



THE KENYA SCHOOL OF LAW

**TENDERFOR SUPPLY OF LIBRARY BOOKS
TENDER NO. KSL/002T /202-0 2021**

NAME OF FIRM: _____

POSTAL ADDRESS: _____

TELEPHONE NO(S): _____

EMAIL ADDRESS: _____

CLOSING DATE: Wednesday 25th November, 2020 AT 2.30 pm.

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ANTI-CORRUPTION DECLARATION COMITMENT/
PLEDGE

Introduction

- 1.1 This Standard Tender Document has been prepared for use by public entities in Kenya
- 1.2 The following general directions should be observed when using the document.
 - (a) Specific details should be furnished in the Invitation to Tender and in the special conditions of contract. The final documents to be provided to the tenderers should not have blank spaces or give options
 - (b) The Instructions to Tenderers and the general conditions of contract should remain unchanged. Any necessary amendments to these parts should be made through the special conditions of contract and the appendix to instructions to tenderers.

1.3 (a) Information contained in the invitation to tender shall conform to the data and information in the tender documents to enable potential tenderers to decide whether or not to participate and shall indicate any important tender requirements.

(b) The invitation to tender shall be issued as an advertisement in accordance with the regulations or a letter of invitation addressed to tenderers who have expressed interest following the invitation for expression of interest for which the invitation is issued.

SECTION I INVITATION TO TENDER

DATE 10/11/2020

TENDER REF NO. (KSL/002T/2020-2021)

TENDER NAME SUPPLY AND DELIVERY OF LIBRARY BOOKS

1.1 The Kenya School of Law invites sealed bids from eligible candidates for supply of and delivery of Library books

1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at The Kenya School of Law Karen Campus offices located along Langata South Road during normal working hours (8am to 5pm)

1.3 A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fees of Ksh.1000 (One Thousand Shillings) in cash or Bankers cheque payable to

Name: The Kenya School of Law

Name of Bank: Barclays Bank.

Account no: 2022099224.

Branch: Plaza

1.4 Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at the entrance of the School's Administration block gate C or be addressed

**Director / Chief Executive Officer Secretary, The Kenya School of Law P.O.
BOX 30369-00100 NAIROBI**

1.5 Prices quoted should be inclusive of all taxes and delivery must be in Kenya Shillings and shall remain valid for one hundred twenty days (120) from the closing date of the tender.

1.6 Tenders will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend at school's Boardroom starting at 02:30 pm

SECTION II - INSTRUCTIONS TO TENDERERS

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SECTION II - INSTRUCTIONS TO TENDERERS

2.1 Eligible Tenderers

2.1.1 This invitation for tenders is open to all tenderers eligible as described in the Invitation to Tender. Successful tenderers shall complete the supply of goods by the intended completion date specified in the Schedule of Requirements Section VI.

2.1.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation for tenders.

2.1.4 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

2.2 Eligible Goods

2.2.1 All goods to be supplied under the contract shall have their origin in eligible source countries.

2.2.2 For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components

2.2.3 The origin of goods is distinct from the nationality of the tenderer.

2.3 **Cost of Tendering**

2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2.3.2 The price to be charged for the tender document shall not exceed Kshs. 1,000/=

2.3.3 All firms found capable of performing the contract satisfactorily in accordance with the set prequalification criteria shall be prequalified.

2.4. **The Tender Document**

2.4.1 The tender document comprises the documents listed below and addenda issued in accordance with clause 2.6 of these instructions to Tenderers

- (i) Invitation to Tender
- (ii) Instructions to tenderers
- (iii) General Conditions of Contract
- (iv) Special Conditions of Contract
- (v) Schedule of requirements
- (vi) Technical Specifications
- (vii) Tender Form and Price Schedules
- (viii) Tender Declaration Form
- (ix) Contract Form
- (x) Performance Security Form
- (xi) Bank Guarantee for Advance Payment Form
- (xii) Confidential Business Questionnaire

2.4.2 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

2.5 Clarification of Documents

2.5.1 A prospective tenderer requiring any clarification of the tender document may notify the procuring entity in writing or by post at the entity's address indicated in the Invitation to Tender. The procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (Including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.

2.5.2 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.6 Amendment of Documents

2.6.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment.

2.6.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.

2.6.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

2.7 Language of Tender

2.7.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchange by the tenderer and the Procuring entity, shall be written in English language, provided that any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

2.8 Documents Comprising of Tender

2.8.1 The tender prepared by the tenderers shall comprise the following components

- (a) a Tender Form and a Price Schedule completed in accordance with paragraph 2.9, 2.10 and 2.11 below
- (b) documentary evidence established in accordance with paragraph 2.1 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) documentary evidence established in accordance with paragraph 2.2 that the goods and ancillary services to be supplied by the tenderer are eligible goods and services and conform to the tender documents; and
- (d) tender security furnished in accordance with paragraph 2.14

2.9 Tender Forms

2.9.1 The tenderer shall complete the Tender Form and the appropriate Price Schedule furnished in the tender documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.

2.10 Tender Prices

2.10.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the goods it proposes to supply under the contract

2.10.2 Prices indicated on the Price Schedule shall include all costs including taxes, insurances and delivery to the premises of the entity.

2.10.3 Prices quoted by the tenderer shall be fixed during the Tender's performance of the contract and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22

2.10.4 The validity period of the tender shall be 120 days from the date of opening of the tender.

2.11 Tender Currencies

2.11.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the Appendix to Instructions to Tenderers.

2.12 Tenderers Eligibility and Qualifications

2.12.1 Pursuant to paragraph 2.1. The tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.

2.12.2 The documentary evidence of the tenderers eligibility to tender shall establish to the Procuring entity's satisfaction that the tenderer, at the time of submission of its tender, is from an eligible source country as defined under paragraph 2.1

2.12.3 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall be established to the Procuring entity's satisfaction;

- (a) that, in the case of a tenderer offering to supply goods under the contract which the tenderer did not manufacture or otherwise produce, the tenderer has been duly authorized by the goods' Manufacturer or producer to supply the goods.

- (b) that the tenderer has the financial, technical, and production capability necessary to perform the contract;
- (c) that, in the case of a tenderer not doing business within Kenya, the tenderer is or will be (if awarded the contract) represented by an Agent in Kenya equipped, and able to carry out the Tenderer's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.

2.13 Goods Eligibility and Conformity to Tender Documents

2.13.1 Pursuant to paragraph 2.2 of this section, the tenderer shall furnish, as part of its tender documents establishing the eligibility and conformity to the tender documents of all goods which the tenderer proposes to supply under the contract

2.13.2 The documentary evidence of the eligibility of the goods shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.

2.13.3 The documentary evidence of conformity of the goods to the tender documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) a detailed description of the essential technical and performance characteristic of the goods;
- (b) a list giving full particulars, including available source and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period of two (2) years, following commencement of the use of the goods by the Procuring entity; and
- (c) a clause-by-clause commentary on the Procuring Entity's Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

2.13.4 For purposes of the documentary evidence to be furnished pursuant to paragraph 2.13.3(c) above, the tenderer shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procurement entity in its Technical Specifications, are intended to be descriptive only and not restrictive. The tenderer may substitute alternative standards, brand names, and/or catalogue numbers in its tender, provided that it demonstrates to the Procurement entity's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

2.14 Tender Security

2.14.1 The tenderer shall furnish, as part of its tender, a tender security for the amount specified in the Appendix to Invitation to Tenderers.

2.14.2 The tender security shall be in the amount of 2 per cent of the tender price.

2.14.3 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.14.7

2.14.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of a bank guarantee or a bank draft issued by a reputable bank located in Kenya or abroad, or a guarantee issued by a reputable insurance company in the form provided in the tender documents or another form acceptable to the Procuring entity and valid for thirty (30) days beyond the validity of the tender.

2.14.5 Any tender not secured in accordance with paragraph 2.14.1 and 2.14.3 will be rejected by the Procuring entity as non-responsive, pursuant to paragraph 2.22

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

2.14.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.27 and furnishing the performance security, pursuant to paragraph 2.28

2.14.8 The tender security may be forfeited:

- (a) if a tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Tender Form; or
- (b) in the case of a successful tenderer, if the tenderer fails: (i) to sign the contract in accordance with paragraph 2.27 or (ii) to furnish performance security in accordance with paragraph 2.28

2.15 **Validity of Tenders**

2.15.1 Tenders shall remain valid for 120 days or as specified in the invitation to tender after the date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.

2.15.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.14 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

2.16 **Format and Signing of Tender**

2.16.1 The Tenderers shall prepare two copies of the tender, clearly marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy between them, the original shall govern.

2.16.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the tender. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.

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

2.17 Sealing and Marking of Tenders

2.17.1 The Tenderers shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as “**ORIGINAL**” and “**COPY**.” The envelopes shall then be sealed in an outer envelope.

2.17.2 The inner and outer envelopes shall:

- (a) Be addressed to the Procuring entity at the address given in the Invitation to Tender:
- (b) Bear, tender number and name in the Invitation for Tenders and the words, “**DO NOT OPEN BEFORE,**” 25th November, 2020 at 2.30pm.

2.17.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”.

2.17.4 If the outer envelope is not sealed and marked as required by paragraph 2.17.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

2.18 Deadline for Submission of Tenders

2.18.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.17.2 not later than **25th November, 2020 at 02.30 pm.**

2.18.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.6, in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will therefore be subject to the deadline as extended

2.19 Modification and Withdrawal of Tenders

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

2.19.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.17. A withdrawal notice may also be sent by cable, telex but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

2.19.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.14.7

2.19.5 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.19.6 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.20 Opening of Tenders

2.20.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, on 25th November 2020 and in the location specified in the Invitation to Tender.

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

2.20.2 The tenderers' names, tender modifications or withdrawals, tender prices, discounts and the presence or absence of requisite tender security and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.

2.20.3 The Procuring entity will prepare minutes of the tender opening.

2.21 Clarification of Tenders

2.21.1 To assist in the examination, evaluation and comparison of tenders the Procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

2.21.2 Any effort by the tenderer to influence the Procuring entity in the Procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.22 Preliminary Examination

2.22.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.

2.22.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantify, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures the amount in words will prevail.

2.22.3 The Procuring entity may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.

2.22.4 Prior to the detailed evaluation, pursuant to paragraph 2.23 the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one, which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

2.22.5 If a tender is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

2.23 Conversion to Single Currency

2.23.1 Where other currencies are used, the procuring entity will convert these currencies to Kenya Shillings using the selling exchange rate on the date of tender closing provided by the Central Bank of Kenya.

2.24 Evaluation and Comparison of Tenders

2.24.1 The Procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.22

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

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

2.25 Preference

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

2.26 Contacting the Procuring entity

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

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

2.27 Award of Contract

(a) **Post-qualification**

2.27.1 In the absence of pre-qualification, the procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.27.2 The determination will take into account the tenderer financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.12.3 as well as such other information as the Procuring entity deems necessary and appropriate.

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

(b) **Award Criteria**

2.27.4 The Procuring entity will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

(c) **Procuring entity's Right to Vary quantities**

2.27.5 The Procuring entity reserves the right at the time of contract award to increase or decrease the quantity of goods originally specified in the schedule of requirements without any change in unit price or other terms and conditions

(d) **Procuring entity's Right to accept or Reject any or All Tenders**

2.27.6 The Procuring entity reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the Procuring entity's action

2.28 Notification of Award

2.28.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

2.28.2 The notification of award will constitute the formation of the Contract but will have to wait until the contract is finally signed by both parties

2.28.3 Upon the successful tenderer's furnishing of the performance security pursuant to paragraph 2.28, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.14

2.29 Signing of Contract

2.29.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will send the tenderer the Contract Form provided in the tender documents, incorporating all agreements between the parties.

2.29.2 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

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

2.30 Performance Security

2.30.1 Within Thirty (30) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring entity.

2.30.2 Failure of the successful tenderer to comply with the requirements of paragraph 2.27 or paragraph 2.28 shall constitute sufficient grounds for the annulment of the award and

forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated Candidate or call for new tenders.

2.31 Corrupt or Fraudulent Practices

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

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

- (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring entity, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition;

2.31.2 The procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

2.31.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

Appendix to Instructions to Tenderers

Notes on the Appendix to the Instruction to Tenderers

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

Appendix to Instructions to Tenderers

The following information regarding the particulars of the tender shall complement supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
2.1.1	<i>As approved and registered by the KSL</i>
2.14.1	<i>Reputable financial institution or insurance company</i>
2.18.1	25th November 2020
2.29.1	<i>As in 2.18.1 above</i>
2.29.1	<i>Reputable financial institution or insurance company</i>
	<i>The bidders shall provide a written document extending 1 year warranty of the goods to the school</i>
Eligibility	This tender is open for citizen contractors
Clarifications	Request for clarification on the tender should be sent (e-mail The Kenya School of Law, Langata South Road, P.O. Box.30369-00100 Nairobi

Currencies	Bidders must quote in Kenya Shilling but payment will be done in Kenya shillings at the prevailing CBK exchange rate at the prevailing time of order.
Tender Security	Kshs. 90,000.00
Performance security	Not Applicable
Tender validity	Tender will be valid for 120 days
Tender closure	Tender closes on 25th November 2020

EVALUATION CRITERIA

1. PRELIMINARY REQUIREMENTS (MANDATORY)

No.	Eligibility and qualifications documents of evidence required	
1.	Forms of tender duly filled and signed (<i>Clearly indicating the prices/ Lot number</i>).	Mandatory
2.	Tender validity period of (90) days from the tender closing date (Provide a statement on validity)	Mandatory
3.	Copy of Valid Tax Compliance Certificate . (will be confirmed through KRA TCC checker)	Mandatory
4.	Copy of Certificate of Registration/Incorporation or change of name .	Mandatory
5.	Copy of current Trade License / business permit (Year 2020) from respective county government	Mandatory
6.	Duly filled, signed and stamped Confidential Business Questionnaire	Mandatory
7.	-Dully filled and signed and stamped anti-corruption Declaration form in the bid document.	Mandatory
8.	Attach Original tender security of Kshs.90, 000.00 from a reputable commercial bank in Kenya or from an insurance company approved by IRA and MUST be valid for 90days from the date of tender opening	Mandatory
9.	Dully filled, signed and stamped non-debarment Declaration form in the bid document	Mandatory
10.	Must sequentially serialize and initialize every page of the submitted bid document failure shall lead to automatic disqualification.(from the 1st page to the last page including the issued tender document and the suppliers attachments)	Mandatory

Note:

1. Bidders should note that all the above requirements are mandatory; failing to attach any will lead to automatic disqualification at this stage.
2. The form(s) of tender must clearly indicate the price quoted for each lot.

2. TECHNICAL EVALUATION CRITERIA

- These are indicative **Minimum Specifications** only. Tenderers must meet or exceed these specifications.
- Bidders should be able to supply all the titles.

b) Technical Evaluation Criteria

This stage will be evaluated on a scoring basis as follows:

SNO	EVALUATION ATTRIBUTES	SCORES	MAX SCORES %
1.	Supplier availability	Provide the following details 1. Name of Firm (2mks) 2. Physical address (2mks) 3. Town/city (2mks) 4. Street (2mks) 5. Contact person(s) (2mks) 6. Telephone numbers (2mks) 7. Postal address (2mks) 8. Email address/website (2mks)	16
2.	Indicate having undertaken similar assignment Provide documentary evidence in support of the experience of previous supplies i.e. (Contracts, delivery notes, Purchase Orders and Contact details of previous supply contracts) from at least (5) institutions of higher learning indicating evidence of similar supply	Each documentary evidence @ 4 marks each	20
3.	Credit Facility 30 days – 2 points 60 days – 4 points 90 days – 6 points	Written statement on provision of credit facility	12

4.	CV's of key personnel at least 3, include their experience in handling and selling books Three personnel 2 mks Two personnel 1 marks One personnel 1 marks		4
5.	Delivery schedule	Provide a goods delivery schedule indicating timelines	15
6.	Firm's Annual Turnover (Kshs) (as evidenced in the audited accounts) 10 million and above Below 10 million	10 marks 5 marks	15
7.	Shortest possible delivery period (1 -2 Weeks): 3 Marks 4 -6 weeks: 2 Marks		5
8.	Demonstration of a healthy financial status	Indicate by audited accounts for the last two years (2018, 2019)	13
	TOTAL MARKS		100

NOTE: To qualify for the financial evaluation stage bidders are expected to score at least 70 marks out of maximum possible 100 marks at the technical evaluation stage.

Stage 3: Financial Evaluation:

The winning bid will be the lowest quoted price per book and that will have passed the technical evaluation as outlined in (1 & 2) above except where the bidder has not satisfied all other requirements stated in the bid document. The financial evaluation will include checking of arithmetic errors where necessary and shall take into account any financial discounts.

SECTION III: GENERAL CONDITIONS OF CONTRACT

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SECTION III - GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

3.1.1 In this Contract, the following terms shall be interpreted as indicated: -

- (a) "The Contract" means the agreement entered into between the procuring entity and the tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) "The Contract Price" means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations
- (c) "The Goods" means all of the equipment, machinery, and/or other materials, which the tenderer is required to supply to the Procuring entity under the Contract.
- (d) "The Procuring entity" means the organization purchasing the Goods under this Contract.
- (e) "The Tenderer" means the individual or firm supplying the Goods under this Contract.

3.2 Application

3.2.1 These General Conditions shall apply in all Contracts made by the Procuring entity for the procurement installation and commissioning of equipment

3.3 Country of Origin

3.3.1 For purposes of this clause, "Origin" means the place where the Goods were mined, grown or produced.

3.3.2 The origin of Goods and Services is distinct from the nationality of the tenderer.

3.4 Standards

3.4.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications.

3.5 Use of Contract Documents and Information

3.5.1 The tenderer shall not, without the procuring entity's prior written consent, disclose the contract, or any provision therefore, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring entity in connection therewith, to any person other than a person employed by the tenderer in the performance of the contract.

3.5.2 The tenderer shall not, without the Procuring entity's prior written consent, make use of any document or information enumerated in paragraph 3.5.1 above

3.5.3 Any document, other than the contract itself, enumerated in paragraph 3.5.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the Procuring

entity on completion of the Tenderer's performance under the contract if so required by the Procuring entity

3.6 Patent Rights

3.6.1 The tenderer shall indemnify the Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the procuring entity's country

3.7 Performance Security

3.7.1 Within thirty (30) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security in the amount specified in Special Conditions of Contract.

3.7.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.

3.7.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in Kenya or abroad, acceptable to the Procuring entity, in the form provided in the tender documents.

3.7.4 The performance security will be discharged by the Procuring entity and returned to the Candidate not later than thirty (30) days following the date of completion of the Tenderer's performance obligations under the Contract, including any warranty obligations, under the Contract

3.8 Inspection and Tests

3.8.1 The Procuring entity or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications. The procuring entity shall

notify the tenderer in writing in a timely manner, of the identity of any representatives retained for these purposes.

3.8.2 The inspections and tests may be conducted in the premises of the tenderer or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.

3.8.3 Should any inspected or tested goods fail to conform to the specifications, the procuring entity may reject the equipment, and the tenderer shall either replace the rejected equipment or make alterations necessary to make specification requirements free of costs to the procuring entity.

3.8.4 The procuring entity's right to inspect, test and where necessary, reject the goods after the Goods' arrival shall in no way be limited or waived by reason of the equipment having previously been inspected, tested and passed by the procuring entity or its representative prior to the equipment delivery.

3.8.5 Nothing in paragraph 3.8 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.9 Packing

3.9.1 The tenderer shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.

3.9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract

3.10 Delivery and Documents

3.10.1 Delivery of the Goods shall be made by the tenderer in accordance with the terms specified by Procuring entity in its Schedule of Requirements and the Special Conditions of Contract

3.11 Insurance

3.11.1 The Goods supplied under the Contract shall be fully insured against loss or damage incidental to manufacturer or acquisition, transportation, storage, and delivery in the manner specified in the Special conditions of contract.

3.12 Payment

3.12.1 The method and conditions of payment to be made to the tenderer under this contract shall be specified in Special Conditions of Contract

3.12.2 Payments shall be made promptly by the Procuring entity as specified in the contract

3.13 Prices

3.13.1 Prices charged by the tenderer for goods delivered and services performed under the Contract shall not, with the exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices by the tenderer in its tender.

3.13.2 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)

3.13.3 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.

3.13.4 Price variation request shall be processed by the procuring entity within 30 days of receiving the request.

3.14. Assignment

3.14.1 The tenderer shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Procuring entity's prior written consent.

3.15 Subcontracts

3.15.1 The tenderer shall notify the procuring entity in writing of all subcontracts awarded under this Contract if not already specified in the tender. Such notification, in the original tender or later, shall not relieve the tenderer from any liability or obligation under the Contract

3.16 Termination for default

3.16.1 The Procuring entity may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part

- (a) if the tenderer fails to deliver any or all of the goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity
- (b) if the tenderer fails to perform any other obligation(s) under the Contract
- (c) if the tenderer, in the judgment of the procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract

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

3.17 Liquidated Damages

3.17.1. If the tenderer fails to deliver any or all of the goods within the period(s) specified in the contract, the procuring entity shall, without prejudice to its other remedies under the

contract, deduct from the contract prices liquidated damages sum equivalent to 0.5% of the delivered price of the delayed items up to a maximum deduction of 10% of the delayed goods. After this the tenderer may consider termination of the contract.

3.18 Resolution of Disputes

3.18.1 The procuring entity and the tenderer shall make every effort to resolve amicably by direct informal negotiation and disagreement or dispute arising between them under or in connection with the contract

3.18.2 If, after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute, either party may require adjudication in an agreed national or international forum, and/or international arbitration.

3.19 Language and Law

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

3.20 Force Majeure

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

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

Notes on Special Conditions of Contract

The clauses in this section are intended to assist the procuring entity in providing contract-specific information in relation to corresponding clauses in the General Conditions of Contract.

The provisions of Section IV complement the General Conditions of Contract included in Section III, specifying contractual requirements linked to the special circumstances of the procuring entity and the goods being procured. In preparing Section IV, the following aspects should be taken into consideration.

- (a) Information that complement provisions of Section III must be incorporated and
- (b) Amendments and/or supplements to provisions of Section III, as necessitated by the circumstances of the goods being procured must also be incorporated.

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

4.1. Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, between the GCC and the SCC, the provisions of the SCC herein shall prevail over these in the GCC.

SECTION V - TECHNICAL SPECIFICATIONS

5.1 General

5.1.1 These specifications describe the requirements for goods. Tenderers are requested to submit with their offers the detailed specifications, drawings, catalogues, etc for the products they intend to supply

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

5.1.3 All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. The procuring entity reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products.

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

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

5.2 PARTICULARS

LIST OF BOOKS FOR 2020-21 FY

S/N	TITLE	YEAR OF PUBLICATION	EDITION	AUTHOR(S)	PUBLISHER	ISBN/ISSN	QTY
1	The Winning Brief: 100 Tips for Persuasive Briefing in Trial and Appellate Courts	2014	3 rd ed.	Bryan A. Garner,	Oxford university press	9780199378357	15
2	The Law of Maritime Delimitation: Reflections	1989		Prosper Weil	Cambridge University Press	978-0949009401	5
3	The Unity of the Constitution and the Common Law: Lessons from Kenya's context	2019	-	Jackton Ojwang	Lambert Academic Publishing	9786200277046	15
4	Privacy and Data Protection Issues of Biometric Applications	2013	-	Kindt, Els	Springer	978 95 007 7521 3	15
5	A text book on Tax Law in Kenya	2019	-	Njoroge O. Kimani	Long Horn	978 9966 131 669	15
6	Kashindis' Digest of Employment Cases	2020		George Kashindi and Irene Kashindi	Flamekeepers Publishing	978-9966-138-41-5	15
7	Property Law	2016		Raphael, Ng'etich, Francis Kariuki and Smith Ouma	Strathmore University	9789966054180	15
8	Modern Trial Advocacy: analysis and practice	2020	6th	Steven Lubet and J.C Lore	Wolters Kluwer	9781601568274	20
9	Bullen & Leake & Jacob's Precedents of Pleadings vol. 2	2015	19th ed.	Brennan, D; Blair, W. et al	Sweet & Maxwell	978-0414071247	1

10	Legal Reasoning and Legal Writing	2009	8 th ed.	Richard Neumann	Wolters Kluwer	9781454888652 5	15
11	Plain English for Lawyers	2019	6 th ed.	Richard Wydick	Carolina Academic Press	9781531006990	20
12	Legislative drafting.	1992	2 nd ed.	Crabbe	LexisNexis	9780409045260	5

13	Thornton's Legislative drafting,	2013	5 th ed.	Helen Xanthaki	Bloomsbury Publishing Plc	9781780432090	15
14	Black's law Dictionary,	2019	11 th ed.	Bryan Garner	Claitors Pub Division	9781539229759	15
15	Impeccable Research: A Concise Guide to Mastering Legal Research Skills	2016	2 nd ed.	Mark Osbek	Thomson Reuters	9780314282385	15
16	Modern Trial Advocacy	2020	6 th ed.	Lubet, S	Wolters Kluwer Law & Business	9781601568274	15
17	Smith and Bailey on the Modern English Legal System	2007	5 th ed.	Bailey, S.H	Sweet and Maxwell	9780421508408	10
18	Legal Ethics and Legal Practice, Contemporary issues	1995	1 st ed.	Parker, S., & Charles S	Clarendon Press	9780198259459	5
19	The law of real property	2019	9 th ed.	Robert Megarry and William Wade.	Sweet & Maxwell	9780414066991	5
20	Handbook of Regulatory Impact Assessment (Research Handbooks on Impact Assessment series	2016		Claire A. Dunlop & Claudio M. Radaelli	Edward Elgar Publishing	9781788116114	5
21	Devolution Case Digest vol. 1 2012-2015	2015		NCLR	NCLR	9789966461094	10
22	Kenya's constitution: An instrument of change	2011		Yash PG & Ghai JC	Clarion	9789966971234 9	10
23	Courts of Justice in Kenya	1997		Kuloba, R	O U P	978-0195727272	5

24	Principles of Injunctions	1987		Kuloba, R	O U P	9780195725506	5
25	Odgers on Civil Court Actions	1996	24 th ed.	Simon Goulding	Sweet& Maxwell	9780421513907	5
26	Civil Jurisdiction and Judgments	1984		Hartely, T.C	Sweet & Maxwell	978-0421311800	5
27	Advocacy Skills	1990		Hyam, M	Blackstone	9781854318725	5
28	Basic Trial Advocacy Skills	2000		Palmer, R. & McQuoid-Mason, D	LexisNexis	9780409041323	7
29	Corday's Law Relating to Solicitors	1981	7 th ed.	Horne, F.T.	Butterworths	-	5
30	Professional responsibility: problems and materials on professional responsibility	2006	9 nd ed.	Morgan. T.D	Foundation press	9781599410500	5

31	Accounting Theory and Practice	1976	8 th ed.	Glautier M.W. & Underdown B	Pitman	-	5
32	Accounting: Basis for Business Decisions	1996	6 th ed.	Meigs & Meigs	Mcgraw-Hill	9780070433601	5
33	Administrative Assistant's & Secretary's Handbook.	2014	5 th ed.	Stroman James	American Management Association	9780814417614	5
34	Practical Office Procedures	1996	4 th ed	Harrison J	UK Pitman.	9780582293342	5
35	The Elements of Conveyancing	1972		E.G. Bowman and E.L.G. Tylor	Sweet and Maxwell.	9780421135901	5
36	Land Law	Rev. ed.	7 th ed	Diane Chappelle	Longman.	9781405812238	5
37	General Principles and Commercial Law of Kenya	1978		Ashiq Hussein	East African Publishers.	9789966461094	5

38	Taxation in Kenya: Principles, Practice & Case Law	1999	3 rd ed	N.T.T. Simiyu	Profesco Business Trainers		5
39	Income Tax Law & Practice in Kenya	2009		Osambo A.T	Bluechip Copy	9789966742301 2	10
40	Introduction to Public Procurement	2009	3 rd ed	Jack T. Pitzer, Khi V. Thai	National Institute of Government	9781932315202	5
41	The Legal Audit: Corporate Internal Investigation	1990		Louis M Brownet.al.	Clark Boardman	9780876327371	5
42	Public Sector Performance Measurement: Under the performance Contract System	2019		Muli, Maundu	Printing services Ltd.	9789966065391	5
43	Introduction to Business Law	2017		K.L. Laibuta	TCB	9789966712141	20
44	Principles of Injunctions	1998		Kuloba R.	Law Africa	-	5
45	Essential office organization and practice			Nzagi, LGM	-	978786883813	5
46	Criminal law of East & Central Africa	1968		Collingwood, JJR	Sweet & Maxwell	9789966915344	5
47	Children and the Law	2007		Toure Issa	Macmillan	9789966342461	5
48	Children's Rights	2007		Toure Issa	Macmillan	9789966342782	5
49	Solicitors' Journal and Reporter			NCLR	NCLR		Set
50	Basic Principles of Criminal Litigation in Kenya	2013		Charles Mwaura Kamau	Libra Publishers	B00G1IB6PI	20

51	Mulla on the Code of Civil Procedure in 4 Vols		17 th ed	Solil Paul and Anupam Srivastava	Butterworths	978-8180381454	4 Vols
52	Mergers and Acquisitions	2017	2 nd ed.	Edwin L. Miller JR & Lewis N.Segall	Wiley	9781119276777	8
53	Organize your office: Simple routine : for managing your workspace	1998	Rev.ed.	Eisenberg, Ronni, Kelly Kate	Hyperion	9780786883813	5
54	The secretary's administrative handbook	1984		Montgomery, Anne	Parker publishing	9780471020899	5
55	The Law of Succession: Restatement of African Law	1969		E Cotran	Sweet & Maxwell	0421133805	5
56	Case Book on Kenya Customary Law	1987		E Cotran	Professional Books	9780862052553	5
57	Tax Law in Kenya	1966		Njoroge Obadiah	Kimani & Associates	9789966131669	5
58	Law and the status of women in Kenya	1996		Kibwana K.	UON & Clari Press	9789966960245	5
59	Armstrong's Handbook of Human Resource Management Practice.	2020	15th	Michael Armstrong	Kogan Page	9781789661033	5
60	General Principles and Commercial Law of Kenya	1978		Ashiq, Hussain	East Africa Publishers	9966461094	5
61	Principles of Constitutional law	2014		Charles Mwaura Kamau	Law Africa@	9789966031846	20
62	Smith and Hogan's Text, Cases and Materials on Criminal Law	2017	12th	David Ormerod	Oxford university Press	9780198788713	15

63	Principles of Commercial Law	2017	3rd	Kibaya Imaana Laibuta	Law Africa	9789966530691	25
64	Street On Torts	2018	15th	John Murphy Christian Witting	Oxford University Press	9780198811169	15
65	Land Law and Conveyancing: Principles and Practice	2015		Tom Ojienda	Law Africa	9789966031846	25

66	General Principles and Commercial Law of Kenya	1978		Ashiq, Hussain	East African Education Publishers	9966461094	20
67	Office Practice Management	2014		Mary Kimari	Law Africa	9789966065674	5
68	Commercial Law Simplified	2009	E.A ed. Rev.	Saleemi Nisar Ahmed	Saleemi Publications	9789966281074	5
69	General Principles of law Simplified	1994	E.A ed. Rev	Saleemi Nisar Ahmed	Saleemi Publications	9966286101	5
70	Principles and Practice of Management Simplified	2014	E.A ed. Rev.	Saleemi Nisar Ahmed	Saleemi Publications	9789966286581	20
71	Human Resource Management	2014	10th	Derek, Torrington, etal	Pearson	9781292129112	10
72	The New Constitutional Law Of Kenya: Principles, Governance and Human Rights	2013		Prof.Morris Mbondenyei, etal	Law Africa/WoltersKluwer	9789966031907	10
73	Tort Law for Paralegals	2018	5th	Neal R.Bevans	Aspen Publishers	97814896227	5
74	Contract Law	2019	12th	Ewan Mckendrick	Palgrave Macmillan	9781137606495	5
75	Elements of Law	2000	E.A Rev. ed.	Saleemi Nisar Ahmed	Saleemi Publications	9966288503	20
76	Introduction to Book Keeping and Accounting Simplified	2010	E.A Rev. Ed.	Saleemi Nisar Ahmed	Saleemi Publications	9966285385	20
77	Business law	2010	2nd	John Joseph	Focus Publishers	9789966011381	10

				Ogola. etal			
78	Alternative Dispute Resolution and Access to Justice in Kenya	2015		Kariuki Muigua	Glenwood Publishers	978996604079	18
79	A Handbook on Environmental Law			Vincent Bartolomew Mtavangu	Law Africa	9966530646	20
80	Discovering Computers Fundamentals: Student's success Guide	2017		Gary B.Shelly . etal	Course Technology cengage	9781305392076	2
81	Introduction to Computers	2010	8th	Gary B. Shelly. etal	Course Technology cengage	9781439081310	2
82	Understanding Computers Today and Tomorrow Comprehensive	2016	16th	Deborah .Morley	Cengage Learning	9781305656314	2
83	Employment Law: Guide for Employers	2016	Revised ed.	George Ogembo	Law Africa	9789966530080	20
84	Your Rights in the Work Place: An employee's guide to fair treatment	2018	11th	Sachi, Barreiro	Nolo, LAW FOR ALL	9781413325416	20
85	Office Administration Simplified	2009	4 th ed. Revised	Saleemi Nisar Ahmed	Saleemi Publications	9966282394	20
86	Study and Communication Skills	1997		Mutua.RW	Macmillan publishers	9780333510094	5
87	Compendium of Codes of legal practice, Conduct, Ethics and Etiquette in East Africa	2004		East Africa Law Society	Law Africa	9781904855545	10
88	An Introduction to the Legal System in East Africa	1975		William Burnett Harvey	East African Literature Bureau	706013068	5
89	The Exodus of Law and legal methods	2013		Yusuf Kiwanda	Law Africa	9789966031358	20
90	The Right of An Employee in Kenya	1990		Okech Owiti	Oxford University Press	9780195727227	5
91	Communication Skills: A self-Study Course for University and Colleges in Kenya	1993		Mary Nyambura Muchiri	Longman kenya	9966499091	5
92	ADR Principles And Practice	2011	4 th ed	Henry J.Brown	Sweet &Maxwell	9780414051157	10

93	Effective Legal Research	2016	4 th ed	John , Knowle	Sweet& Maxwell	9780414051911	20
94	Legal Practice Management	2019		Kimari Mary	LawAfrica	9789966530905	25
95	Law Office Management for Paralegals	2020	4 th ed	Laurel A. Vietzen	Wolters Kluwer	9781543813821	20
96	Lewis and Kyrrou's, Handy Hints on Legal Practice	2011	4 th ed	Lewis.G, Kyrrou.E & Nuwan. D	Thomson Reuters	9780455233994	20
97	Introduction To Law Practice: Organizing and Managing Legal Work	2013	4 th ed	Garth A. Munneke	West Academic Publishing	9780314276452	15
98	Avoiding Extinction: Reimagining Legal Services for the 21st Century	2016		Mitchell Kowalski	American Bar Association	9781491793169	20

SECTION VI

SCHEDULE OF REQUIREMENTS

Number	Description	Quantity	Delivery schedule (shipment)	In
Weeks/months from				

SECTION VII

PRICE SCHEDULE FOR GOODS

Name of tenderer __ Tender Number _____ Page _ of _____

1	2	3	4	5	6	7
Item	Description	Country of origin	Quantity	Unit price	Total Price EXW per item (cols. 4x5)	Unit price of other incidental services payable

Signature of tenderer _____

-

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

SECTION VIII STANDARD FORMS

Notes on the sample Forms

1. Form of Tender -The form of tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.

2. Confidential Business Questionnaire Form - This form must be completed by the tenderer and submitted with the tender documents.

3. Tender Declaration Form -When required by the tender documents the tender shall provide the tender security either in the form included herein or in another format acceptable to the procuring entity.

4. Contract Form -The Contract Form shall not be completed by the tenderer at the time of submitting the tender. The Contract Form shall be completed after contract award and should incorporate the accepted contract price.

5. Bank Guarantee for Advance Payment Form-When Advance payment is requested for by the successful bidder and agreed by the procuring entity, this form must be completed fully and duly signed by the authorized officials of the bank.

-

8.1 **FORM OF TENDER**

Date _____

Tender No.

To: _____

[Name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda

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

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

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

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

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

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

Dated this _____ day of _____ 20 _____

[Signature]

[In the capacity of]

Duly authorized to sign tender for an on behalf of _____

8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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

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

1 – General:

Business Name
Location of business premises.
Plot No..... Street/Road
Postal Address Tel No. Fax E mail
Nature of Business
Registration Certificate No.
Maximum value of business which you can handle at any one time – Kshs.
Name of your bankers Branch

	<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full Age</p> <p>.....</p> <p>Nationality Country of origin</p> <p>.....</p> <p>Citizenship details</p> <p>.....</p>
	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p>

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

	<p>Part 2 (c) – Registered Company Private or Public</p> <p>.....</p> <p>State the nominal and issued capital of company-</p> <p>Nominal Kshs.</p> <p>Issued Kshs.</p> <p>Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 20%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 30%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>.....</td> <td>.....</td> <td>.....</td> <td></td> </tr> <tr> <td>2</td> <td>.....</td> <td>.....</td> <td>.....</td> <td></td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1		2	
	Name	Nationality	Citizenship Details	Shares												
1													
2													

-
- 3.
-
- 4.
-
- 5.

Date.....

Signature of Candidate

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

8.3 TENDER DECLARATION FORM

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

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

Tender No.....

To: **The Kenya School of Law**

We, the undersigned, declare that:

1. We understand that, according to your conditions, bids must be supported by a Tender Securing Declaration.
2. We accept that we will automatically be suspended from being eligible for bidding in any contract with the Purchaser for the period of time of *[insert number of months or years]* starting on *[insert date]*, if we are in breach of our obligation(s) under the bid conditions, because we:
 - (a) have withdrawn our Bid during the period of bid validity specified by us in the Bidding Data Sheet; or
 - (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Tenderers.
3. We understand this Tender Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of a copy of your notification of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.
4. We understand that if we are a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid. If the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

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

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

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

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

8.4 CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 20 _____
between

..... [*name of Procurement entity*] of [*country of Procurement entity*] (hereinafter called "the Procuring entity) of the one part and [*name of tenderer*] of [*city and country of tenderer*] (hereinafter called "the tenderer") of the other part;

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to:
2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz:
 - (a) The Tender Form and the Price Schedule submitted by the tenderer
 - (b) The Schedule of Requirements
 - (c) The Technical Specifications
 - (d) The General Conditions of Contract
 - (e) The Special Conditions of contract; and
 - (f) The Procuring entity's Notification of Award
3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tender hereby covenants with the Procuring entity to provide the goods and to remedy defects therein in conformity in all respects with the provisions of the Contract

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

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

Signed, sealed, delivered by _____ the _____ (for the Procuring entity

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

8.5 BANK GUARANTEE FOR ADVANCE PAYMENT FORM

To

[Name of procuring entity]

[Name of tender]

Gentlemen and/or Ladies:

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

[Amount of guarantee in figures and words].

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

[Amount of guarantee in figures and words]

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

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

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

8.6 LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

_____ To:_____

RE: Tender No. _____

Tender Name _____

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

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

(FULL PARTICULARS)_____

SIGNED FOR ACCOUNTING OFFICER

TENDER SECURING DECLARATION

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

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

Tender No.....

To: **The Kenya School of Law**

We, the undersigned, declare that:

1. We understand that, according to your conditions, bids must be supported by a Tender Securing Declaration.
2. We accept that we will automatically be suspended from being eligible for bidding in any contract with the Purchaser for the period of time of *[insert number of months or years]* starting on *[insert date]*, if we are in breach of our obligation(s) under the bid conditions, because we:
 - (a) Have withdrawn our Bid during the period of bid validity specified by us in the Bidding Data Sheet; or
 - (b) Having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Tenderers.
3. We understand this Tender Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of a copy of your notification of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.
4. We understand that if we are a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid. If the Joint Venture has not been legally

constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:[insert signature of person whose name and capacity are shown] In the capacity of [insert legal capacity of person signing the Bid Securing Declaration]

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

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

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

8.9 FORM RB 1

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*The Kenya School of Law*)

Request for review of the decision of the..... (*Name of the The Kenya School of Law*) ofdated the...day of20.....in the matter of Tender No.....of20...

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical address.....Fax No.....Tel. No.....Email, hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds , namely:-

- 1.
- 2.

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

- 1.
- 2.

SIGNED(Applicant)

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

FOR OFFICIAL USE ONLY

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

SIGNED

Board Secretary

ANTI-CORRUPTION DECLARATION COMMITMENT/ PLEDGE

I/We/Messrs.....

of Street, Building, P O Box.....

.....

Contact/Phone/E mail.....

declare that Public Procurement is based on a free and fair competitive Tendering process which should not be open to abuse.

I/We.....

Declare that I/We will not offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with

Tender No

for or in the subsequent performance of the contract if I/We am/are successful.

Authorized Signature.....

Name and Title of Signatory.....

Stamp.....