bidding Forms.
- Documents Establishing the Conformity of the Goods and Related Services**
- 18.1 To establish the conformity of the Goods and Related Services to the Bidding Documents, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods conform to the technical specifications and standards specified in Section VI, Schedule of Requirements.
- 18.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Schedule of Requirements.
- 18.3 The Bidder shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period **specified in the BDS** following commencement of the use of the goods by the Purchaser.
- 18.4 Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue

numbers specified by the Purchaser in the Schedule of Requirements, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Purchaser's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Schedule of Requirements.

**Documents
Establishing the
Qualifications
of the Bidder**

19.1 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Purchaser's satisfaction:

- (a) that, if **required in the BDS**, a Bidder that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV, Bidding Forms to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Purchaser's Country;
- (b) that, if **required in the BDS**, in case of a Bidder not doing business within the Purchaser's Country, the Bidder is or will be (if awarded the contract) represented by an Agent in the country equipped and able to carry out the Supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
- (c) that the Bidder meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.

**Period of
Validity of Bids**

20.1 Bids shall remain valid for the period **specified in the BDS** after the bid submission deadline date prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as non responsive.

20.2 In exceptional circumstances, prior to the expiration of the bid validity period, the Purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB Clause 21, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its bid, except as provided in ITB Sub-Clause 20.3.

20.3 In the case of fixed price contracts, if the award is delayed by a period exceeding fifty-six (56) days beyond the expiry of the initial bid validity, the Contract price shall be adjusted as specified in the request for extension. Bid evaluation shall be based on the Bid Price without taking into consideration the above correction.

- Bid Security**
- 21.1 The Bidder shall furnish as part of its bid, a Bid Security or a Bid-Securing Declaration, if required, as **specified in the BDS**.
- 21.2 The Bid Security shall be in the amount specified in the BDS and denominated in the currency of the Purchaser's Country or a freely convertible currency, and shall:
- (a) at the bidder's option, be in the form of either a letter of credit, or Bank guarantee from a banking institution, or a bond issued by a surety;
 - (b) be issued by a reputable institution selected by the bidder and located in any eligible country. If the institution issuing the bond is located outside the Purchaser's Country, it shall have a correspondent financial institution located in the Purchaser's Country to make it enforceable.
 - (c) be substantially in accordance with one of the forms of Bid Security included in Section IV, Bidding Forms, or other form approved by the Purchaser prior to bid submission;
 - (d) be payable promptly upon written demand by the Purchaser in case the conditions listed in ITB Clause 21.5 are invoked;
 - (e) be submitted in its original form; copies will not be accepted;
 - (f) remain valid for a period of 28 days beyond the validity period of the bids, as extended, if applicable, in accordance with ITB Clause 20.2;
- 21.3 If a Bid Security or a Bid- Securing Declaration is required in accordance with ITB Sub-Clause 21.1, any bid not accompanied by a substantially responsive Bid Security or Bid Securing Declaration in accordance with ITB Sub-Clause 21.1, shall be rejected by the Purchaser as non-responsive.
- 21.4 The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the Performance Security pursuant to ITB Clause 44.
- 21.5 The Bid Security may be forfeited or the Bid Securing Declaration executed:
- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Form, except as provided in ITB Sub-Clause 20.2; or
 - (b) if the successful Bidder fails to:
 - (i) sign the Contract in accordance with ITB Clause 43;
 - (ii) furnish a Performance Security in accordance

with ITB Clause 44.

21.6 The Bid Security or Bid- Securing Declaration of a JV must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Security or Bid-Securing Declaration shall be in the names of all future partners as named in the letter of intent mentioned.

**Format and
Signing of Bid**

22.1 The Bidder shall prepare one original of the documents comprising the bid as described in ITB Clause 11 and clearly mark it "ORIGINAL." In addition, the Bidder shall submit copies of the bid, in the number specified in the **BDS** and clearly mark them "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail.

22.2 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder.

22.3 Any interlineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.

Submission and Opening of Bids

**Submission,
Sealing and
Marking of Bids**

23.1 Bidders may always submit their bids by mail or by hand. When so specified in the **BDS**, bidders shall have the option of submitting their bids electronically.

(a) Bidders submitting bids by mail or by hand, shall enclose the original and each copy of the Bid, including alternative bids, if permitted in accordance with ITB Clause 13, in separate sealed envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." These envelopes containing the original and the copies shall then be enclosed in one single envelope. The rest of the procedure shall be in accordance with ITB sub-Clauses 23.2 and 23.3.

(b) Bidders submitting bids electronically shall follow the electronic bid submission procedures specified in the **BDS**.

23.2 The inner and outer envelopes shall:

- (a) Bear the name and address of the Bidder;
- (b) be addressed to the Purchaser in accordance with ITB Sub-Clause 24.1;
- (c) bear the specific identification of this bidding process indicated in ITB 1.1 and any additional identification marks as **specified in the BDS**; and
- (d) bear a warning not to open before the time and date for bid opening, in accordance with ITB Sub-Clause 27.1.

23.3 If all envelopes are not sealed and marked as required, the

- Purchaser will assume no responsibility for the misplacement or premature opening of the bid.
- Deadline for Submission of Bids**
- 24.1 Bids must be received by the Purchaser at the address and no later than the date and time **specified in the BDS**.
- 24.2 The Purchaser may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB Clause 8, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.
- Late Bids**
- 25.1 The Purchaser shall not consider any bid that arrives after the deadline for submission of bids, in accordance with ITB Clause 24. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.
- Withdrawal, Substitution, and Modification of Bids**
- 26.1 A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 23, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with ITB Sub-Clause 22.2, (except that no copies of the withdrawal notice are required). The corresponding substitution or modification of the bid must accompany the respective written notice. All notices must be:
- (a) submitted in accordance with ITB Clauses 22 and 23 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” or “MODIFICATION;” and
- (b) received by the Purchaser prior to the deadline prescribed for submission of bids, in accordance with ITB Clause 24.
- 26.2 Bids requested to be withdrawn in accordance with ITB Sub-Clause 26.1 shall be returned unopened to the Bidders.
- 26.3 No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.
- Bid Opening**
- 27.1 The Purchaser shall conduct the bid opening in public at the address, date and time **specified in the BDS**. Any specific electronic bid opening procedures required if electronic bidding is permitted in accordance with ITB Sub-clause 23.1, shall be as **specified in the BDS**.
- 27.2 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. If the withdrawal envelope does not contain a copy of the “power of

attorney” confirming the signature as a person duly authorized to sign on behalf of the Bidder, the corresponding bid will be opened. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening. Next, envelopes marked “SUBSTITUTION” shall be opened and read out and exchanged with the corresponding Bid being substituted, and the substituted Bid shall not be opened, but returned to the Bidder. No Bid substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at bid opening. Envelopes marked “MODIFICATION” shall be opened and read out with the corresponding Bid. No Bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid opening. Only envelopes that are opened and read out at Bid opening shall be considered further.

- 27.3 All other envelopes shall be opened one at a time, reading out: the name of the Bidder and whether there is a modification; the Bid Prices, including any discounts and alternative offers; the presence of a Bid Security or Bid-Securing Declaration, if required; and any other details as the Purchaser may consider appropriate. Only discounts and alternative offers read out at Bid opening shall be considered for evaluation. No Bid shall be rejected at Bid opening except for late bids, in accordance with ITB Sub-Clause 25.1.
- 27.4 The Purchaser shall prepare a record of the Bid opening that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, substitution, or modification; the Bid Price, per lot if applicable, including any discounts, and alternative offers if they were permitted; and the presence or absence of a Bid Security or Bid-Securing Declaration, if one was required. The Bidders’ representatives who are present shall be requested to sign the attendance sheet. A copy of the record shall be distributed to all Bidders who submitted bids in time, and posted online when electronic bidding is permitted.

Evaluation and Comparison of Bids

- Confidentiality**
- 28.1 Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract Award.
- 28.2 Any effort by a Bidder to influence the Purchaser in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of its Bid.
- 28.3 Notwithstanding ITB Sub-Clause 28.2, from the time of bid opening to the time of Contract Award, if any Bidder wishes

to contact the Purchaser on any matter related to the bidding process, it should do so in writing.

- Clarification of Bids**
- 29.1 To assist in the examination, evaluation, comparison and post-qualification of the bids, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Purchaser in the Evaluation of the bids, in accordance with ITB Clause 31.
- Responsiveness of Bids**
- 30.1 The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself.
- 30.2 A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
- (a) affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
 - (b) limits in any substantial way, inconsistent with the Bidding Documents, the Purchaser's rights or the Bidder's obligations under the Contract; or
 - (c) if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.
- 30.3 If a bid is not substantially responsive to the Bidding Documents, it shall be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.
- Nonconformities, Errors, and Omissions**
- 31.1 Provided that a Bid is substantially responsive, the Purchaser may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.
- 31.2 Provided that a bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
- 31.3 Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:

- (a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- 31.4 If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be rejected.
- Preliminary Examination of Bids**
- 32.1 The Purchaser shall examine the bids to confirm that all documents and technical documentation requested in ITB Clause 11 have been provided, and to determine the completeness of each document submitted.
- 32.2 The Purchaser shall confirm that the following documents and information have been provided in the Bid. If any of these documents or information is missing, the offer shall be rejected.
- (a) Bid Submission Form, in accordance with ITB Sub-Clause 12.1;
- (b) Price Schedules, in accordance with ITB Sub-Clause 12.2;
- (c) Bid Security or Bid Securing Declaration, in accordance with ITB Clause 21, if applicable.
- Examination of Terms and Conditions; Technical Evaluation**
- 33.1 The Purchaser shall examine the Bid to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the Bidder without any material deviation or reservation.
- 33.2 The Purchaser shall evaluate the technical aspects of the Bid submitted in accordance with ITB Clause 18, to confirm that all requirements specified in Section VI, Schedule of Requirements of the Bidding Documents have been met without any material deviation or reservation.
- 33.3 If, after the examination of the terms and conditions and the technical evaluation, the Purchaser determines that the Bid is not substantially responsive in accordance with ITB Clause 30, it shall reject the Bid.
- Conversion to Single**
- 34.1 For evaluation and comparison purposes, the Purchaser shall convert all bid prices expressed in amounts in various

- Currency** currencies into an amount in a single currency **specified in the BDS**, using the selling exchange rates established by the source and on the date **specified in the BDS**.
- Domestic Preference** 35.1 Domestic preference shall not be a factor in bid evaluation, unless otherwise **specified in the BDS**.
- Evaluation of Bids** 36.1 The Purchaser shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.
- 36.2 To evaluate a Bid, the Purchaser shall only use all the factors, methodologies and criteria defined in ITB Clause 36. No other criteria or methodology shall be permitted.
- 36.3 To evaluate a Bid, the Purchaser shall consider the following:
- (a) evaluation will be done for Items or Lots, as **specified in the BDS**; and the Bid Price as quoted in accordance with clause 14;
 - (b) price adjustment for correction of arithmetic errors in accordance with ITB Sub-Clause 31.3;
 - (c) price adjustment due to discounts offered in accordance with ITB Sub-Clause 14.4;
 - (d) adjustments due to the application of the evaluation criteria **specified in the BDS** from amongst those set out in Section III, Evaluation and Qualification Criteria;
 - (e) adjustments due to the application of a margin of preference, in accordance with ITB Clause 35 if applicable.
- 36.4 The Purchaser's evaluation of a bid will exclude and not take into account:
- (a) In the case of Goods manufactured in the Purchaser's Country, sales and other similar taxes, which will be payable on the goods if a contract is awarded to the Bidder;
 - (b) in the case of Goods manufactured outside the Purchaser's Country, already imported or to be imported, customs duties and other import taxes levied on the imported Good, sales and other similar taxes, which will be payable on the Goods if the contract is awarded to the Bidder;
 - (c) any allowance for price adjustment during the period of execution of the contract, if provided in the bid.
- 36.5 The Purchaser's evaluation of a bid may require the consideration of other factors, in addition to the Bid Price quoted in accordance with ITB Clause 14. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services.

The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of bids, unless otherwise specified in Section III, Evaluation and Qualification Criteria. The factors, methodologies and criteria to be used shall be as specified in ITB 36.3 (d).

- 36.6 If so **specified in the BDS**, these Bidding Documents shall allow Bidders to quote separate prices for one or more lots, and shall allow the Purchaser to award one or multiple lots to more than one Bidder. The methodology of evaluation to determine the lowest-evaluated lot combinations is specified in Section III, Evaluation and Qualification Criteria.
- Comparison of Bids** 37.1 The Purchaser shall compare all substantially responsive bids to determine the lowest-evaluated bid, in accordance with ITB Clause 36.
- Post qualification of the Bidder** 38.1 The Purchaser shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and substantially responsive bid is qualified to perform the Contract satisfactorily.
- 38.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 19.
- 38.3 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event the Purchaser shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

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| Purchaser's
Right to
Accept Any
Bid, and to
Reject Any
or All Bids | 39.1 The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders. |
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Award of Contract

- | | |
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| Award Criteria | 40.1 The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. |
| Purchaser's
Right to
Vary
Quantities
at Time of
Award | 41.1 At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section VI, Schedule of Requirements, provided this does not exceed the percentages specified in the BDS , and without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents. |
| Notification of
Award | <p>42.1 Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful Bidder, in writing, that its Bid has been accepted.</p> <p>42.2 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.</p> <p>42.3 The Purchaser shall publish in UNDB online and in the dgMarket the results identifying the bid and lot numbers and the following information: (i) name of each Bidder who submitted a Bid; (ii) bid prices as read out at bid opening; (iii) name and evaluated prices of each Bid that was evaluated; (iv) name of bidders whose bids were rejected and the reasons for their rejection; and (v) name of the winning Bidder, and the price it offered, as well as the duration and summary scope of the contract awarded. After publication of the award, unsuccessful bidders may request in writing to the Purchaser for a debriefing seeking explanations on the grounds on which their bids were not selected. The Purchaser shall promptly respond in writing to any unsuccessful Bidder who, after Publication of contract award, requests a debriefing.</p> <p>42.4 Upon the successful Bidder's furnishing of the signed Contract Form and performance security pursuant to ITB Clause 44, the Purchaser will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 21.4.</p> |

**Signing of
Contract**

- 43.1 Promptly after notification, the Purchaser shall send the successful Bidder the Agreement and the Special Conditions of Contract.
- 43.2 Within twenty-eight (28) days of receipt of the Agreement, the successful Bidder shall sign, date, and return it to the Purchaser.
- 43.3 Notwithstanding ITB 43.2 above, in case signing of the Contract Agreement is prevented by any export restrictions attributable to the Employer, to the country of the Employer, or to the use of the products/goods, systems or services to be supplied, where such export restrictions arise from trade regulations from a country supplying those products/goods, systems or services, the Bidder shall not be bound by its bid, always provided, always provided, however, that the Bidder can demonstrate to the satisfaction of the Employer and of IFAD that signing of the Contract Agreement has not been prevented by any lack of diligence on the part of the Bidder in completing any formalities, including applying for permits, authorizations and licenses necessary for the export of the products/goods, systems or services under the terms of the Contract.

**Performance
Security**

- 44.1 Within twenty-eight (28) days of the receipt of notification of award from the Purchaser, the successful Bidder, if required, shall furnish the Performance Security in accordance with the GCC, using for that purpose the Performance Security Form included in Section IX Contract forms, or another Form acceptable to the Purchaser. The Purchaser shall promptly notify the name of the winning Bidder, to each unsuccessful Bidder and discharge the Bid Securities of the unsuccessful bidders pursuant to ITB Sub-Clause 21.4.
- 44.2 Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security or execution of the Bid-Securing Declaration. In that event the Purchaser may award the Contract to the next lowest evaluated Bidder, whose offer is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily.

Section II. Bidding Data Sheet (BDS)

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

ITB Clause Reference	A. General																		
ITB 1.1	The Purchaser is: Ministry of Environment, Water and Natural Resources																		
ITB 1.1	<p>The name and identification number of the ICB are: Supply and Delivery of Motor Vehicles, Tractors and Motor Cycles ICB No. EBU/CC/34/2014-2015</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Lot</th> <th style="text-align: center;">Item Description</th> <th style="text-align: center;">Quantity</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>4x4, LWB, 2400-3000 cc (Diesel), Double Cabin, Pick Ups, complete with towing winch</td> <td style="text-align: center;">15</td> </tr> <tr> <td style="text-align: center;">2</td> <td>4x4, LWB, 2400-3000 cc (Diesel), Double Cabin, Pick Ups, without towing winch</td> <td style="text-align: center;">23</td> </tr> <tr> <td style="text-align: center;">3</td> <td>4x4, 70-80HP, Agricultural Tractors Complete With Non Tipping Trailers, 6 Ton</td> <td style="text-align: center;">7</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Motor Cycles 170-200cc</td> <td style="text-align: center;">73</td> </tr> <tr> <td style="text-align: center;">5</td> <td>4X4, L.W.B., 2400 - 3000CC, (Diesel) heavy duty, utility passenger vehicle</td> <td style="text-align: center;">1</td> </tr> </tbody> </table> <p>Bidders have the option to bid for one or more lots. Bidders must quote for complete quantities of the Lot(s). Bidders quoting incomplete quantities will be considered non-responsive. Bids will be evaluated on a Lot-by-Lot basis and contracts will be awarded to the lowest technically qualified bidder in each Lot.</p>	Lot	Item Description	Quantity	1	4x4, LWB, 2400-3000 cc (Diesel), Double Cabin, Pick Ups, complete with towing winch	15	2	4x4, LWB, 2400-3000 cc (Diesel), Double Cabin, Pick Ups, without towing winch	23	3	4x4, 70-80HP, Agricultural Tractors Complete With Non Tipping Trailers, 6 Ton	7	4	Motor Cycles 170-200cc	73	5	4X4, L.W.B., 2400 - 3000CC, (Diesel) heavy duty, utility passenger vehicle	1
Lot	Item Description	Quantity																	
1	4x4, LWB, 2400-3000 cc (Diesel), Double Cabin, Pick Ups, complete with towing winch	15																	
2	4x4, LWB, 2400-3000 cc (Diesel), Double Cabin, Pick Ups, without towing winch	23																	
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4	Motor Cycles 170-200cc	73																	
5	4X4, L.W.B., 2400 - 3000CC, (Diesel) heavy duty, utility passenger vehicle	1																	
ITB 2.1	The Borrower is: Government of Kenya																		
ITB 2.1	The name of the Project is: Upper Tana Natural Resources Management Project																		
ITB 4.3	A list of firms debarred from participating in World Bank and IFAD projects is available at http://www.worldbank.org/debarr																		
B. Contents of Bidding Documents																			
ITB 7.1	For <u>Clarification of bid purposes</u> only, the Purchaser's address is: Attention: Muthoni F. Livingstone, Project Coordinator, Address: Upper Tana Natural Resources Management Project P. O. Box 996																		

	<p>City: Embu ZIP Code: 60100 Country: Kenya Telephone: +254-68-2231376/2231517 Electronic mail address: utanrmp@gmail.com</p>
	C. Preparation of Bids
ITB 10.1	<p>The language of the bid is: English.</p> <p>The Contract to be signed with the winning Bidder shall be written in English language, which will be the language that shall govern the contractual relations between the Purchaser and the winning Bidder. A Bidder shall not sign a translated version of its Contract.</p>
ITB 11.1 (h)	The Bidder shall submit the following additional documents in its bid: Repair manual/CD, parts catalogue/CD and Driver's handbook and service schedule
ITB 13.1	Alternative Bids shall not be considered.
ITB 14.5	The Incoterms edition is: Incoterms 2010
ITB 14.6 (b) (i) and (c) (iii)	Place of Destination: CIP - Upper Tana Natural Resources Management Project Offices, Embu – Meru Road, opposite Kangaru Girls High School, (approximately 5 kilometers from Embu town Centre, Embu
ITB 14.6 (a) (iii);(b) (ii) and (c) (v)	“Final destination (Project Site)”: Upper Tana Natural Resources Management Project Offices, Embu – Meru Road, opposite Kangaru Girls High School, (approximately 5 kilometers from Embu town Centre, Embu
ITB 14.7	The prices quoted by the Bidder shall not be adjustable. If prices shall be adjustable, the methodology is specified in Section III Evaluation and Qualification Criteria.
ITB 14.8	<p>Prices quoted for each lot shall correspond at least to 100 % of the items specified for each lot.</p> <p>Prices quoted for each item of a lot shall correspond at least to 100 per cent of the quantities specified for this item of a lot.</p>
ITB 15.1	The Bidder “is” required to quote in Kenya Shillings the portion of the bid price that corresponds to expenditures incurred in that currency.
ITB 18.3	Period of time the Goods are expected to be functioning (for the purpose of spare parts): five years
ITB 19.1 (a)	Manufacturer's authorization is: required
ITB 19.1 (b)	After sales service is: required
ITB 20.1	The bid validity period shall be 120 days.

ITB 21.1	Bid shall include a Bid Security (issued by a commercial Bank) included in Section IV Bidding Forms;												
ITB 21.2	<p>The amount of the Bid Security shall be:</p> <table border="1" data-bbox="508 317 1284 695"> <thead> <tr> <th data-bbox="508 317 630 380">LOT</th> <th data-bbox="630 317 1284 380">BID SECURITY IN KENYA SHILLINGS</th> </tr> </thead> <tbody> <tr> <td data-bbox="508 380 630 443">Lot 1</td> <td data-bbox="630 380 1284 443">1,000,000.00</td> </tr> <tr> <td data-bbox="508 443 630 506">Lot 2</td> <td data-bbox="630 443 1284 506">1,500,000.00</td> </tr> <tr> <td data-bbox="508 506 630 569">Lot 3</td> <td data-bbox="630 506 1284 569">630,000.00</td> </tr> <tr> <td data-bbox="508 569 630 632">Lot 4</td> <td data-bbox="630 569 1284 632">820,000.00</td> </tr> <tr> <td data-bbox="508 632 630 695">Lot 5</td> <td data-bbox="630 632 1284 695">62,500.00</td> </tr> </tbody> </table> <p>denominated in the currency of the bid or in another freely convertible currency, and shall be in a form of a bank guarantee from a commercial bank.</p>	LOT	BID SECURITY IN KENYA SHILLINGS	Lot 1	1,000,000.00	Lot 2	1,500,000.00	Lot 3	630,000.00	Lot 4	820,000.00	Lot 5	62,500.00
LOT	BID SECURITY IN KENYA SHILLINGS												
Lot 1	1,000,000.00												
Lot 2	1,500,000.00												
Lot 3	630,000.00												
Lot 4	820,000.00												
Lot 5	62,500.00												
ITB 21.7	If the Bidder incurs any of the actions prescribed in subparagraphs (a) or (b) of this provision, the Borrower will declare the Bidder ineligible to be awarded contracts by the Purchaser for a period of 3 years.												
ITB 22.1	In addition to the original bid, the number of copies required is: 2 (two)												
D. Submission and Opening of Bids													
ITB 23.1	Bidders shall not have the option of submitting their bids electronically.												
ITB 23.1 (b)	If bidders shall have the option of submitting their bids electronically, the electronic bidding submission procedures shall be: N/A												
ITB 23.2 (c)	<p>The inner and outer envelopes shall bear the following additional identification marks:</p> <p>ICB No. EBU/CC/34/2014-2015 Supply and Delivery of Motor Vehicles, Tractors and Motor Cycles Lot No.</p>												
ITB 24.1	<p>For bid submission purposes, the Purchaser's address is:</p> <p>Attention: Project Coordinator;</p> <p>Upper Tana Natural Resources Management Project</p> <p>Address: c/o Embu County Commissioner P. O. Box 3 60100</p> <p>Floor-Room number: Embu County Commissioner's Office, behind the Embu law courts</p> <p>City: Embu</p> <p>ZIP Code: 60100</p> <p>Country: Kenya</p>												

	<p>The deadline for the submission of bids is:</p> <p>Date: 1st October 2014</p> <p>Time: 10:00 AM East African Time</p>
ITB 27.1	<p>The bid opening shall take place at:</p> <p>Street Address: Off Embu Meru Road</p> <p>Floor/ Room number: Embu County Commissioner's Boardroom</p> <p>P.O. Box 3 Embu, Kenya</p> <p>Offices located within the Embu County Commissioner's Office, behind the Embu law courts</p> <p>City: Embu</p> <p>Country: Kenya</p> <p>Date: 1st October 2014 Time: 10:30 AM East African Time</p>

ITB 27.1	Electronic bid submission is not permitted
	E. Evaluation and Comparison of Bids
ITB 34.1	<p>Bid prices expressed in different currencies shall be converted to: Kenya Shillings (Kshs.)</p> <p>The source of exchange rate shall be: Central Bank of Kenya.</p> <p>The date of exchange rate determination is: Date of opening of Bids. In case that no exchange rates are available on this date from the source indicated above, the latest available exchange rates from the same source prior to this date will be used.</p>
ITB 35.1	Domestic preference shall be a bid evaluation factor.
ITB 36.3(a)	Evaluation for the bids will be done on lot by lot basis. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the Price Schedule shall be assumed to be not included in the bid, and provided that the bid is substantially responsive, the average price of the item quoted by substantially responsive bidders will be added to the bid price and the equivalent total cost of the bid so determined will be used for price comparison.
ITB 36.3(d)	<p>The adjustments shall be determined using the following criteria, from amongst those set out in Section III, Evaluation and Qualification Criteria:</p> <ul style="list-style-type: none"> (a) Deviation in Delivery schedule: No (b) Deviation in payment schedule: No (c) The cost of major replacement components, mandatory spare parts, and service: Yes (d) The availability in the Purchaser's Country of spare parts and after-sales services for the equipment offered in the bid: Yes (e) The projected operating and maintenance costs during the life of the equipment : No (f) The performance and productivity of the equipment offered: No

ITB 36.6	Bidders shall not be allowed to quote separate prices for one or more lots. Bidders may bid for one or more lots provided that they offer for all items and quantities in a lot. Bidders not offering for all the items and corresponding quantities in a lot will be considered as non-responsive for the respective lot. Bid evaluation will be on per lot basis.
	F. Award of Contract
ITB 41.1	The maximum percentage by which quantities may be increased is: 15% The maximum percentage by which quantities may be decreased is: 15%

Section III. Evaluation and Qualification Criteria

This Section complements the Instructions to Bidders. It contains the criteria that the Purchaser may use to evaluate a bid and determine whether a Bidder has the required qualifications. No other criteria shall be used.

Contents

1. Domestic Preference (ITB 35.1)
2. Evaluation Criteria (ITB 36.3 {d})
3. Multiple Contracts (ITB 36.6)
4. Post qualification Requirements (ITB 38.2)

1. Domestic Preference (ITB 35.1)

If the Bidding Data Sheet so specifies, the Purchaser will grant a margin of preference to goods manufactured in the Purchaser's country for the purpose of bid comparison, in accordance with the procedures outlined in subsequent paragraphs.

Bids will be classified in one of three groups, as follows:

- (a) **Group A:** Bids offering goods manufactured in the Purchaser's Country, for which (i) labor, raw materials, and components from within the Purchaser's Country account for more than thirty (30) percent of the EXW price; and (ii) the production facility in which they will be manufactured or assembled has been engaged in manufacturing or assembling such goods at least since the date of bid submission.
- (b) **Group B:** All other bids offering Goods manufactured in the Purchaser's Country.
- (c) **Group C:** Bids offering Goods manufactured outside the Purchaser's Country that have been already imported or that will be imported.

To facilitate this classification by the Purchaser, the Bidder shall complete whichever version of the Price Schedule furnished in the Bidding Documents is appropriate provided, however, that the completion of an incorrect version of the Price Schedule by the Bidder shall not result in rejection of its bid, but merely in the Purchaser's reclassification of the bid into its appropriate bid group.

The Purchaser will first review the bids to confirm the appropriateness of, and to modify as necessary, the bid group classification to which bidders assigned their bids in preparing their Bid Forms and Price Schedules.

All evaluated bids in each group will then be compared to determine the lowest evaluated bid of each group. Such lowest evaluated bids shall be compared with each other and if as a result of this comparison a bid from Group A or Group B is the lowest, it shall be selected for the award.

If, as a result of the preceding comparison, the lowest evaluated bid is from Group C, all Group C bids will then be further compared with the lowest evaluated bid from Group A, after adding to the evaluated bid price of goods offered in the bid for Group C, for the purpose of further comparison only an amount equal to fifteen (15) percent of the CIP (named place of destination) bid price. The lowest-evaluated bid determined from this last comparison shall be selected for the award.”]

2. Evaluation Criteria (ITB 36.3 (d))

The Purchaser's evaluation of a bid may take into account, in addition to the Bid Price quoted in accordance with ITB Clause 14.6, one or more of the following factors as specified in ITB Sub-Clause 36.3(d) and in BDS referring to ITB 36.3(d), using the following criteria and methodologies.

- (a) Delivery schedule. N/A
- (b) Deviation in payment schedule. N/A
- (c) Cost of major replacement components, mandatory spare parts, and service.
 - (ii) The Purchaser will draw up a list of high-usage and high-value items of components and spare parts, along with estimated quantities of usage in

the initial period of operation specified in the BDS Sub-Clause 18.3. The total cost of these items and quantities will be computed from spare parts unit prices submitted by the Bidder and added to the bid price, for evaluation purposes only.

- (d) Availability in the Purchaser's Country of spare parts and after sales services for equipment offered in the bid.

An adjustment equal to the cost to the Purchaser of establishing the minimum service facilities and parts inventories, as outlined in BDS Sub-Clause 36.3(d), if quoted separately, shall be added to the bid price, for evaluation purposes only.

- (e) Projected operating and maintenance costs. N/A
 (f) Performance and productivity of the equipment. N/A
 (g) Specific additional criteria

Other specific additional criteria to be considered in the evaluation, and the evaluation method shall be detailed in BDS Sub-Clause 36.3(d)]

3. Multiple Contracts (ITB 36.6)

The Purchaser shall award multiple contracts to the Bidder that offers the lowest evaluated combination of bids (one contract per bid) and meets the post-qualification criteria (this Section III, Sub-Section ITB 38.2 Post-Qualification Requirements)

The Purchaser shall:

- (a) evaluate only lots or contracts that include at least the percentages of items per lot and quantity per item as specified in ITB Sub Clause 14.8
 (b) take into account:
 (i) the lowest-evaluated bid for each lot and
 (ii) the price reduction per lot and the methodology for its application as offered by the Bidder in its bid"

4. Post qualification Requirements (ITB 38.2)

After determining the lowest-evaluated bid in accordance with ITB Sub-Clause 37.1, the Purchaser shall carry out the post qualification of the Bidder in accordance with ITB Clause 38, using only the requirements specified. Requirements not included in the text below shall not be used in the evaluation of the Bidder's qualifications.

- (a) Financial Capability

The Bidder shall furnish documentary evidence that it meets the following financial requirement(s):

- i. Financial statements for the last three years;
 (b) Experience and Technical Capacity

The Bidder shall furnish documentary evidence to demonstrate that it meets the following experience requirement(s):

- i. Evidence to demonstrate having executed **at least three contracts of similar magnitude** for each lot within the period of **last three years**.
- ii.

(c) The Bidder shall furnish documentary evidence to demonstrate that the Goods it offers meet the following usage requirement: Please refer to section VI. Detailed Specifications

(d) The bidder(s) who will be awarded any of the above lots will be required to before delivery that:

- i. The items in the lot are registered with the Registrar of Motor Vehicles
- ii. They are inspected by the Chief Mechanical And Transport Engineer for compliance with the specifications

Section IV. Bidding Forms

Table of Forms

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Bidder Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Bid Submission]*
ICB No.: *[insert number of bidding process]*

Page _____ of _____ pages

1. Bidder's Legal Name <i>[insert Bidder's legal name]</i>
2. In case of JV, legal name of each party: <i>[insert legal name of each party in JV]</i>
3. Bidder's actual or intended Country of Registration: <i>[insert actual or intended Country of Registration]</i>
4. Bidder's Year of Registration: <i>[insert Bidder's year of registration]</i>
5. Bidder's Legal Address in Country of Registration: <i>[insert Bidder's legal address in country of registration]</i>
6. Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 1, above, in accordance with ITB Sub-Clauses 4.1 and 4.2. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB Sub-Clause 4.1. <input type="checkbox"/> In case of government owned entity from the Purchaser's country, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 4.5.

Joint Venture Partner Information Form

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

Date: *[insert date (as day, month and year) of Bid Submission]*

ICB No.: *[insert number of bidding process]*

Page _____ of _____ pages

1. Bidder's Legal Name: <i>[insert Bidder's legal name]</i>
2. JV's Party legal name: <i>[insert JV's Party legal name]</i>
3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>
4. JV's Party Year of Registration: <i>[insert JV's Party year of registration]</i>
5. JV's Party Legal Address in Country of Registration: <i>[insert JV's Party legal address in country of registration]</i>
<p>6. JV's Party Authorized Representative Information</p> <p>Name: <i>[insert name of JV's Party authorized representative]</i></p> <p>Address: <i>[insert address of JV's Party authorized representative]</i></p> <p>Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i></p> <p>Email Address: <i>[insert email address of JV's Party authorized representative]</i></p>
<p>7. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i></p> <p><input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with ITB Sub-Clauses 4.1 and 4.2.</p> <p><input type="checkbox"/> In case of government owned entity from the Purchaser's country, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 4.5.</p>

Bid Submission Form

[The Bidder shall fill in this Form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Bid Submission]*

ICB No.: *[insert number of bidding process]*

Invitation for Bid No.: *[insert No of IFB]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Purchaser]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.: *[insert the number and issuing date of each Addenda]*;
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services *[insert a brief description of the Goods and Related Services]*;
- (c) The total price of our Bid, excluding any discounts offered in item (d) below, is: *[insert the total bid price in words and figures, indicating the various amounts and the respective currencies]*;
- (d) The discounts offered and the methodology for their application are:

Discounts. If our bid is accepted, the following discounts shall apply. *[Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies.]*

Methodology of Application of the Discounts. The discounts shall be applied using the following method: *[Specify in detail the method that shall be used to apply the discounts]*;

- (e) Our bid shall be valid for the period of time specified in ITB Sub-Clause 20.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 24.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 44 and GCC Clause 17 for the due performance of the Contract;
- (g) We, including any subcontractors or suppliers for any part of the contract, have nationality from eligible countries *[insert the nationality of the Bidder, including that of all parties that comprise the Bidder, if the Bidder is a JV, and the nationality each subcontractor and supplier]*
- (h) We have no conflict of interest in accordance with ITB Sub-Clause 4.2;
- (i) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by IFAD, under the Purchaser's country laws or official regulations, in accordance with ITB Sub-Clause 4.3;

- (j) The following commissions, gratuities, or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*

Name of Recipient	Address	Reason	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(If none has been paid or is to be paid, indicate “none.”)

- (k) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (l) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: *[insert signature of person whose name and capacity are shown]*
 In the capacity of *[insert legal capacity of person signing the Bid Submission Form]*

Name: *[insert complete name of person signing the Bid Submission Form]*

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

Dated on _____ day of _____, _____ *[insert date of signing]*

Price Schedule Forms

*[The Bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the List of Goods and Related Services specified by the Purchaser in the Schedule of Requirements.]*

Price Schedule: Goods Manufactured Outside the Purchaser's Country, to be Imported

(Group C bids, goods to be imported)						Date: _____		
						ICB No: _____		
Currencies in accordance with ITB Sub-Clause 15						Alternative No: _____		
						Page N° _____ of _____		
1	2	3	4	5	6	7	8	9
Line Item N°	Description of Goods	Country of Origin	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price CIP <i>[insert place of destination]</i> in accordance with ITB 14.6(b) (i)	CIP Price per line item (Col. 5x6)	Price per line item for inland transportation and other services required in the Purchaser's country to convey the Goods to their final destination specified in BDS	Total Price per Line item (Col. 7+8)
<i>[insert number of the item]</i>	<i>[insert name of good]</i>	<i>[insert country of origin of the Good]</i>	<i>[insert quoted Delivery Date]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit price CIP per unit]</i>	<i>[insert total CIP price per line item]</i>	<i>[insert the corresponding price per line item]</i>	<i>[insert total price of the line item]</i>
							Total Price	

Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[Insert Date]*

Price Schedule: Goods Manufactured Outside the Purchaser's Country, already imported

(Group C bids, Goods already imported)

Currencies in accordance with ITB Sub-Clause 15

Date: _____

ICB No: _____

Alternative No: _____

Page N° _____ of _____

1	2	3	4	5	6	7	8	9	10	11	12
Line Item N°	Description of Goods	Country of Origin	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price including Custom Duties and Import Taxes paid, in accordance with ITB 14.6(c)(i)	Custom Duties and Import Taxes paid per unit in accordance with ITB 14.6(c)(ii), [to be supported by documents]	Unit Price CIP net of custom duties and import taxes, in accordance with ITB 14.6 (c) (iii) (Col. 6 minus Col.7)	Price CIP per line item net of Custom Duties and Import Taxes paid, in accordance with ITB 14.6(c)(i) (Col. 5×8)	Price per line item for inland transportation and other services required in the Purchaser's country to convey the goods to their final destination, as specified in BDS in accordance with ITB 14.6 (c) (v)	Sales and other taxes paid or payable per item if Contract is awarded (in accordance with ITB 14.6(c)(iv)	Total Price per item (Col. 9+10)
<i>[insert number of the item]</i>	<i>[insert name of Goods]</i>	<i>[insert country of origin of the Good]</i>	<i>[insert quoted Delivery Date]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit price per unit]</i>	<i>[insert custom duties and taxes paid per unit]</i>	<i>[insert unit CIP price net of custom duties and import taxes]</i>	<i>[insert CIP price per line item net of custom duties and import taxes]</i>	<i>[insert price per line item for inland transportation and other services required in the Purchaser's country]</i>	<i>[insert sales and other taxes payable per item if Contract is awarded]</i>	<i>[insert total price per line item]</i>
										Total Bid Price	

Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]*

Price Schedule: Goods Manufactured in the Purchaser's Country

Purchaser's Country _____		(Group A and B bids)				Date: _____ ICB No: _____ Alternative No: _____ Page N° _____ of _____			
Currencies in accordance with ITB Sub-Clause 15									
1	2	3	4	5	6	7	8	9	10
Line Item N°	Description of Goods	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price EXW	Total EXW price per line item (Col. 4×5)	Price per line item for inland transportation and other services required in the Purchaser's Country to convey the Goods to their final destination	Cost of local labor, raw materials and components from within origin in the Purchaser's Country % of Col. 5	Sales and other taxes payable per item if Contract is awarded (in accordance with ITB 14.6(a)(ii))	Total Price per line item (Col. 6+7)
<i>[insert number of the item]</i>	<i>[insert name of Good]</i>	<i>[insert quoted Delivery Date]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert EXW unit price]</i>	<i>[insert total EXW price per line item]</i>	<i>[insert the corresponding price per line item]</i>	<i>[Insert cost of local labor, raw material and components from within the Purchase's country as a % of the EXW price per line item]</i>	<i>[insert sales and other taxes payable per line item if Contract is awarded]</i>	<i>[insert total price per item]</i>
Total Price									

Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]*

Price and Completion Schedule - Related Services

Currencies in accordance with ITB Sub-Clause 15						Date: _____
						ICB No: _____
						Alternative No: _____
						Page N° _____ of _____
1	2	3	4	5	6	7
Service N°	Description of Services (excludes inland transportation and other services required in the Purchaser's country to convey the goods to their final destination)	Country of Origin	Delivery Date at place of Final destination	Quantity and physical unit	Unit price	Total Price per Service (Col. 5*6 or estimate)
<i>[insert number of the Service]</i>	<i>[insert name of Services]</i>	<i>[insert country of origin of the Services]</i>	<i>[insert delivery date at place of final destination per Service]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit price per item]</i>	<i>[insert total price per item]</i>
Total Bid Price						

Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]*

Bid Security (Bank Guarantee)

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

[Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: _____ *[Name and Address of Purchaser]*

Date: _____

BID GUARANTEE No.: _____

We have been informed that *[name of the Bidder]* (hereinafter called "the Bidder") has submitted to you its bid dated (hereinafter called "the Bid") for the execution of *[name of contract]* under Invitation for Bids No. *[IFB number]* ("the IFB").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we *[name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[amount in figures]* (*[amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) twenty-eight days after the expiration of the Bidder's Bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[signature(s)]

Manufacturer's Authorization

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the BDS.]

Date: *[insert date (as day, month and year) of Bid Submission]*
 ICB No.: *[insert number of bidding process]*
 Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Purchaser]*

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 27 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Section V. Eligible Countries

Eligibility for the Provision of Goods, Works and Services in Bank-Financed Procurement

1. In accordance with Para 1.8 of the Guidelines: Procurement under IBRD Loans and IDA Credits, dated May 2004, World Bank and IFAD permits firms and individuals from all countries to offer goods, works and services for Bank and IFAD-financed projects. As an exception, firms of a Country or goods manufactured in a Country may be excluded if:

Para 1.8 (a) (i): as a matter of law or official regulation, the Borrower's Country prohibits commercial relations with that Country, provided that IFAD is satisfied that such exclusion does not preclude effective competition for the supply of the Goods or Works required, or

Para 1.8 (a) (ii): by an Act of Compliance with a Decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's Country prohibits any import of goods from that Country or any payments to persons or entities in that Country.

2. For the information of borrowers and bidders, at the present time firms, goods and services from the following countries are excluded from this bidding:

- (a) With reference to paragraph 1.8 (a) (i) of the Guidelines:

- (b) With reference to paragraph 1.8 (a) (ii) of the Guidelines:

PART 2 – Supply Requirements

Section VI. Schedule of Requirements

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Notes for Preparing the Schedule of Requirements

The Schedule of Requirements shall be included in the bidding documents by the Purchaser, and shall cover, at a minimum, a description of the goods and services to be supplied and the delivery schedule.

The objective of the Schedule of Requirements is to provide sufficient information to enable bidders to prepare their bids efficiently and accurately, in particular, the Price Schedule, for which a form is provided in Section IV. In addition, the Schedule of Requirements, together with the Price Schedule, should serve as a basis in the event of quantity variation at the time of award of contract pursuant to ITB Clause 41.

The date or period for delivery should be carefully specified, taking into account (a) the implications of delivery terms stipulated in the Instructions to Bidders pursuant to the *Incoterms* rules (i.e., EXW, or CIF, CIP, FOB, FCA terms—that “delivery” takes place when goods are delivered **to the carriers**), and (b) the date prescribed herein from which the Purchaser’s delivery obligations start (i.e., notice of award, contract signature, opening or confirmation of the letter of credit).

1. List of Goods and Delivery Schedule

Line Item N°	Description of Goods	Quantity	Physical unit	Final (Project Site) Destination as specified in BDS	Delivery (as per Incoterms) Date	
					Latest Delivery Date	Bidder's offered Delivery date [<i>to be provided by the bidder</i>]
Lot 1	4x4, LWB, Double Cabin, Pick-up, Diesel	15	Number	UTaNRMP Offices	120	
Lot 2	4x4, LWB, Double Cabin, Pick-up, Diesel	23	Number	UTaNRMP Offices	120	
Lot 3	Tractor and Trailer	7	Number	UTaNRMP Offices	120	
Lot 4	Motor Cycle, Trail, 700-200 cc	73	Number	UTaNRMP Offices	120	
Lot 5	4x4, L.W.B., 2400 - 3000cc, (diesel) Heavy duty, utility passenger vehicle	1	Number	UTaNRMP Offices	120	

2. List of Related Services and Completion Schedule

Service	Description of Service	Quantity ¹	Physical Unit	Place where Services shall be performed	Final Completion Date(s) of Services
<i>[insert Service No/</i>	<i>[insert description of Related Services/</i>	<i>[insert quantity of items to be supplied/</i>	<i>[insert physical unit for the items/</i>	<i>[insert name of the Place/</i>	<i>[insert required Completion Date(s)/</i>
1	Delivery at site	All, per lot	number	UTaNRMP offices , Embu	Within 120 days from Contract signature.
2	Training of staff	All, per lot	number	UTaNRMP offices , Embu	within 5 days of delivery
3	After sales services	All, per lot	number	UTaNRMP offices , Embu	50,000 Km or 12 Months whichever occurs first

1. If applicable

3. Detailed Technical Specifications

Technical Specifications. The Goods and Related Services shall comply with following Technical Specifications and Standards:

Lot	Item Description	Quantity
1	4x4, LWB, 2400-3000 cc (Diesel), Double Cabin, Pick Ups, complete with towing winch	15
2	4x4, LWB, 2400-3000 cc (Diesel), Double Cabin, Pick Ups, without towing winch	23
3	4x4, 70-80HP, 4000-4500 cc (Diesel) Agricultural Tractors Complete With Non Tipping Trailers, 6 Ton	7
4	Motor Cycle, Trail, 700- 200 cc	73
5	4x4, L.W.B., 2400 - 3000cc, (diesel) Heavy duty, utility passenger vehicle.	1

Please note that:

- a) For purposes of evaluation, detailed and highlighted brochures **MUST** be submitted;
- b) The brochures should contain corresponding detailed technical specifications data for each specific item quoted; and
- c) Under bidders response the bidders must specify the features of their offer

4X4, LWB, 2400-3000 CC (DIESEL), DOUBLE CABIN, PICK UPS:**15 No. WITH TOWING WINCH (LOT 1), and****23 No. WITHOUT TOWING WINCH (LOT 2)**

Important: Bidders are informed that the specifications below are the same for lot 1 and 2 apart from the request for the towing winch which is only mandatory for lot 1. Bidders are therefore requested to bid for the **two separately** and clearly indicate the lot they are quoting for.

BIDDER'S SPECIFICATION Column to be completed by ALL NB: all parameters indicated are average

SPECIFICATION	REQUIREMENT	BIDDER'S
MAKE	~	
MODEL	~	
COUNTRY OF ORIGIN	~	
MANUFACTURER'S LITERATURE AND SPECIFICATIONS SUPPLIED (To be attached to this specification form).	Yes	_____ (Y/N)
Manufacturer of Vehicle should have been in the vehicle- manufacturing business for a minimum of 15 years	Yes	_____ (Y/N)
All specifications are 'minimum' based, except where maximum (specifically stated), ranges (obviously stated) and exactitudes (specifically stated) are used. (For e.g. '15 years' means a minimum of 15 years; '15 years max.' means a maximum of 15 years, '15 – 18 years' is a range and '15 years ex.' is an exactitude		

1 GENERAL

a)	A Standard production, 4x4, double cab vehicle of latest design in robust construction in current production.	Yes, Yes, Yes	_____ (Y/N)
b)	Supplied new and unused	Yes	_____ (Y/N)
c)	Designed to export specifications, capable of operating in tropical conditions.	Yes	_____ (Y/N)
d)	Most suitable for operating on both "on and Off" road conditions.	Yes	_____ (Y/N)
e)	Most suitable for personnel and cargo transportation.	Yes	_____ (Y/N)
f)	Fitted with a suitable winch at the front	Yes	_____ (Y/N)

2 DIMENSIONS, WEIGHTS AND PERFORMANCE

a)	Overall length, minimum	4,900mm	_____ mm
b)	Overall width, minimum	1,730mm	_____ mm
c)	Overall height, minimum	1,800mm	_____ mm

d)	Wheelbase, minimum	3,000mm	mm
e)	Ground Clearance, minimum	220mm	mm
f)	Max. G. V. W. of range	2,550 - 2,740Kg	Kg
g)	Kerb weight, of range	1,750 - 1950Kg	Kg
h)	Turning Radius, of range	6,350 - 6,500mm	mm

3 ENGINE

a)	Make	~	
b)	Model	~	
c)	Country of Origin		
d)	Engine performance curves supplied	Yes	(Y/N)
e)	Engine type, Diesel, 4 stroke, Water cooled.	Yes	(Y/N)
f)	Piston displacement, of range	2400 - 3000 cc	cc
g)	Number of cylinders-minimum	4	No.
h)	Maximum power output / rpm, minimum.	55Kw/4,000rpm	Kw rpm
i)	Maximum torque developed/rpm, minimum.	175Nm/2,400rpm	Nm rpm
j)	Engine aspiration, natural/turbocharged	Specify	
k)	Air filter, disposable/oil bath	Specify	
l)	Oil and fuel filter	Disposable	
	Average fuel consumption (on full load) at:		
	Urban driving a)		km/l
	Steady 50Km/h b)		km/l
m)	Steady 80Km/h c)	Specify	km/l
n)	Fuel tank capacity, minimum	70 Lt	Lt

4 CLUTCH AND TRANSMISSION

a)	Clutch, dry single plate, diaphragm type	Specify	
b)	Hydraulic, clutch actuation	Yes	(Y/N)
c)	Manual, synchromesh gearbox	Yes, Yes	(Y/N)
d)	Total Speed, Min	5F/1R	(Y/N)

5 BRAKES AND TYRES

a)	Assisted hydraulic, dual brake system	Yes	(Y/N)
b)	Drum and disc brake	Specify front Specify rear	
c)	Mechanical parking brake, to act on transmission or rear wheels	Yes, Specify	
d)	Dual purpose tyres suitable for tropical conditions	Yes	(Y/N)
e)	Optimum tyre size	Specify	

6 SUSPENSION AND STEERING

a)	Front and rear suspension, independent, with telescopic dampers	Specify front Specify rear	
b)	Assisted steering	Specify	
c)	Right Hand Drive steering orientation	Yes	_____ (Y/N)

7 PICK – UP BODY

a)	Roomy cab to seat 5 adults comfortably including driver, driver's seat adjustable in the first row.	Yes	_____ (Y/N)
b)	Adjustable seats for two with safety (seat) belts provided, first row, fitted with safety belts conforming to KEBS 06-664:1985 standard	Yes, Yes, Yes	_____ (Y/N)
c)	Second row to seat 3 adults comfortably, fitted with safety belts conforming to KEBS 06-664:1985 standard	Yes	_____ (Y/N)
d)	Robust body with secure lower hinged tailgate	Yes	_____ (Y/N)
e)	Rear pickup body to have suitable canvas and tying system	Yes	_____ (Y/N)
f)	Seat covers , fabric	Yes	_____ (Y/N)

8. BODY AND FINISH

a)	All exterior body panels made non-corrosive, and all external steel fitting to be galvanised or painted	Yes	_____ (Y/N)
b)	Anti-rust compound applied to under body for sea side operation.	Yes	_____ (Y/N)
c)	Body finish, high gloss colour (to be specified by user)	Yes	_____ (Y/N)

9 ELECTRICAL SYSTEM AND INSTRUMENTS

a)	System voltage, negative earth, with alternator charging	12V, Yes, Yes	
b)	Battery capacity.	Specify	
c)	Full lighting to conform to Cap 403 Subs.23- Kenya Traffic Act	Yes	_____ (Y/N)
d)	Standard instruments and gauges (or warning lights) for charging circuit, oil pressure, coolant temperature etc	Yes	_____ (Y/N)

10 EQUIPMENT

a)	Fitted with airbags	Yes	_____ (Y/N)
b)	Supplied with first aid kit, grease gun, towing steel rope with hooks 6m and safety triangles.	Yes	_____ (Y/N)

c)	Sunvisors supplied, 2 No	Yes	_____ (Y/N)
d)	Rear view mirrors supplied, external 2 No. and internal 1 No.	Yes, Yes	_____ (Y/N)
e)	Spare wheel and external carrier fitted	Yes	_____ (Y/N)
f)	High raise jack and jacking points and wheel brace supplied.	Yes, Yes	_____ (Y/N)
g)	Manufacturer's standard tools supplied	Yes (Mandatory)	_____ (Y/N)
h)	Safety belts provided for all forward facing seats.	Yes	_____ (Y/N)
i)	Front and rear light guard	Yes	_____ (Y/N)
j)	Fitted with electric winch and wire rope at front Capacity, 3 tons, approx. Wire rope, diameter x length approx. 8 x 30,000 mm	Yes Specify Specify	_____ (Y/N)tons ----- x----- mm
k)	Fitted with air conditioning system	Yes	_____ (Y/N)
l)	Radio cassette/CD player fitted	Yes,	_____ (Y/N)
m)	Immobiliser/Antitheft alarm	Yes, Yes	_____ (Y/N)
n)	Gear lock	Yes	_____ (Y/N)
o)	First aid kit	Yes	_____ (Y/N)

11 WARRANTY

a)	Specimen of vehicle warranty to be submitted when Bidding	Yes	_____ (Y/N)
b)	Each vehicle supplied should carry a statement of warranty	Yes	_____ (Y/N)
c)	Vehicle warranty min., 50,000 Km or 12 Months whichever occurs first	Specify	_____ Km _____ Mths

12 MANUALS

a)	All literature in the English language	Yes	_____ (Y/N)
b)	Repair Manual/CD, supplied	1 per vehicle	_____ (Y/N)
c)	Parts catalogue/CD supplied	1/ vehicle	_____ (Y/N)
d)	Drivers handbook and service schedule supplied	1 per vehicle	_____ (Y/N)

13 OTHER REQUIREMENTS

a)	Firm's Status: (Franchise holder/Dealer/Agent)	Yes Specify	_____ (Y/N)
----	--	----------------	-------------

b) Availability of spares	Indicate motor vehicle dealers who stock spare parts	_____ (Y/N)
c) Indicate names and physical addresses of dealers/agents where back-up/after sales service can be obtained	Specify	_____ (Y/N)
d) Body construction and all fitments to conform to CAP 403 Kenya Traffic Act.	Specify	_____ (Y/N)

Bidder's Signature:

Company Rubber Stamp

Date:

LOT 3: 70-80HP, 4000-4500 CC (DIESEL) AGRICULTURAL TRACTORS COMPLETE WITH NON TIPPING TRAILERS, 6 TON

b) 70-80HP, 4000-4500 CC (DIESEL) AGRICULTURAL TRACTORS

BIDDER'S SPECIFICATION Column to be completed by ALL

SPECIFICATION	REQUIREMENT	BIDDER'S
MAKE	~	_____
MODEL	~	_____
COUNTRY OF ORIGIN	~	_____
MANUFACTURER'S LITERATURE, AUTHORITY AND SPECIFICATIONS SUPPLIED	Yes	_____ (Y/N)
Manufacturer of Tractor should have been in the tractor- manufacturing business for a minimum of 15 years	Yes	_____ (Y/N)
<p>All specifications are 'minimum' based, except where maximum (specifically stated), ranges (obviously stated) and exactitudes (specifically stated) are used. (For e.g. '15 years' means a minimum of 15 years; '15 years max.' means a maximum of 15 years, '15 – 18 years' is a range and '15 years ex.' is an exactitude)</p>		

1. GENERAL

a) A Standard production, 4x4, tractor of latest design, in current production.	Yes, Yes, Yes	_____ (Y/N)
b) Supplied new and unused.	Yes	_____ (Y/N)
c) Designed to export specifications, capable of operating in tropical conditions.	Yes	_____ (Y/N)
d) Suitable for use with all range of agricultural implements and for towing trailers.	Yes	_____ (Y/N)
e) To be able to perform the following functions:- i) Trailer towing	Yes	_____ (Y/N)
ii) Ploughing	Yes	_____ (Y/N)
iii) Running of any auxiliary power unit through the PTO.	Yes	_____ (Y/N)
f) A letter of authorisation from the manufacturer confirming the following :- i) Model status	Yes	_____ (Y/N)
ii) Country/countries where the models are produced.	Yes	_____ (Y/N)

BIDDER'S SPECIFICATION Column to be completed by ALL

SPECIFICATION	REQUIREMENT	BIDDER'S
---------------	-------------	----------

2. DIMENSIONS, WEIGHTS AND PERFORMANCE

a) Overall length, minimum	4,000mm	_____ mm
b) Overall width, minimum	2,000mm	_____ mm
c) Overall height, minimum	2,500mm	_____ mm
d) Wheelbase, minimum	2,300mm	_____ mm
e) Operating weight, minimum	3,000Kg	_____ Kg
f) Ground clearance, range	430-460mm	_____ mm
g) Turning radius, minimum	4,800mm	_____ mm

3. ENGINE

a) Make	-	_____
b) Model	-	_____
c) Country of origin	-	_____
d) Engine performance curves supplied.	Yes	_____ (Y/N)
e) Engine type, Diesel, 4 stroke, Water cooled.	Yes	_____ (Y/N)
f) Piston displacement, range.	4,000 - 4,500cc	_____ cc
g) Number of cylinders.	4	_____ No.
h) Rated power output /rated rpm	70-80HP/2300rpm	_____ HP/ _____ rpm
D) Rated Torque (rpm) min.	280NM/1500rpm	_____ NM/ _____ rpm
j) Engine aspiration, natural/turbocharged	specify	_____
k) Air filter, disposable/oil bath	specify	_____
l) Oil and fuel filter	Disposable	_____
m) Foot accelerator pedal and hand throttle fitted.	Yes	_____ (Y/N)
n) Average fuel consumption at i) on half load ii) on full load	specify	_____ _____
o) Fuel tank capacity, approx.	Specify	_____ Lt

4. CLUTCH AND TRANSMISSION, P.T.O. etc

a) Clutch, dry single/dual plate, diaphragm type	specify	_____
b) Hydraulic, clutch actuation	Yes	_____ (Y/N)

BIDDER'S SPECIFICATION Column to be completed by ALL

SPECIFICATION	REQUIREMENT	BIDDER'S
c) Manual, fully synchromesh gearbox	Yes, Yes	_____ (Y/N)
d) Total speeds, min	6/1R	_____
e) P.T.O., rear/front fitted.	Specify	_____ (Y/N)
f) P.T.O. speed, minimum	540rpm	_____ rpm
g) PTO shaft diameter	35mm	_____ mm
h) No. of splines on shaft	6no.	_____ no.
l) P.T.O. guard fitted	Yes	_____ (Y/N)
j) Drive configuration	4x4	_____
k) Front axle, centre pivoted adjustable track type.	Yes	_____ (Y/N)

5. BRAKES AND TYRES

a) Assisted hydraulic, independent brake system.	Yes	_____ (Y/N)
b) Brake type, disc (dry/wet)	specify	_____
c) Mechanical parking brake.	Yes	_____
d) Locally manufactured dual purpose tyres	Yes	_____ (Y/N)
e) Standard manufacturer's hydraulic brake system, actuated by tractor pedal to work on trailer brakes.	Yes	_____ (Y/N)
g) Tyre type	agricultural/ transport	~~~~~ -
h) Tyre locally available and manufactured for tropical conditions	Yes	_____ (Y/N)
g) Optimum Tyre sizes Front Rear	specify	~~~~~ ~~~~~ ~~~~~

6. STEERING, MUDGUARDS AND SEAT

a) Manual/assisted steering	specify	_____
b) Right Hand Drive steering orientation	Yes	_____ (Y/N)
c) Mudguards, heavy duty type, designed to discourage passenger sitting	Yes, Yes	_____ (Y/N)
d) Driver's seat cushioned, bucket type, adjustable	Yes, Yes, Yes	_____ (Y/N)
e) Upholstery, weatherproof, hard wearing	Yes/Specify Material	_____
f) Roll over protection safety frame.	Yes	_____ (Y/N)
h) Sun proof canopy fitted.	specify	_____

BIDDER'S SPECIFICATION Column to be completed by ALL

SPECIFICATION	REQUIREMENT	BIDDER'S
	plastic/metal	

7. ELECTRICAL SYSTEM AND INSTRUMENTS

a) Engine start, ignition key	Yes	_____(Y/N)
b) SAFETY! Engine to start only when fully declutched.	Yes	_____(Y/N)
c) System voltage/negative earth	12V,Yes	_____(Y/N)
d) Battery capacity, approx.	specify	____V ____AH
e) 2 head, 2 rear flasher lights, plough lights and horn to conform to Kenya Traffic Act.	Yes	_____(Y/N)
f) Dash board mounted gauges and warning lights for charging, fuel, water temperature, engine oil pressure, parking brake, tachometer and hour meter.	Yes	_____(Y/N)

8. HYDRAULICS AND LINKAGES

a) Standard direct driven hydraulic pump.	Yes	_____(Y/N)
b) Three point linkage, category I or II, with lateral check chains	Yes,Yes,Yes	_____(Y/N)
c) Implement height position and draft sensing controls	Yes,Yes,Yes	_____(Y/N)
d) Hydraulic self sealing coupling supplied	Yes/No	_____

9. EQUIPMENT (ACCESSORIES) ETC

a) Robust front grille	Yes	_____(Y/N)
b) Weights, front and/rear mounted sets	Specify	_____
c) Manufacturer's standard tool kit supplied	Yes	_____(Y/N)
d) Any other equipment that manufacturer deems necessary for optimum efficiency of tractor	Specify	_____

10. WARRANTY

a) Specimen of tractor warranty to be submitted when Biding	Yes	_____(Y/N)
b) Each tractor built to carry manufacturers statement of warranty	Yes	_____(Y/N)
c) Tractor warranty , minimum of 36 months	Specify	Years
d) Warranty against corrosion.	Specify	Years

BIDDER'S SPECIFICATION Column to be completed by ALL

SPECIFICATION	REQUIREMENT	BIDDER'S
---------------	-------------	----------

11. OTHER REQUIREMENT

a) Firm's Status: (Franchise holder/ Dealer/Agent)	Specify	_____
b) Availability of spare parts.	Indicate dealers who stock tractor spare parts.	~~~~~ ~~~~~ ~~~~~ ~~~~~
c) Names and addresses of dealers/agents where back-up/after sales service can be obtained indicating the location of the workshops facilities.	Specify	~~~~~ ~~~~~ ~~~~~ ~~~~~
d) Body construction and all fitments to conform to CAP 403 Kenya Traffic Act.	Yes	_____ (Y/N)

12. MANUALS

a) All literature in English Language	Yes	_____ (Y/N)
b) Repair manual supplied	One per Tractor	_____ (Y/N)
c) Parts catalogue supplied	One per Tractor Yes	_____ (Y/N)
d) Driver's handbook and service schedule supplied	One per Tractor Yes	_____ (Y/N)

Bidder's Signature:

Company Rubber Stamp

Date:

c) NON-TIPPING TRAILER, 6 TON

BIDDER'S SPECIFICATION Column to be completed by ALL

SPECIFICATION	REQUIREMENT	BIDDER'S
MAKE	-	_____
MODEL	-	_____
COUNTRY OF ORIGIN	-	_____
MANUFACTURER'S LITERATURE, DRAWINGS, AUTHORITY AND SPECIFICATIONS SUPPLIED	Yes (MANDATORY)	_____(Y/N)
Manufacturer of Tractor should have been in the tractor- manufacturing business for a minimum of 15 years	Yes	_____ (Y/N)
All specifications are 'minimum' based, except where maximum (specifically stated), ranges (obviously stated) and exactitudes (specifically stated) are used. (For e.g. '15 years' means a minimum of 15 years; '15 years max.' means a maximum of 15 years, '15 – 18 years' is a range and '15 years ex.' is an exactitude		
Submitted Drawings to Give the Following Views:		
a) Plan view	Y	_____(Y/N)
b) Side elevation	Y	_____(Y/N)
c) Rear elevation	Y	_____(Y/N)
d) Detailed drawings showing cross-sectional members, arrangement and rams fitting	Y	_____(Y/N)
1. GENERAL		
a) A heavy duty, single /double axle, all steel body, non-tipping trailer	Yes specify	_____(Y/N) ----- ---
b) Supplied new and unused.	Yes	_____(Y/N)
c) Designed to export specifications, capable of operating in tropical conditions.	Yes	_____(Y/N)
d) Low-speed trailer for use with medium duty agricultural tractor, 70-80HP	Yes	_____(Y/N)
2. DIMENSIONS, WEIGHT AND CAPACITY		
a) Overall body length, minimum	5,000mm	_____mm
b) Overall width, minimum	2,200mm	_____mm

BIDDER'S SPECIFICATION Column to be completed by ALL

	SPECIFICATION	REQUIREMENT	BIDDER'S
c)	Overall height, from the ground level, minimum	1,400mm	_____ mm
d)	Body length, minimum	3,700mm	_____ mm
e)	Body internal depth, minimum	500mm	_____ mm
f)	Weight carrying capacity, minimum	6,000 Kg	_____ Kg

3. CHASSIS

a)	Main chassis of hot rolled, mild steel channel to BSS 4360 grade, min.	152 mm x 76 mm	x _____ mm
b)	Channels box sections through the body and single channels for outer longitudinal members.	Yes, Yes	_____ (Y/N)
c)	Cross members suitably spaced apart to provide adequate body support	Specify spacing	_____ m _____ m
d)	Load transferred to tractor draw bar on full load, max.	6.0 Ton	_____ Ton
e)	Sub-frame fabricated from 5" x 2" channels	5" x 2" channels	_____
f)	Main chassis fabricated from 6" x 3" heavy duty channels.	6" x 3" channels	_____

4. BODY

a)	Struck volumetric capacity, min	4 cu. m	_____ cu. m
b)	Body floor constructed out of 3mm thick m/s plate	Yes	_____ (Y/N)
c)	Body floor supported by thick channels of 4.5 mm thickness, min.	4.5 mm	_____ mm
d)	Sides and headboard constructed out of 2.5mm plate (min.), supported with reinforcements at a maximum of 700 mm apart	Yes	_____ (Y/N)
e)	Both sides to be drop type for easy loading/off-loading	Yes	_____ (Y/N)
f)	Rear tail gate of same construction as headboard and sides with spacing of supports at max. 600mm	Yes	_____ (Y/N)
g)	All hinges to be of robust heavy duty type	Yes	_____ (Y/N)

5. AXLE

a)	Dead axle, twin /single	6 Ton specify	_____ (Y/N) ----- --
b)	Axle main beam made out of square axle steel or high tensile steel	specify	_____

BIDDER'S SPECIFICATION Column to be completed by ALL

SPECIFICATION		REQUIREMENT	BIDDER'S
c)	Stubs supported by hot rolled channels with necessary stiffeners	Yes	_____(Y/N)
d)	Wheel track, minimum	1600mm	_____ mm
6. DRAW BAR			
a)	Comprising 2 No. hot rolled channels of size	152 x 76 x 6 mm	_____ mm
b)	Fitted with mechanical parking brake.	Yes	_____(Y/N)
c)	Complete braking system <u>bolted</u> to the drawbar for easy replacement and service.	Yes	_____(Y/N)
d)	Towing hitch, of alloy steel should be capable of carrying up to 6 tons vertical load of trailer	Yes, specify load	_____
e)	Robust skid type stand with locking pin to be fitted to underside of drawbar for easy hitching even on soft ground and to protect the braking system	Yes	_____
7. TYRES AND WHEELS			
a)	Locally available, trailer type tyre with tube	900x20 - 12 Ply	_____
b)	Rim size	900x20	_____
c)	Wheel studs, LH & RH threads, of high tensile steel, size min.	6xM18	_____
d)	Hubs to run on heavy duty taper roller double bearings	Yes, specify size	_____(Y/N)
8. PAINTING			
a)	Chassis and body steelwork to be thoroughly cleaned before application of paint	Yes	_____ _____
b)	At least two coats of acrylic primer to be applied throughout the body	Yes, specify no of coats	_____
c)	Two coats one coat of gloss finish paint to be applied, user to specify colour.	Yes, Mandatory	_____(Y/N)
d)	Chevrons and reflectors to fitted to comply with the Kenya traffic regulations	Yes	_____(Y/N)
9. EQUIPMENT (ACCESSORIES) ETC			

BIDDER'S SPECIFICATION Column to be completed by ALL

	SPECIFICATION	REQUIREMENT	BIDDER'S
a)	List, if any, of optional equipment	Specify	_____ _____ _____

10. WARRANTY

a)	Each trailer supplied should carry a statement of warranty.	Yes (Mandatory)	(Y/N)
b)	Trailer warranty 12months minimum	Specify	months

11. MANUALS

a)	All literature in English language	Yes	(Y/N)
b)	Repair Manual, supplied.	1 set per trailer	(Y/N)
c)	Parts catalogue supplied.	1 set per trailer	(Y/N)
d)	Operators handbook and service schedule supplied.	1 set per trailer	(Y/N)

12. OTHER REQUIREMENTS.

a)	Trailer to be inspected by the Chief Mechanical and Transport Engineer during all the stages of construction, for compliance with the Technical specifications prior to delivery to user.	Yes	(Y/N)
b)	Trailer to be inspected (by Certifying officer, Vehicle inspection Unit) for compliance with Traffic Act prior to delivery to user.	Yes	(Y/N)
c)	Trailer to be registered with the registrar of motor vehicles.	Yes	(Y/N)

Bidder's Signature:**Company Rubber Stamp****Date:**

LOT 4: MOTOR CYCLE, TRAIL, 170 - 200CC:**MOR/MTD/QMS/005**

SPECIFICATION NO. MTD-945-041-14		
BIDDER'S NAME:	NO:	
BID NO:	ITEM NO:	QTY: 73
DESCRIPTION: MOTOR CYCLE, TRAIL, 170 - 200cc.		

BIDDER'S Column to be completed by Bidder		
SPECIFICATION	REQUIREMENT	BIDDER'S
MAKE	~	-----
MODEL	~	-----
COUNTRY OF ORIGIN	~	-----
MANUFACTURER'S LITERATURE, AUTHORITY AND SPECIFICATIONS SUPPLIED	Yes	----- (Y/N)
Manufacturer of Tractor should have been in the tractor- manufacturing business for a minimum of 15 years	Yes	----- (Y/N)
All specifications are 'minimum' based, except where maximum (specifically stated), ranges (obviously stated) and exactitudes (specifically stated) are used. (For e.g. '15 years' means a minimum of 15 years; '15 years max.' means a maximum of 15 years, '15 - 18 years' is a range and '15 years ex.' is an exactitude)		
GENERAL		
A Standard production, motorbike, trail type, of latest design in class, in current production.	Yes	----- (Y/N)
Capable of operating in tropical road conditions and off road.	Yes	----- (Y/N)
Supplied new and unused.	Yes	----- (Y/N)
DIMENSIONS AND WEIGHTS		
Overall length, minimum	2,100mm	-----mm
Overall width, range	850-950mm	-----mm
Overall height, minimum	1,100mm	-----mm
Seat (saddle) height, minimum	820mm	-----mm
Wheelbase, minimum	1,300mm	-----mm
Ground Clearance, minimum	260mm	-----mm

BIDDER'S Column to be completed by Bidder		
SPECIFICATION	REQUIREMENT	BIDDER'S
Dry weight, minimum	100Kg	-----Kg
ENGINE		
Make	~	-----
Model	~	-----
Country of origin	~	-----
2/4 strokes, air-cooled, petrol engine.	Yes	----- (Y/N)
Single cylinder	Yes	----- (Y/N)
Piston displacement.	170 - 200cc	-----cc
Ignition system	specify	-----
Starter system	specify	-----
Maximum power output /rpm, minimum	16HP /8,500rpm	-----HP/rpm
Maximum torque /rpm, minimum	16Nm /7,000rpm	----- Nm/rpm
Fuel tank capacity, minimum	7Lt	-----Lt
TRANSMISSION, BRAKES, TIRES AND SUSPENSION		
Transmission, speed, minimum	5 No.	-----No.
Final transmission.	Chain drive	-----
Front and rear brakes.	Drum	
Front and rear tire sizes.	2.75-21-4PR	-----
	4.10-18-4PR	-----
Front- telescopic forks or equivalent	Specify Front	-----
Rear suspension –Motocross or equivalent.	Rear	-----
ELECTRICAL SYSTEM		
Full lighting to conform to Cap 403 Subs.23-Kenya Traffic Act.	Yes	----- (Y/N)
Standard, major function gauges (Speedometer, Tachometer, Odometer, trip counter, etc.) / and warning lights (oil warning light etc.) fitted.	Yes	----- (Y/N)
MOTORCYCLE WARRANTY		

BIDDER'S Column to be completed by Bidder		
SPECIFICATION	REQUIREMENT	BIDDER'S
Each motorcycle supplied should carry a statement of warranty.	Yes	------(Y/N)
Motorcycle warranty min., 6 Months or 6,000 Km whichever occurs first.	specify	-----Km -----Months
MANUALS AND EQUIPMENT		
All literature in English language	Yes	------(Y/N)
Repair Manual/ CD, supplied.	1no.	------(Y/N)
Parts catalogue/ CD, supplied.	1no.	------(Y/N)
Rider's handbook and service schedule supplied.	1 no. per m/cycle.	------(Y/N)
Motorcycle fitted with 2No. rear view mirrors.	Yes	------(Y/N)
Suitable size box at rear carrier with lock and key to carry small parcels.	Yes	------(Y/N)
Motor cycle supplied with suitable crash helmet 2No. and eyes protector 2No.	Yes	------(Y/N)
Gloves 2sets supplied.	Yes	------(Y/N)
OTHER REQUIREMENT		
Motor cycle to be registered with the registrar of motor vehicles.	Yes	------(Y/N)
Motor cycle to be inspected by the Chief Mechanical and Transport Engineer prior to delivery to the user.	Yes	------(Y/N)
Firm's Status: (Franchise holder/ Dealer/Agent) and proof thereof	Specify	-----
Availability of spare parts	Indicate Motor cycle dealers who stock spare parts.	----- -----
Indicate names and physical addresses of dealers/agents where back-up/after sales service can be obtained.	Specify	----- ----- -----
Body construction and all fitments to conform to		

BIDDER'S Column to be completed by Bidder		
SPECIFICATION	REQUIREMENT	BIDDER'S
CAP 403 Kenya Traffic Act.	Yes	_____(Y/N)

LOT 5: HEAVY DUTY, UTILITY PASSENGER VEHICLE, 4x4, L.W.B., 2400 - 3000cc, DIESEL.

BIDDER'S Column to be completed by Bidder			
	SPECIFICATION	REQUIRED	BIDDER'S
	Make	-	
	Model	-	
	Country of origin	-	
	Manufacturer's literature and specifications supplied.	Yes	----- ----- (Y/N)
1.	GENERAL		
a)	A standard production, 4x4 diesel utility vehicle Station wagon of latest design in the class, robust construction in current production.	Yes,Yes,Yes	----- ----- (Y/N)
b)	Supplied new and unused.	Yes	----- ----- (Y/N)
c)	Designed to heavy duty specifications, capable of operating in tropical conditions in extremes of mud and dust.	Yes,Yes	----- --(Y/N)
d)	Most suitable for operating on both "on and off" road conditions.	Yes	----- -(Y/N)
e)	Most suitable for personnel transportation.	Yes	----- -(Y/N)
2.	DIMENSIONS, WEIGHTS AND PERFORMANCE		
a)	Overall length, minimum.	4,900 mm	----- ----mm
b)	Overall width, minimum.	1,850 mm	----- ----mm
c)	Overall height , minimum.	1,850 mm	----- ----mm
d)	Wheelbase, minimum.	2,700 mm	----- ----mm
e)	Ground clearance, minimum.	200 mm	-----

BIDDER'S Column to be completed by Bidder			
	SPECIFICATION	REQUIRED	BIDDER'S
			-----mm
f)	Max. G.V.W. ,minimum.	3,000 kg	----- -----Kg
g)	Kerb weight, minimum.	1,800kg	----- -----Kg
h)	Payload, minimum.	800 kg	----- ----Kg
i)	Maximum gradient, minimum.	0.6	----- -----
j)	Wading depth, minimum.	400mm	----- ---mm
3.	ENGINE		
a)	Make	-	
b)	Model	-	
c)	Country of origin	-	
d)	Engine performance curves supplied.	Yes	----- --(Y/N)
e)	Engine type Diesel, 4 Stroke.	Yes,Yes	----- --(Y/N)
f)	Engine cooling system, water.	Yes	----- ---(Y/N)
g)	Piston displacement.	2400-3000cc	----- -cc
h)	Number of cylinders, minimum	4	
i)	Maximum power output, (Kw/ rpm), minimum.	70Kw/4000rpm	----- KW/rpm
j)	Maximum torque developed, (NM/ rpm), minimum.	180NM/2000rpm	----- NM/rpm
k)	Air filter, disposable/oil bath	specify	
l)	Oil and fuel filter type.	disposable	
m)	Average fuel consumption (on full load) at a) Urban driving.	specify	----- -----Km/l
	b) Steady 50 Km/h .	specify	----- ----- Km/l
	c) Steady 80 Km/h.	specify	-----

BIDDER'S Column to be completed by Bidder			
	SPECIFICATION	REQUIRED	BIDDER'S
			---Km/l
n)	Fuel tank capacity.	80 Lt	----- -Lt
4.	<u>CLUTCH AND TRANSMISSION</u>		
a)	Manual / automatic transmission.	specify	----- ---
b)	Hydraulic, clutch actuation.	Yes	----- (Y/N)
c)	All synchromesh gearbox, with 2 speed reduction transfer gearbox.	Yes,Yes	----- (Y/N)
d)	Transmission speeds	5 speed	speed
e)	Permanent 4WD or with selector from 2WD to 4WD.	specify	----- ---
f)	Differential lock provided.	Yes	----- (Y/N)
g)	Freewheeling hubs fitted.	Yes	----- (Y/N)
5.	<u>BRAKES AND TYRES</u>		
a)	Assisted hydraulic, dual brake system.	Yes,Yes	----- (Y/N)
b)	Brakes, disc at front or all round	specify front	
		Rear	
c)	Mechanical Parking brake, to act on transmission or rear wheels	Yes specify	----- (Y/N)
d)	Tyre locally available.	Yes	----- (Y/N)
e)	Optimum tyre size.	Specify size	
6.	<u>SUSPENSION AND STEERING</u>		
a)	Independent Heavy duty front and rear suspension.	Yes	----- (Y/N)
b)	Heavy duty leaf or coil springs with telescopic dampers.	specify front	
		rear	
c)	Assisted steering.	Yes	----- (Y/N)
d)	Right hand drive steering.	Yes	-----

BIDDER'S Column to be completed by Bidder			
	SPECIFICATION	REQUIRED	BIDDER'S
			----- (Y/N)
7.	<u>STATION WAGON</u>		
a)	4 No. side doors and rear side-swing door station wagon.	Yes	----- (Y/N)
b)	To seat at least 8 adults including driver comfortably.	Yes	----- (Y/N)
c)	Seating arrangement: 2 in front, 3 in middle & 3-4 at the rear (front facing or facing each other).	Yes Specify	----- (Y/N)
d)	To be fitted with adequate winding/sliding windows for good ventilation and wide view.	Yes	----- (Y/N)
8.	<u>BODY AND FINISH</u>		
a)	All exterior body panels made non-corrosive and all external steel fitting to be galvanized or painted.	Yes, Yes	----- (Y/N)
b)	Anti-rust compound applied to under-body for sea side operation.	Yes specify compound	----- (Y/N)
c)	Body finish, high gloss colour (to be specified by user)-----	Yes	----- (Y/N)
d)	Fitted with reclining and adjustable driver and passenger seats.	Yes	----- (Y/N)
e)	Upholstery, reinforced PVC	Yes	----- (Y/N)
9.	<u>ELECTRICAL SYSTEM AND INSTRUMENTS</u>		
a)	System voltage, negative earth, with alternator charging.	12V, Yes	---(Y/N)
b)	Battery capacity.	1x12V,70AH	AH
c)	Full lighting to conform to Cap.403 Subs.23 Kenya Traffic Act.	Yes	-- (Y/N)
d)	Standard instruments and gauges , warning lights for charging circuit, oil pressure, coolant temperature etc	Yes, Yes, Yes	----- (Y/N)
10	<u>EQUIPMENT</u>		
a)	Heavy duty front fender fitted.	Yes	----- (Y/N)
b)	Heavy duty hooks at rear and front.	Yes	----- (Y/N)

BIDDER'S Column to be completed by Bidder			
	SPECIFICATION	REQUIRED	BIDDER'S
c)	Sunvisors supplied.	Yes	~~~~~ (Y/N)
d)	Rear view mirrors, external 2 No. and inside 1 No. supplied.	Yes, Yes	~~~~~ (Y/N)
e)	Spare wheel supplied.	Yes	~~~~~ ----(Y/N)
f)	Hydraulic jack and wheel brace supplied.	Yes, Yes	~~~~~ ~~~~ (Y/N)
g)	Safety belts provided for all seats conforming to KEBS 06-664: 1985 standard..	Yes	~~~~~ ---(Y/N)
h)	Extra heavy duty suspension.	front 2 rear 2	
i)	4 speaker FM, AM, SW radio-cassette system /CD changer with appropriate aerial, 40W output, min.	Specify make and model	~~~~~ ~~~~~ ~~~~~
j)	Security alarm and immobilizer fitted.	Yes	--- (Y/N)
k)	Manufacturer's standard tool kit supplied.	1 per vehicle	____(Y/N)
l)	Multi lock.	Yes(Y/N)
11	OTHER ITEMS/EQUIPMENT - QUOTE SEPARATELY IF FITTED AS OPTION		
a)	Extra fuel tank fitted , min.	40lts	~~~~~ ~~~~~lts
b)	Roof rack fitted.	specify Standard/Option Specify the rack size	~~~~~ ~~~~~ -- ~~~~~ ~~~~~mm
c)	High raise jack and jacking points.	specify Standard/Option	~~~~~ ~~~~~
d)	Extended front Kangaroo Bar.	specify Standard/Option	~~~~~ ~~~~~
e)	Front and rear light guard	specify Standard/Option	~~~~~ ~~~~
f)	Air conditioner	Yes	~~~~~

BIDDER'S Column to be completed by Bidder			
	SPECIFICATION	REQUIRED	BIDDER'S (Y/N)
			(Y/N)
g)	Air bags	Yes	----- (Y/N)
12	WARRANTY		
a)	Specimen of vehicle warranty to be submitted when Biding.	Yes	----- (Y/N)
b)	Each vehicle supplied to carry a statement of warranty.	Yes	----- (Y/N)
c)	Warranty duration min., 36 Months or 100,000 Km whichever occurs first.	specify	----- - Months ----- -----Km
13	MANUALS		
a)	All literature in the English language.	Yes	----- (Y/N)
b)	Repair manuals/CD supplied.	Specify which available 1 per vehicle	----- ----- ----- (Y/N)
c)	Parts catalogue/CD supplied.	Specify which available 1 per vehicle	----- (Y/N)
d)	Drivers handbook and service schedule supplied.	1 per vehicle	----- (Y/N)
14	OTHER REQUIREMENT		
a)	Body construction and all fitments to conform to CAP 403 Kenya Traffic Act.	Yes	____(Y/N)
b)	Franchise holder (representative in Kenya) If not, specify relationship with the Franchise holder	Yes Specify whether agent/dealer	____(Y/N) ----- ----- --
c)	Availability of spares.	Indicate motor vehicle dealers who stock spare parts.	----- ----- ----- -----

BIDDER'S Column to be completed by Bidder			
	SPECIFICATION	REQUIRED	BIDDER'S
d)	Names and addresses of dealers/agents where back-up/after sales service can be obtained indicating the location of the workshop facilities.	Specify	----- ----- ----- -----
e)	Firm to offer local training services for the drivers on daily maintenance checks and operation of the vehicle for a minimum of two days.	Yes specify number of days.	___(Y/N) ----- days

5. Inspections and Tests

All the equipment shall be **NEW** and **UNUSED** and shall be inspected and tested to ensure that they conform to the technical specifications as stated in the Bidding Document Section 5. Only those equipments that comply with the specifications will be accepted.

PART 3 - Contract

Section VII. General Conditions of Contract

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Section VII. General Conditions of Contract**Definitions**

- 1.1 The following words and expressions shall have the meanings hereby assigned to them:
- (a) “IFAD” means the International Fund for Agricultural Development and refers to the International Fund for Agricultural Development and the Spanish Trust Fund.
 - (b) “Contract” means the Contract Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
 - (c) “Contract Documents” means the documents listed in the Contract Agreement, including any amendments thereto.
 - (d) “Contract Price” means the price payable to the Supplier as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.
 - (e) “Day” means calendar day.
 - (f) “Completion” means the fulfillment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.
 - (g) “GCC” means the General Conditions of Contract.
 - (h) “Goods” means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser under the Contract.
 - (i) “Purchaser’s Country” is the country specified in the Special Conditions of Contract (SCC).
 - (j) “Purchaser” means the entity purchasing the Goods and Related Services, as specified in the **SCC**.
 - (k) “Related Services” means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other such obligations of the Supplier under the Contract.
 - (l) “SCC” means the Special Conditions of Contract.
 - (m) “Subcontractor” means any natural person, private or government entity, or a combination of the above, to whom any part of the Goods to be supplied or

execution of any part of the Related Services is subcontracted by the Supplier.

- (n) “Supplier” means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Contract Agreement.
- (o) “The Project Site,” where applicable, means the place named in the SCC.

Contract Documents

- 2.1 Subject to the order of precedence set forth in the Contract Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole.

Fraud and Corruption

- 3.1 IFAD requires that Borrowers (including beneficiaries of the fund loans), as well as Bidders, Suppliers, Contractors, and Consultants IFAD-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, IFAD:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, 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 or omission of facts in order to influence a procurement process or the execution of a contract;
 - (iii) “collusive practice” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Borrower, designed to establish bid prices at artificial, non competitive levels; and;
 - (iv) “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
- (b) will cancel the portion of the loan allocated to a contract if it determines at any time that representatives of the Borrower or of a beneficiary of the loan engaged in corrupt, fraudulent, collusive or coercive practices during the procurement or the execution of that contract, without the Borrower

having taken timely and appropriate action satisfactory to IFAD to remedy the situation;

- (c) will sanction a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded IFAD-financed contract if it at any time determines that they have, directly or through an agent, engaged, in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, IFAD-financed contract; and
- (d) will have the right to require that Suppliers to permit IFAD to inspect their accounts and records and other documents relating to the bid submission and contract performance and to have them audited by auditors appointed by IFAD.

Interpretation

4.1 If the context so requires it, singular means plural and vice versa.

4.2 Incoterms

- (a) Unless inconsistent with any provision of the Contract, the meaning of any trade term and the rights and obligations of parties there under shall be as prescribed by Incoterms.
- (b) The terms EXW, CIP, FCA, CFR and other similar terms, when used, shall be governed by the rules prescribed in the current edition of Incoterms specified in the **SCC** and published by the International Chamber of Commerce in Paris, France.

4.3 Entire Agreement

The Contract constitutes the entire agreement between the Purchaser and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of the parties with respect thereto made prior to the date of Contract.

4.4 Amendment

No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.

4.5 Nonwaiver

- (a) Subject to GCC Sub-Clause 4.5(b) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by

either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.

- (b) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.

4.6 Severability

If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

Language

5.1 The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Purchaser, shall be written in the language specified in the **SCC**. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified, in which case, for purposes of interpretation of the Contract, this translation shall govern.

5.2 The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation, for documents provided by the Supplier.

Joint Venture, Consortium or Association

6.2 If the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Purchaser for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Purchaser.

Eligibility

7.1 The Supplier and its Subcontractors shall have the nationality of an eligible country. A Supplier or Subcontractor shall be deemed to have the nationality of a country if it is a citizen or constituted, incorporated, or registered, and operates in conformity with the provisions of the laws of that country.

7.2 All Goods and Related Services to be supplied under the Contract and financed by IFAD shall have their origin in Eligible Countries. For the purpose of this Clause, origin means the country where the goods have been grown,

mined, cultivated, produced, manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.

- Notices**
- 8.1 Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the **SCC**. The term “in writing” means communicated in written form with proof of receipt.
- 8.2 A notice shall be effective when delivered or on the notice’s effective date, whichever is later.
- Governing Law**
- 9.1 The Contract shall be governed by and interpreted in accordance with the laws of the Purchaser’s Country, unless otherwise specified in the **SCC**.
- Settlement of Disputes**
- 10.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 10.2 If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with the rules of procedure **specified in the SCC**.
- 10.3 Notwithstanding any reference to arbitration herein,
- (a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
- (b) the Purchaser shall pay the Supplier any monies due the Supplier.
- Scope of Supply**
- 11.1 The Goods and Related Services to be supplied shall be as specified in the Schedule of Requirements.
- Delivery and Documents**
- 12.1 Subject to GCC Sub-Clause 32.1, the Delivery of the Goods and Completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in the Schedule of Requirements. The details of shipping and other documents to be furnished by the Supplier are specified in the **SCC**.

- Supplier's Responsibilities** 13.1 The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with GCC Clause 11, and the Delivery and Completion Schedule, as per GCC Clause 12.
- Contract Price** 14.1 Prices charged by the Supplier for the Goods supplied and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in the **SCC**.
- Terms of Payment** 15.1 The Contract Price, including any Advance Payments, if applicable, shall be paid as specified in the **SCC**.
- 15.2 The Supplier's request for payment shall be made to the Purchaser in writing, accompanied by invoices describing, as appropriate, the Goods delivered and Related Services performed, and by the documents submitted pursuant to GCC Clause 12 and upon fulfillment of all other obligations stipulated in the Contract.
- 15.3 Payments shall be made promptly by the Purchaser, but in no case later than sixty (60) days after submission of an invoice or request for payment by the Supplier, and after the Purchaser has accepted it.
- 15.4 The currencies in which payments shall be made to the Supplier under this Contract shall be those in which the bid price is expressed.
- 15.5 In the event that the Purchaser fails to pay the Supplier any payment by its due date or within the period set forth in the **SCC**, the Purchaser shall pay to the Supplier interest on the amount of such delayed payment at the rate shown in the **SCC**, for the period of delay until payment has been made in full, whether before or after judgment or arbitration award.
- Taxes and Duties** 16.1 For goods manufactured outside the Purchaser's Country, the Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the Purchaser's Country.
- 16.2 For goods Manufactured within the Purchaser's country, the Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.
- 16.3 If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in the Purchaser's Country, the Purchaser shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.
- Performance Security** 17.1 If required as specified in the **SCC**, the Supplier shall, within twenty-eight (28) days of the notification of contract award, provide a performance security for the

performance of the Contract in the amount specified in the **SCC**.

17.2 The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

17.3 As specified in the **SCC**, the Performance Security, if required, shall be denominated in the currency(ies) of the Contract, or in a freely convertible currency acceptable to the Purchaser; and shall be in one of the format stipulated by the Purchaser in the **SCC**, or in another format acceptable to the Purchaser.

17.4 The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than twenty-eight (28) days following the date of Completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in the **SCC**.

Copyright

18.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party

**Confidential
Information**

19.1 The Purchaser and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Subcontractor such documents, data, and other information it receives from the Purchaser to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier under GCC Clause 19.

19.2 The Purchaser shall not use such documents, data, and other information received from the Supplier for any purposes unrelated to the contract. Similarly, the Supplier shall not use such documents, data, and other information received from the Purchaser for any purpose other than the performance of the Contract.

19.3 The obligation of a party under GCC Sub-Clauses 19.1 and 19.2 above, however, shall not apply to information

that:

- (a) the Purchaser or Supplier need to share with IFAD or other institutions participating in the financing of the Contract;
- (b) now or hereafter enters the public domain through no fault of that party;
- (c) can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or
- (d) otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.

19.4 The above provisions of GCC Clause 19 shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof.

19.5 The provisions of GCC Clause 19 shall survive completion or termination, for whatever reason, of the Contract.

Subcontracting

20.1 The Supplier shall notify the Purchaser in writing of all subcontracts awarded under the Contract if not already specified in the bid. Such notification, in the original bid or later shall not relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.

20.2 Subcontracts shall comply with the provisions of GCC Clauses 3 and 7.

Specifications and Standards

21.1 Technical Specifications and Drawings

- (a) The Goods and Related Services supplied under this Contract shall conform to the technical specifications and standards mentioned in Section VI, Schedule of Requirements and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the Goods' country of origin.
- (b) The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Purchaser.
- (c) Wherever references are made in the Contract to codes and standards in accordance with which it

shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Schedule of Requirements. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with GCC Clause 32.

Packing and Documents

22.1 The Supplier 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. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

22.2 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, including additional requirements, if any, specified in the **SCC**, and in any other instructions ordered by the Purchaser.

Insurance

23.1 Unless otherwise specified in the **SCC**, the Goods supplied under the Contract shall be fully insured—in a freely convertible currency from an eligible country—against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in accordance with the applicable Incoterms or in the manner specified in the **SCC**.

Transportation

24.1 Unless otherwise specified in the **SCC**, responsibility for arranging transportation of the Goods shall be in accordance with the specified Incoterms.

Inspections and Tests

25.1 The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the Goods and Related Services as are specified in the **SCC**.

25.2 The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the Goods' final destination, or in another place in the Purchaser's Country as specified in the **SCC**. Subject to GCC Sub-Clause 25.3, if conducted on the premises of the Supplier or its Subcontractor, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.

- 25.3 The Purchaser or its designated representative shall be entitled to attend the tests and/or inspections referred to in GCC Sub-Clause 25.2, provided that the Purchaser bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.
- 25.4 Whenever the Supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the Purchaser. The Supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Purchaser or its designated representative to attend the test and/or inspection.
- 25.5 The Purchaser may require the Supplier to carry out any test and/or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the Goods comply with the technical specifications codes and standards under the Contract, provided that the Supplier's reasonable costs and expenses incurred in the carrying out of such test and/or inspection shall be added to the Contract Price. Further, if such test and/or inspection impedes the progress of manufacturing and/or the Supplier's performance of its other obligations under the Contract, due allowance will be made in respect of the Delivery Dates and Completion Dates and the other obligations so affected.
- 25.6 The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection.
- 25.7 The Purchaser may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser, and shall repeat the test and/or inspection, at no cost to the Purchaser, upon giving a notice pursuant to GCC Sub-Clause 25.4.
- 25.8 The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Purchaser or its representative, nor the issue of any report pursuant to GCC Sub-Clause 25.6, shall release the Supplier from any warranties or other obligations under the Contract.
- 26.1 Except as provided under GCC Clause 31, if the Supplier fails to deliver any or all of the Goods by the Date(s) of delivery or perform the Related Services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the SCC of

**Liquidated
Damages**

the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in those **SCC**. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to GCC Clause 34.

Warranty

- 27.1 The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.
- 27.2 Subject to GCC Sub-Clause 21.1(b), the Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.
- 27.3 Unless otherwise specified in the **SCC**, the warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the **SCC**, or for eighteen (18) months after the date of shipment from the port or place of loading in the country of origin, whichever period concludes earlier.
- 27.4 The Purchaser shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects.
- 27.5 Upon receipt of such notice, the Supplier shall, within the period specified in the **SCC**, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.
- 27.6 If having been notified, the Supplier fails to remedy the defect within the period specified in the **SCC**, the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

Patent Indemnity

- 28.1 The Supplier shall, subject to the Purchaser's compliance with GCC Sub-Clause 28.2, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise

existing at the date of the Contract by reason of:

- (a) the installation of the Goods by the Supplier or the use of the Goods in the country where the Site is located; and
- (b) the sale in any country of the products produced by the Goods.

Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract.

28.2 If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to in GCC Sub-Clause 28.1, the Purchaser shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.

28.3 If the Supplier fails to notify the Purchaser within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.

28.4 The Purchaser shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.

28.5 The Purchaser shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser.

Limitation of Liability

- 29.1 Except in cases of criminal negligence or willful misconduct,
- (a) the Supplier shall not be liable to the Purchaser,

whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser and

- (b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier to indemnify the purchaser with respect to patent infringement

**Change in Laws
and Regulations**

- 30.1 Unless otherwise specified in the Contract, if after the date of 28 days prior to date of Bid submission, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in the place of the Purchaser's country where the Site is located (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with GCC Clause 14.

Force Majeure

- 31.1 The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, 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.
- 31.2 For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 31.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the

Force Majeure event.

**Change Orders and
Contract
Amendments**

- 32.1 The Purchaser may at any time order the Supplier through notice in accordance GCC Clause 8, to make changes within the general scope of the Contract in any one or more of the following:
- (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
 - (b) the method of shipment or packing;
 - (c) the place of delivery; and
 - (d) the Related Services to be provided by the Supplier.
- 32.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery/Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within twenty-eight (28) days from the date of the Supplier's receipt of the Purchaser's change order.
- 32.3 Prices to be charged by the Supplier for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.
- 32.4 Subject to the above, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

Extensions of Time

- 33.1 If at any time during performance of the Contract, the Supplier or its subcontractors should encounter conditions impeding timely delivery of the Goods or completion of Related Services pursuant to GCC Clause 12, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.
- 33.2 Except in case of Force Majeure, as provided under GCC Clause 31, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 26, unless an extension of time is

agreed upon, pursuant to GCC Sub-Clause 33.1.

Termination

34.1 Termination for Default

- (a) The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:
 - (i) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 33;
 - (ii) if the Supplier fails to perform any other obligation under the Contract; or
 - (iii) if the Supplier, in the judgment of the Purchaser has engaged in fraud and corruption, as defined in GCC Clause 3, in competing for or in executing the Contract.
- (b) In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 34.1(a), the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

34.2 Termination for Insolvency.

- (a) The Purchaser may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes Bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser

34.3 Termination for Convenience.

- (a) The Purchaser, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

- (b) The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:
 - (i) to have any portion completed and delivered at the Contract terms and prices; and/or
 - (ii) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier.

Assignment 35.1 Neither the Purchaser nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.

Export Restriction 36.1 Notwithstanding any obligation under the Contract to complete all export formalities, any export restrictions attributable to the Purchaser, to the country of the Purchaser, or to the use of the products/goods, systems or services to be supplied, which arise from trade regulations from a country supplying those products/goods, systems or services, and which substantially impede the Supplier from meeting its obligations under the Contract, shall release the Supplier from the obligation to provide deliveries or services, always provided, however, that the Supplier can demonstrate to the satisfaction of the Purchaser and of IFAD that it has completed all formalities in a timely manner, including applying for permits, authorizations and licenses necessary for the export of the products/goods, systems or services under the terms of the Contract. Termination of the Contract on this basis shall be for the Employer's convenience pursuant to Sub-Clause 34.3.

Section VIII. Special Conditions of Contract

The following Special Conditions of Contract (SCC) shall supplement and / or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

GCC 1.1(j)	The Purchaser's country is: Kenya
GCC 1.1(k)	The Purchaser is: The Ministry of Environment, Water & Matural Resources
GCC 1.1 (q)	The Project Site(s)/Final Destination(s) is/are: Upper Tana Natural Resources Management Project offices, Embu-Meru Road, P.O. Box 996 Embu-Kenya
GCC 4.2 (a)	The meaning of the trade terms shall be as prescribed by Incoterms.
GCC 4.2 (b)	The version edition of Incoterms shall be : 2010
GCC 5.1	The language shall be: English
GCC 8.1	<p>For notices, the Purchaser's address shall be:</p> <p>Attention: Muthoni F. Livingstone, Project Coordinator</p> <p>Street Address: <i>Upper Tana Natural Resources Management Project, Embu-Meru Road, P.O. Box 996, Embu</i></p> <p>Floor/ Room number: <i>[insert floor and room number, if applicable]</i></p> <p>City: <i>Embu</i></p> <p>ZIP Code: <i>60100</i></p> <p>Country: <i>Kenya</i></p> <p>Telephone: +254-068-31376</p> <p>Electronic mail address: utanrmp@gmail.com</p>
GCC 9.1	The governing law shall be the law of: Kenya
GCC 10.2	<p>The rules of procedure for arbitration proceedings pursuant to GCC Clause 10.2 shall be as follows:</p> <p>(a) Contract with foreign Supplier:</p> <p>GCC 10.2 (a)—Any dispute, controversy or claim arising out of or relating to this Contract, or breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force.</p> <p>(b) Contracts with Supplier of the Purchaser's country:</p>

	<p>In the case of a dispute between the Purchaser and a Supplier who is a national of the Purchaser's country, the dispute shall be referred to adjudication or arbitration in accordance with the laws of Kenya.</p>
GCC 13.1	<p>Details of Shipping and other documents to be furnished by the Supplier are:</p> <p>a) For Goods Supplied from abroad:</p> <p>Upon shipment, the Supplier shall notify the Purchaser and the Insurance Company by facsimile the full details of the shipment, including contract number, description of Goods, quantity, the vessel, (or the flight number), the bill of lading number and date, port of loading, date of shipment, port of discharge, etc. The Supplier shall mail the following documents to the Purchaser, with a copy to the Insurance Company:</p> <ul style="list-style-type: none"> i. Copies of the Supplier's invoice showing Good's description, quantity, unit price and total amount; ii. Original and <i>three</i> copies of the negotiable, clean on board, bill of lading (Consignment note) marked "freight prepaid" and three copies of non negotiable bill of lading (Consignment note); iii. Copies of the packing list identifying contents of each package; iv. Insurance Certificate; v. Manufacturer's or Supplier's Warranty Certificate; vi. Inspection Certificate, issued by the nominated inspection agency, and the supplier's factory inspection report; and vii. Certificate of origin, certified/verified by the manufacturing company in case of Goods manufactured locally <p>The above documents shall be received by the Purchaser before arrival of the Goods and, if not received, the Supplier will be responsible for any consequent expenses.</p> <p>b) For goods Supplied from within Purchasers Country</p> <p>The supplier shall deliver the goods to the Purchaser's depot specified in the schedule of requirements and the Supplier shall be solely responsible for all arrangements, insurance, documentation, and all matters in connection therewith. When delivering the goods, the following documents shall be presented: copies of Suppliers invoice showing goods' description, quantity, unit price, and total amount</p>

	delivery note etc.
GCC 15.2	The prices charged for the Goods supplied and the related Services performed shall not be adjustable.
GCC 16.1	<p>GCC 15.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:</p> <p>Payment for Goods supplied from abroad (for overseas – based supplier only):</p> <p>Payment of foreign currency portion shall be made in any freely convertible currency in the following manner:</p> <ul style="list-style-type: none"> a) Advance payment: There will be no advance payment b) Payment of 40% upon submission of documents specified in GCC 13.1. Against a closed Advance Payment Guarantee of equivalent amount. c) On Acceptance: Payment of 60% of the Contract Price of Goods received within twenty eight (28) days upon submission of claim supported by an acceptance certificate issued by the Purchaser. <p>Payment for Goods and Services supplied from within the Purchaser's country:</p> <p>Payment for Goods and Services supplied from within the Purchaser's country shall be made in Kenya Shillings in the following manner:</p> <ul style="list-style-type: none"> a) Advance payment: There will be no advance payment b) Payment of 40% of the Contract Price of Goods upon submission of documents specified in GCC 13.1. Against a closed Advance Payment Guarantee of equivalent amount. c) On Acceptance: Payment of 60% of the Contract Price of Goods received within twenty eight (28) days upon submission of claim supported by an acceptance certificate issued by the Purchaser
GCC 16.5	<p>The payment-delay period after which the Purchaser shall pay interest to the supplier shall be 42 days</p> <p>The interest rate that shall be applied is Central Bank mean rate + 0.5%</p> <p>For goods supplied by foreign suppliers, the interest rate shall be LIBOR + 1% (3months)</p>
GCC 18.1	<p>A Performance Security shall be required</p> <p>The amount of the Performance Security shall be: 10% of the contract price.</p>

GCC 18.3	<p>If required, the Performance Security shall be in the form of : an Unconditional Bank Guarantee</p> <p>If required, the Performance security shall be denominated in Kenya Shillings or in a freely convertible currency acceptable to the purchaser.</p>
GCC 14.4	Discharge of the Performance Security shall take place: as stipulated in in sub clause GCC 17.4
GCC 23.2	The packing, marking and documentation within and outside the packages shall be: <i>[insert in detail the type of packing required, the markings in the packing and all documentation required]</i>
GCC 24.1	The insurance coverage shall be as specified in the Incoterms <i>and shall be in an amount equal to 110% of the CIF or CIP value of goods from 'warehouse' on All Risks basis including War, risks and strikes.</i>
GCC 25.1	<p>Responsibility for transportation of the Goods shall be as specified in the Incoterms.</p> <p>If not in accordance with Incoterms, responsibility for transportations shall be as follows: "The Supplier is required under the Contract to transport the Goods to Upper Tana Natural Resources Management Project offices in Embu town, defined as the Project Site, where transport to, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price"</p>
GCC 26.1	The inspections and tests shall be: Preshipment inspection done by firms accredited by Kenya Bureau of Standards (KEBS) and by the Chief Mechanical and Transport Engineer, Ministry of Transport and Infrastructure, Machakos Road Industrial area.
GCC 26.2	The Inspections and tests shall be conducted at: Mechanical and Transport Department, Ministry of Transport and Infrastructure, Machakos Road Industrial area, Nairobi
GCC 27.1	The liquidated damage shall be: 0.5% per week of contract price
GCC 27.1	The maximum amount of liquidated damages shall be: 10% of contract price
GCC 28.3	<p>The period of validity of the Warranty shall be: As specified in the technical specifications</p> <p>For purposes of the Warranty, the place(s) of final destination(s) shall be:</p> <p><i>Upper Tana Natural Resources Management Project Offices, Embu</i></p>
GCC 28.5	The period for repair or replacement shall be: 30 days.

Attachment: Price Adjustment Formula

If in accordance with GCC 14.2, prices shall be adjustable, the following method shall be used to calculate the price adjustment:

- 15.2 Prices payable to the Supplier, as stated in the Contract, shall be subject to adjustment during performance of the Contract to reflect changes in the cost of labor and material components in accordance with the formula:

$$P_1 = P_0 \left[a + \frac{bL_1}{L_0} + \frac{cM_1}{M_0} \right] - P_0$$

$$a+b+c = 1$$

in which:

- P_1 = adjustment amount payable to the Supplier.
 P_0 = Contract Price (base price).
 a = fixed element representing profits and overheads included in the Contract Price and generally in the range of five (5) to fifteen (15) percent.
 b = estimated percentage of labor component in the Contract Price.
 c = estimated percentage of material component in the Contract Price.
 L_0, L_1 = labor indices applicable to the appropriate industry in the country of origin on the base date and date for adjustment, respectively.
 M_0, M_1 = material indices for the major raw material on the base date and date for adjustment, respectively, in the country of origin.

The coefficients a , b , and c as specified by the Purchaser are as follows:

- $a =$ *[insert value of coefficient]*
 $b =$ *[insert value of coefficient]*
 $c =$ *[insert value of coefficient]*

The Bidder shall indicate the source of the indices and the base date indices in its bid.

Base date = thirty (30) days prior to the deadline for submission of the bids.

Date of adjustment = *[insert number of weeks]* weeks prior to date of shipment (representing the mid-point of the period of manufacture).

The above price adjustment formula shall be invoked by either party subject to the following further conditions:

- (a) No price adjustment shall be allowed beyond the original delivery dates unless specifically stated in the extension letter. As a rule, no price adjustment shall be allowed for periods of delay for which the Supplier is entirely responsible. The Purchaser will, however, be entitled to any decrease in the prices of the Goods and Services subject to adjustment.
- (b) If the currency in which the Contract Price P_0 is expressed is different from the currency of origin of the labor and material indices, a correction factor will be applied to avoid incorrect adjustments of the Contract Price. The correction factor shall correspond to the ratio of exchange rates between the

two currencies on the base date and the date for adjustment as defined above.

- (c) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment.

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1. Contract Agreement

[The successful Bidder shall fill in this form in accordance with the instructions indicated]

THIS CONTRACT AGREEMENT is made

the *[insert: number]* day of *[insert: month]*, *[insert: year]*.

BETWEEN

- (1) *[insert complete name of Purchaser]*, a *[insert description of type of legal entity, for example, an agency of the Ministry of of the Government of { insert name of Country of Purchaser }, or corporation incorporated under the laws of { insert name of Country of Purchaser }]* and having its principal place of business at *[insert address of Purchaser]* (hereinafter called “the Purchaser”), and
- (2) *[insert name of Supplier]*, a corporation incorporated under the laws of *[insert: country of Supplier]* and having its principal place of business at *[insert: address of Supplier]* (hereinafter called “the Supplier”).

WHEREAS the Purchaser invited bids for certain Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency(ies)]* (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 constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:
 - (a) This Contract Agreement
 - (b) Special Conditions of Contract
 - (c) General Conditions of Contract
 - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications)
 - (e) The Supplier’s Bid and original Price Schedules
 - (f) The Purchaser’s Notification of Award
 - (g) *[Add here any other document(s)]*
3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services 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 the laws of *[insert the name of the Contract governing law country]* on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed: *[insert signature]*
in the capacity of *[insert title or other appropriate designation]*
in the presence of *[insert identification of official witness]*

For and on behalf of the Supplier

Signed: *[insert signature of authorized representative(s) of the Supplier]*
in the capacity of *[insert title or other appropriate designation]*
in the presence of *[insert identification of official witness]*

2. Performance Security

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: *[insert date (as day, month, and year) of Bid Submission]*
ICB No. and title: *[insert no. and title of bidding process]*

Bank's Branch or Office: *[insert complete name of Guarantor]*

Beneficiary: *[insert complete name of Purchaser]*

PERFORMANCE GUARANTEE No.: *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s)¹ in figures and words]* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]* *[insert year]*,² and any demand for payment under it must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

[signatures of authorized representatives of the Bank and the Supplier]

¹ IFAD shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Purchaser.

² Dates established in accordance with Clause 17.4 of the General Conditions of Contract ("GCC"), taking into account any warranty obligations of the Supplier under Clause 15.2 of the GCC intended to be secured by a partial Performance Guarantee. The Purchaser should note that in the event of an extension of the time to perform the Contract, the Purchaser would need to request an extension of this Guarantee from IFAD. Such request must be in writing and must be made prior to the expiration date established in the Guarantee. In preparing this Guarantee, the Purchaser might consider adding the following text to the Form, at the end of the penultimate paragraph: " We agree to a one-time extension of this Guarantee for a period not to exceed [six months] [one year], in response to the Purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee."

3. Bank Guarantee for Advance Payment

[IFAD, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated.]

Date: *[insert date (as day, month, and year) of Bid Submission]*
ICB No. and title: *[insert number and title of bidding process]*

[IFAD's letterhead]

Beneficiary: *[insert legal name and address of Purchaser]*

ADVANCE PAYMENT GUARANTEE No.: *[insert Advance Payment Guarantee no.]*

We, *[insert legal name and address of Bank]*, have been informed that *[insert complete name and address of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert date of Agreement]* with you, for the supply of *[insert types of Goods to be delivered]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance is to be made against an advance payment guarantee.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount(s)³ in figures and words]* upon receipt by us of your first demand in writing declaring that the Supplier is in breach of its obligation under the Contract because the Supplier used the advance payment for purposes other than toward delivery of the Goods.

It is a condition for any claim and payment under this Guarantee to be made that the advance payment referred to above must have been received by the Supplier on its account *[insert number and domicile of the account]*

This Guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[insert date⁴]*.

This Guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[signature(s) of authorized representative(s) of the bank]

³ IFAD shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Purchaser.

⁴ Insert the Delivery date stipulated in the Contract Delivery Schedule. The Purchaser should note that in the event of an extension of the time to perform the Contract, the Purchaser would need to request an extension of this Guarantee from IFAD. Such request must be in writing and must be made prior to the expiration date established in the Guarantee. In preparing this Guarantee, the Purchaser might consider adding the following text to the Form, at the end of the penultimate paragraph: "We agree to a one-time extension of this Guarantee for a period not to exceed [six months][one year], in response to the Purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee."