

# REPUBLIC OF KENYA



## PARLIAMENT OF KENYA PARLIAMENTARY SERVICE COMMISSION (PSC)

PARLIAMENT BUILDINGS, PARLIAMENT ROAD

P.O. BOX 41842 00100, Nairobi

Tel: +254 020 2221291/020-3315949

Email: [cenate@parliament.go.ke](mailto:cenate@parliament.go.ke)

Website: [www.parliament.go.ke](http://www.parliament.go.ke)

---

## TENDER DOCUMENT

TENDER NO. PSC/005/2019-2020

FOR

SUPPLY, DELIVERY AND CONFIGURATION OF MICROSOFT  
M365 SUITES AS PER SPECIFICATIONS

TENDER CLOSING DATE:

FRIDAY, 9<sup>ST</sup> AUGUST, 2019 AT 11.00AM

## TABLE OF CONTENTS

		<b>PAGE</b>
SECTION I	INVITATION TO TENDER .....	3
SECTION II	INSTRUCTIONS TO TENDERERS.....	5
	Appendix to Instructions to Tenderers .....	18
SECTION III	GENERAL CONDITIONS OF CONTRACT.....	19
SECTION IV	SPECIAL CONDITIONS OF CONTRACT.....	25
SECTION V	TECHNICAL SPECIFICATIONS AND QUALIFICATION REQUIREMENTS .....	26
SECTION VI	SCHEDULE OF REQUIREMENTS.....	30
SECTION VIII	STANDARD FORMS.....	31
	8.1 FORM OF TENDER.....	32
	8.2 PRICE SCHEDULE OF GOODS.....	33
	8.3 CONFIDENTIAL BUSINESS QUESTIONNAIRES FORMS.....	35
	8.4 TENDER SECURITY FORM.....	39
	8.5 MANUFACTURER'S AUTHORIZATION FORM.....	40
	8.6 CONTRACT FORM.....	41
	8.7 PERFORMANCE SECURITY FORM.....	42
	8.8 SAMPLE LETTER OF NOTIFICATION.....	43

## **SECTION I: INVITATION TO TENDER**

**RE: SUPPLY, DELIVERY AND CONFIGURATION OF M365 SUITES AS PER SPECIFICATIONS**  
**TENDER NO. PSC/005/2019-2020**

The Parliamentary Service Commission invites sealed bids from eligible suppliers and contractors only for the supply, delivery and configuration of M365 Suites as per the technical specifications and qualifications attached to this Tender Document.

Interested Bidders may obtain further information and inspect the Tender Document for free from the **Procurement Office on 2<sup>nd</sup> Floor, Protection House** or download the same from **Parliament's Website; [www.parliament.go.ke](http://www.parliament.go.ke)** or IFMIS Portal website; **[www.supplier.treasury.go.ke](http://www.supplier.treasury.go.ke)**.

Duly completed tender documents (original and copy) are to be enclosed in plain sealed envelopes, marked with the **tender number, name** and **as prescribed under this the Tender document** and be deposited in the tender box provided at the **2<sup>nd</sup> floor, Protection House, Nairobi** or be addressed to:

**Clerk of the Senate/Secretary  
Parliamentary Service Commission  
Parliament Buildings  
P. O. Box 41842-00200  
NAIROBI**

so as to be received on or before **Friday, 9<sup>th</sup> August, 2019 at 11.00am.**

Tenders will be opened immediately thereafter in the presence of the Candidates who choose to attend or their representatives, at **Protection House, 2<sup>nd</sup> floor, Nairobi.**

Prices quoted should be net inclusive of all taxes for supply, delivery & configuration of the equipment and must be in Kenya Shillings and shall remain valid for (90) days from the closing date of the tender.

The Parliamentary Service Commission reserves the right to accept or reject any tender and does not bind itself to accept the lowest or any tender.

**CLERK OF THE SENATE/SECRETARY  
PARLIAMENTARY SERVICE COMMISSION**

## SECTION II - INSTRUCTIONS TO TENDERERS

	<b>Page</b>
Eligible tenderers.....	6
Eligible goods.....	6
Cost of tendering.....	6
Contents of Tender document.....	7
Clarification of documents.....	7
Amendment of documents.....	7
Language of tender.....	8
Documents comprising the tender.....	8
Tender forms.....	8
Tender prices.....	8
Tender currencies.....	9
Tenderers eligibility and qualifications.....	9
Goods' eligibility and conformity to tender documents.....	9
Tender security.....	10
Validity of tenders.....	11
Format and signing of tenders.....	11
Sealing and marking of tenders.....	12
Deadline for submission of tender .....	12
Modification and withdrawal of tenders.....	13
Opening of tenders.....	13
Clarification of tenders.....	13
Preliminary examination.....	14
Conversion to single currency.....	14
Evaluation and comparison of tenders.....	14
Contacting the Parliamentary Service Commission .....	15
Award of contract.....	15
Post qualification.....	15
Award criteria.....	15
Parliamentary Service Commission right to vary quantities....	15
Parliamentary Service Commission right to accept or reject any or all tenders .....	16
Notification of award.....	16
Signing of contract.....	16
Performance security.....	16
Corrupt or fraudulent practices.....	17

## **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 Parliamentary Service Commission 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 Parliamentary Service Commission 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 Parliamentary Service Commission, 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 is to be changed for the tender document as specified in the appendix to Instructions to tenderers.
- 2.3.3 All firms found capable of performing the contract satisfactorily in accordance to the set qualification criteria shall be considered.

## **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 Security Form
- ix. Contract Form
- x. Performance Security Form
- xi. Manufacturer's Authorization Form
- xii. Confidential Business Questionnaire

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

## **2.5 Clarification of Documents**

2.5.1 A prospective tenderer requiring any clarification of the tender document may notify the Parliamentary Service Commission in writing or by post at the Parliamentary Service Commission address indicated in the Invitation to Tender. The Parliamentary Service Commission 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 Parliamentary Service Commission. Written copies of the Parliamentary Service Commission 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 Parliamentary Service Commission 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 Parliamentary Service Commission, 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 Parliamentary Service Commission, 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 Parliamentary Service Commission, 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 the Tender documents.
  - b) Documentary evidence that establishes that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
  - c) Documentary evidence that establishes 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 as prescribed in the Appendix.

## **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 Parliamentary Service Commission.

- 2.10.3 Prices quoted by the tender shall be fixed during the Tender's performance of the contract and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
- 2.10.4 The validity period of the tender shall be 90 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 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 Parliamentary Service Commission satisfaction that the tenderer, at the time of submission of its tender, is from an eligible source country as defined by the Manufacturer.
- 2.12.3 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall be established to the Parliamentary Service Commission 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 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 Parliamentary Service Commission ; and
- c) A clause-by-clause commentary on the Parliamentary Service Commission 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 Parliamentary Service Commission 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 Parliamentary Service Commission'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 as specified in the Appendix.

2.14.3 The tender security is required to protect the Parliamentary Service Commission against the risk of Tenderer's conduct which would warrant the security's forfeiture.

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 Parliamentary Service Commission and valid for thirty (30) days beyond the validity of the tender.

- 2.14.5 Any tender not secured accordingly and shall be rejected by the Parliamentary Service Commission as non-responsive.
- 2.14.6 Unsuccessful Tenderer's tender security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the Parliamentary Service Commission.
- 2.14.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract and furnishing the performance security.
- 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 Parliamentary Service Commission on the Tender Form; or
  - b) in the case of a successful tenderer, if the tenderer fails:
    - i. to sign the contract in accordingly or
    - ii. to furnish performance security as required.

## **2.15 Validity of Tenders**

- 2.15.1 Tenders shall remain valid for 90 days or as specified in the Invitation to Tender after the date of tender opening prescribed by the Parliamentary Service Commission. A tender valid for a shorter period shall be rejected by the Parliamentary Service Commission as non-responsive.
- 2.15.2 In exceptional circumstances, the Parliamentary Service Commission 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 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 Tenderer shall prepare two copies of the tender, clearly marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy between them, the original shall govern.
- 2.16.2 For each bid, the tenderer shall prepare the original and copy of the document as specified. Each bid shall be marked "**ORIGINAL BID or COPY BID**" and bear the Tender Number and description as appropriate.
- 2.16.3 Both Bids shall be enclosed in an outer sealed envelope marked "**TENDER FOR SUPPLY, DELIVERY AND CONFIGURATION OF M365 SUITES.**" This outer envelope shall bear the submission address and other information indicated in the Appendix "A" and be clearly marked, "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE.**"
- 2.16.4 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 un-amended printed literature, shall be initialed by the person or persons signing the tender.

2.16.5 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 Tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.

2.17.2 The inner and outer envelopes shall:

(a) be addressed to the Parliamentary Service Commission 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," **Friday, 9<sup>th</sup> August, 2019 at 11.00am.**

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 Parliamentary Service Commission 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 Parliamentary Service Commission at the address

specified no later than **Friday, 9<sup>th</sup> August, 2019 at 11.00am.**

2.18.2 The Parliamentary Service Commission may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents, in which case all rights and obligations of the Parliamentary Service Commission 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 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.
- 2.19.5 The Parliamentary Service Commission 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 Parliamentary Service Commission 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 Parliamentary Service Commission will open all tenders in the presence of tenderers' representatives who choose to attend, at **11.00am on Friday, 9<sup>th</sup> August, 2019** and in the location specified in the Invitation to Tender.
- 2.20.2 The tenderers' representatives who are present shall sign a register evidencing their attendance.
- 2.20.3 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 Parliamentary Service Commission, at its discretion, may consider appropriate, will be announced at the opening.
- 2.20.4 The Parliamentary Service Commission 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 Parliamentary Service Commission 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 Parliamentary Service Commission in the Parliamentary Service Commission 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 Parliamentary Service Commission 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 Parliamentary Service Commission 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 effect the relative ranking of any tenderer.

2.22.4 Prior to the detailed evaluation, the Parliamentary Service Commission 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 Parliamentary Service Commission 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 Parliamentary Service Commission and may not subsequently be made responsive by the tenderer by correction of the non-conformity.

## **2.23 Conversion to Single Currency**

2.23.1 Where other currencies are used, the Parliamentary Service Commission 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 Parliamentary Service Commission will evaluate and compare the tenders which have been determined to be substantially responsive.

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 as per the qualification requirements set out in technical specifications.

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 Parliamentary Service Commission**

2.26.1 No tenderer shall contact the Parliamentary Service Commission 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 Parliamentary Service Commission 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 Parliamentary Service Commission 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 as well as such other information as the Parliamentary Service Commission 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 Parliamentary Service Commission 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 Parliamentary Service Commission 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) Parliamentary Service Commission's Right to Vary quantities**

2.27.5 The Parliamentary Service Commission 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) Parliamentary Service Commission's Right to Accept or Reject Any or All Tenders**

2.27.6 The Parliamentary Service Commission 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 Parliamentary Service Commission action

**2.28 Notification of Award**

2.28.1 Prior to the expiration of the period of tender validity, the Parliamentary Service Commission 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, the Parliamentary Service Commission will promptly notify each unsuccessful Tenderer and will discharge its tender security.

**2.29 Signing of Contract**

2.29.1 At the same time as the Parliamentary Service Commission notifies the successful tenderer that its tender has been accepted, the Parliamentary Service Commission 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 Parliamentary Service Commission.

**2.30 Performance Security**

2.30.1 Within Thirty (30) days of the receipt of notification of award from the Parliamentary Service Commission, 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 Parliamentary Service Commission.

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 Parliamentary Service Commission may make the award to the next lowest evaluated Candidate or call for new tenders.

### **2.30 Corrupt or Fraudulent Practices**

2.30.1 The Parliamentary Service Commission 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 Parliamentary Service Commission, 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 Parliamentary Service Commission of the benefits of free and open competition;

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

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



## APPENDIX TO INSTRUCTIONS TO TENDERERS

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

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
2.1.1	<i>OPEN TO ALL ELIGIBLE CANDIDATES</i>
2.5.1	<p><i>Any clarification with regard to this tender should be addressed to:</i></p> <p><b>Clerk of the Senate/Secretary Parliamentary Service Commission Parliament Buildings P. O. Box 41842-00100 NAIROBI</b></p>
2.14.1	<i>Should submit a duly filled, signed and stamped Tender Security of Kshs.50,000.00 in the attached prescribed format</i>
2.17.2	<p>Tenders must be addressed and delivered to:</p> <p><b>Clerk of the Senate/Secretary Parliamentary Service Commission Parliament Buildings P. O. Box 41842-00100 NAIROBI</b></p>
2.18.1	<i>The tender submission deadline is on <b>Friday, 9<sup>th</sup> August, 2019 at 11.00am.</b></i>
2.22.4	<b>EVALUATION CRITERIA (please refer to the technical specifications and qualification requirements under Section V of this Tender document (page 26-53))</b>
2.30.1	<i>No performance security is required. Failure to deliver within the required timelines will attract debarment proceedings.</i>

### SECTION III: GENERAL CONDITIONS OF CONTRACT

<b><u>Table of Clauses</u></b>	<b>Page</b>
Definitions.....	20
Application.....	20
Country of Origin.....	20
Standards.....	20
Use of Contract documents and information.....	20
Patent Rights.....	21
Performance security.....	21
Inspection and Tests.....	21
Packing.....	22
Delivery and documents.....	22
Insurance .....	22
Payment.....	22
Price.....	22
Assignments.....	23
Sub contracts.....	23
Termination for default.....	23
Liquidated damages.....	23
Resolution of Disputes.....	24
Language and law.....	24
Force Majeure.....	24

## **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 Parliamentary Service Commission 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 Parliamentary Service Commission under the Contract.
- d) "The Procuring Entity" means the organization purchasing the Goods under this Contract and in this case it is the Parliamentary Service Commission.
- 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 Parliamentary Service Commission for the procurement installation and Parliamentary Service 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 Parliamentary Service Commission 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 Parliamentary Service Commission 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 Parliamentary Service Commission 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 Parliamentary Service Commission and shall be returned (all copies) to the Parliamentary Service Commission on completion of the Tenderer's performance under the Contract if so required by the Parliamentary Service Commission.

### **3.6 Patent Rights**

3.6.1 The tenderer shall indemnify the Parliamentary Service Commission 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 Parliamentary Service Commission 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 Parliamentary Service Commission 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 Parliamentary Service Commission 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 Parliamentary Service Commission 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 Parliamentary Service Commission, in the form provided in the tender documents.

3.7.4 The performance security will be discharged by the Parliamentary Service Commission 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 Parliamentary Service Commission or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications. The Parliamentary Service Commission 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 Parliamentary Service Commission.
- 3.8.3 Should any inspected or tested goods fail to conform to the Specifications, the Parliamentary Service Commission may reject the equipment, and the tenderer shall either replace the rejected equipment or make alternations necessary to make specification requirements free of costs to the Parliamentary Service Commission.
- 3.8.4 The Parliamentary Service Commission 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 Parliamentary Service Commission 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 Parliamentary Service Commission 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 Parliamentary Service Commission 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 Parliamentary Service Commission within 30 days of receiving the request.

### **3.14 Assignment**

- 3.141 The tenderer shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Parliamentary Service Commission prior written consent

### **3.15 Subcontracts**

- 3.15.1 The tenderer shall notify the Parliamentary Service Commission in writing of all Sub-contracts 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 Parliamentary Service Commission 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 periods) specified in the Contract, or within any extension thereof granted by the Parliamentary Service Commission
  - b) if the tenderer fails to perform any other obligation(s) under the Contract
  - c) if the tenderer, in the judgment of the Parliamentary Service Commission has engaged in corrupt or fraudulent practices in competing for or in executing the Contract
- 3.16.2 In the event the Parliamentary Service Commission 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 Parliamentary Service Commission 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 Parliamentary Service Commission 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 Parliamentary Service Commission 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.

### **3.9 Language and Law**

3.9. 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 its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

## SECTION IV - SPECIAL CONDITIONS OF CONTRACT

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

4.2 Special conditions of contract as relates to the GCC

REFERENCE OF GCC	SPECIAL CONDITIONS OF CONTRACT
3.7.1	<i>No performance security is required. Failure to deliver within the required timelines will attract debarment proceedings.</i>
3.12.1	<i>Payment terms will be as per the contract to be signed by both parties</i>
3.18.1	<i>Dispute will be settled as per the laws of Kenya</i>



## SECTION V-TECHNICAL SPECIFICATIONS AND QUALIFICATION REQUIREMENTS

### 1) TECHNICAL SPECIFICATIONS (must fulfill all the requirements)

The supplier is required to indicate the actual specifications of the **Microsoft M365** they intend to deliver to the Parliamentary Service Commission:-

#	Minimum Requirements	Comply Yes / No	Description
<b>General</b>			
1	<b>Collaboration:</b> the solution should deliver a robust collaboration solution that meets the needs of diverse groups (whether that's generational, geographical, functional or workstyle) and provides the option to collaborate as a team across applications through Groups.		
2	<b>Mobility:</b> the solution should enable mobile productivity across many scenarios for any corporate or personal device (Windows, iOS or Android) and protects both users and company data with built-in security.		
3	<b>Intelligence:</b> In addition to delivering powerful visualizations and insights for everyone with business intelligence. The solution should be built on machine learning to infuse intelligence into each application to connect people and information faster.		

4	<p><b>Trust:</b> The solution should be secure &amp; compliant, manageable, extensible, and always up to date with ongoing cloud updates. We provide a 99.9% uptime financially-backed SLA, and the transparency and enterprise commitment of a public-facing roadmap.</p>		
5	<p>The vendor should also supply and install the latest version of Microsoft Office and Windows 10 build</p>		

**Security in a Cloud-Enabled World**

1	<p><b>Governance &amp; Security Policy:</b> The vendor should recommend &amp; develop policies for how to evaluate, adopt, and use cloud services to minimize creation of inconsistencies and vulnerabilities that attackers can exploit.</p>		
2	<p><b>Administrative Privilege Management:</b> Parliament of Kenya IT administrators should have control over the cloud services and identity management services. Consistent access control policies are a dependency for cloud security.</p>		
3	<p><b>Identity Systems and Identity Management:</b> Identity services provide the foundation of security systems. Parliament of Kenya use existing identities for cloud services, and these identity systems need to be secured at or above the level of cloud services</p>		
4	<p><b>Threat Awareness:</b> Parliament of Kenya face a variety of security threats with varying motivations.</p>		

	Evaluate the threats that apply to your organization and put them into context by leveraging resources like threat intelligence and Information Sharing and Analysis Centers (ISACs).		
5	<b>Data Protection:</b> PARLIAMENT OF KENYA should own its data and control how it should be used, shared, updated, and published.		
6	The solution should provide 1TB and the ability to increase it to 5TB and even 25TB if needed		
7	Data Loss Prevention (DLP)		
8	The solution should allow the creation of online meetings with audio and video contents		
9	The solution should include business class email services with 100 GB of space and an expanded Outlook interface		
10	Team sites should enable create, organize and share information that facilitates work		
11	Unlimited Archiving (Email)		
<b>DRIVING ADOPTION</b>			
1	<b>Define a vision and identify business scenarios:</b> One of the most important factors in driving solution adoption is to define a clear, concise, and comprehensive vision and outline your desired business scenarios.		
2	<b>Prioritize solutions and create an adoption plan:</b> Once you've established your vision and have assessed your business challenges and opportunities, the next step is all about mapping the solution capabilities to your targeted business goals and prioritizing the workloads that will help you get there.		
3	<b>Commit resources and execute an</b>		

	<b>adoption plan:</b> Raising awareness is an essential step to driving solution adoption as it informs, involves, and inspires your users about the business value the solution can bring to their day-to-day.		
4	<b>Measure, share success, and iterate:</b> As Parliament of Kenya move through vendor adoption journey, it's important to continuously consolidate feedback, assess levels of success, and iterate on your approach through identifying new business scenarios, use cases, and audiences.		
5	<b>Communications:</b> including internal announcements or newsletters, is critical to driving adoption, as it informs and inspires users about the new technology and helps create a natural "buzz" or excitement.		
5	<b>Engagement events:</b> such as parties, town hall meetings, contests, and giveaways, can help further momentum and encourage employees to start interacting with the new tools. Events should require users to interact with the solution, so that they can experience the value first hand.		
6	<b>Training:</b> which can vary from classroom-style sessions to self-help getting started guides, is essential to ensure that employees understand how to actually use the new technologies to get their work done.		
7	<b>Me and my documents.</b> With familiar Office experiences on the		

	devices you use most, you can create with confidence, stay productive, and act on inspiration anywhere, anytime.		
8	<b>Work together seamlessly.</b> Do your best work together with the solution—wherever you like to work		
9	<b>Unite your group.</b> With Groups, groups can work together using the rich capabilities of email without the fear of overloading their inboxes. Each Group is a dedicated workspace that contains the full history of conversations, files, and meetings accessible to all members		
10	<b>Anywhere access and sharing for your files.</b> The solution should make it easy to access your files—and share them with colleagues—online and offline, at your desk or on the go		
11	<b>Collaborate and publish team and project information.</b> Create team sites to help people work together better, keep them connected to the information they need, and provide rich destinations that promote their work across Parliament of Kenya		
12	<b>Communicate your way.</b> Get input without leaving your Office apps. With the solution integration, you can IM, screen-share, talk, or video-chat right from your document. Easily bring others into a conversation and share your desktop so you can make decisions in real time		
13	<b>Complete meeting solution.</b> The solution should help the team		

	work together from any location, on virtually any devices—as if you were all in one room. Share your desktop, annotate your presentations with feedback, record a meeting for future reference, and capture it all with online note book for reference after the meeting		
<b>Email Services</b>			
1	<b>Large mailboxes:</b> Each user gets 50 GB of mailbox storage and can send messages up to 150 MB in size.		
2	<b>Unlimited storage:</b> Take advantage of unlimited storage - 50 GB of storage in the user's primary mailbox, plus unlimited storage in the user's In-Place Archive		
3	<b>Outlook support:</b> Users can connect supported versions of Outlook to the solution, so they can use the rich client application they already know.		
4	<b>Web-based access:</b> For web-client access, Outlook on the web provides a premium browser-based experience that matches the look and feel of the full client.		
5	<b>Outlook app:</b> Get more done on your phone and tablet with the apps for iOS and Android.		
6	<b>Document collaboration:</b> Save attachments directly to an online drive for Business with just one click and share the link to the file		

7	<p><b>In-Place Archive:</b> Keep your inbox clean by automatically moving old messages to an In-Place Archive.</p>		
8	<p><b>In-Place Hold:</b> Use In-Place Hold to preserve deleted and edited mailbox items from users' primary mailboxes and In-Place Archives.</p>		
9	<p><b>Data loss prevention (DLP):</b> Control sensitive business data with built-in DLP policies based on regulatory standards such as PII and PCI, which help to identify, monitor, and protect sensitive data through deep content analysis</p>		
10	<p><b>Presence</b></p> <ul style="list-style-type: none"> <li>• Display presence status—for example, Available, Away, Do Not Disturb, or Offline—to let others know of your availability.</li> <li>• Presence information is presented throughout the solution.</li> <li>• When Outlook calendar integration is enabled, check another user's schedule and get up-to-date availability information directly from that person's calendar</li> </ul>		
11	<p><b>Instant Messaging</b></p> <ul style="list-style-type: none"> <li>• Available for both Skype and multiparty communication. IM text is encrypted for enhanced security</li> <li>• Within the IM window, photos of the sender/receiver appear</li> </ul>		

	online with the conversation.		
12	<p><b>Contacts List Configuration</b></p> <ul style="list-style-type: none"> <li>• Create a persistent list of contacts for all Parliament of Kenya users</li> <li>• Organize, and group these contacts in different ways (by department, for example).</li> <li>• Search address books to find other users.</li> </ul>		
13	<p><b>Audio and Video Calls</b></p> <ul style="list-style-type: none"> <li>• Make one-to-one computer-based audio and video calls to other Parliament of Kenya users using a PC and a web camera.</li> <li>• High-definition video (1920 x 1080) is supported for peer-to-peer calls between users</li> </ul>		
14	<p><b>File Transfer</b></p> <ul style="list-style-type: none"> <li>• Provides PC-to-PC file transfer that lets users transfer files as part of the solution</li> </ul>		
15	<p><b>Desktop and Application Sharing</b></p> <ul style="list-style-type: none"> <li>• Desktop sharing enables presenters to broadcast any visuals, applications, webpages, documents, software, or part of their desktops to remote participants in real time</li> <li>• Audience members can follow along with mouse movements and keyboard input. Presenters can choose to share the entire screen or only a portion.</li> <li>• Enables presenters to share control of software on their desktops without losing sight of</li> </ul>		



	<p>participant feedback or text questions.</p> <ul style="list-style-type: none"> <li>• Presenters can also delegate control of the application to meeting participants</li> </ul>		
16	<p><b>Ad-Hoc Meetings</b></p> <ul style="list-style-type: none"> <li>• Start or join an ad-hoc Meeting with just a few clicks.</li> <li>• Escalate simple instant messaging conversations or email conversations to PC-based, multiparty audio and video meetings with shared desktops, applications, and documents</li> </ul>		
17	<p><b>Multiparty Audio and Video</b></p> <ul style="list-style-type: none"> <li>• Provides for solution-based, multiparty (three or more users) audio conferencing capabilities.</li> <li>• Provides users with an adaptive audio codec for optimal performance under varying bandwidth conditions, visual call and roster controls, network quality indicator, and powerful user management features</li> <li>• Gallery View shows videos of participants in the conference</li> </ul>		
18	<p><b>Presenter Controls</b></p> <ul style="list-style-type: none"> <li>• Mute or unmute all attendees, or mute individual attendees.</li> <li>• Block attendees from starting video.</li> <li>• Hide names on the pictures.</li> <li>• Change permissions so that all participants are attendees instead of presenters.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Send email invitations to additional people.</li> <li>• Backstage content preview if the user is a presenter</li> </ul>		
19	<p><b>Participant Views</b></p> <ul style="list-style-type: none"> <li>• <b>Gallery View</b> shows all the participants' pictures, or videos, plus meeting content.</li> <li>• <b>Speaker View</b> shows the presenter's picture or video at the lower-right corner of the meeting window, plus meeting content.</li> <li>• <b>Presentation View</b> shows only the meeting content.</li> <li>• <b>Compact View</b> shows the tiles of the participants' pictures in a compact window</li> </ul>		
20	<p><b>PowerPoint</b></p> <ul style="list-style-type: none"> <li>• Provides multiparty PowerPoint presentation, with higher-resolution displays and support for PowerPoint capabilities, such as animations, slide transitions, and embedded video.</li> </ul>		
21	<p><b>Web Conferencing Tools</b></p> <ul style="list-style-type: none"> <li>• Provides multiparty web conferencing capabilities including virtual whiteboard and annotations.</li> <li>• Annotations made on whiteboards can be seen by all meeting participants</li> <li>• Enhances collaboration by enabling meeting participants to discuss ideas, brainstorm, take notes, and so on</li> </ul>		

22	<p><b>Polling</b></p> <ul style="list-style-type: none"> <li>• Enhances collaboration by enabling presenters to quickly determine participants' preferences.</li> <li>• During online meetings and conversations, presenters can use polling to gather anonymous responses from participants.</li> <li>• All presenters can see the results and can either hide the results or show them to all attendees</li> </ul>		
23	<p><b>Recording and Playback</b></p> <ul style="list-style-type: none"> <li>• Allows organizers and presenters to record all aspects of a the solution session, including who entered the meeting, audio and video, and content from IM conversations, program sharing sessions, PowerPoint presentations, handouts, whiteboards, and so on.</li> <li>• Organizers and presenters can choose 480p, 720p HD, or 1080p Full HD as their preferred resolution for client-side recordings.</li> <li>• Recordings are saved to the presenter's computer</li> <li>• Recordings can also be uploaded to the solution service for sharing with larger audience</li> </ul>		
24	<p><b>Meeting Lobby</b></p> <ul style="list-style-type: none"> <li>• Decide who gets into the meeting directly, and who</li> </ul>		

	<p>waits until the presenter lets them in</p> <ul style="list-style-type: none"> <li>• Different Lobby options can be set for users who are connecting through the solution client and users who are dialing in</li> </ul>		
25	<p><b>Federation and Public IM Connectivity</b></p> <ul style="list-style-type: none"> <li>• External connectivity (federation) enables a Parliament of Kenya user to connect with users in other organizations that use the solution as well as those that host their own solution Server on-premises.</li> <li>• Federated contacts can see presence, communicate by using IM, and audio and video calls</li> </ul>		
26	<p><b>Interoperability with Third-Party Dial-in Audio Conferencing Services</b></p> <ul style="list-style-type: none"> <li>• Dial-in audio conferencing, which is the ability to dial into a scheduled meeting/conference from fixed-line or mobile phones, can be achieved through interoperability with leading third-party audio-conferencing services.</li> </ul>		
<b>Enterprise Content Management</b>			
1	<p><b>Accessibility Standards Support:</b> Most SharePoint user interface (UI) elements, such as links, form controls, and buttons are designed to use Microsoft Active</p>		

	Accessibility (MSAA).		
2	<b>Asset Library:</b> Library pre-configured to use special features that help users manage rich media assets, such as image, audio, and video files		
3	<b>Content Organizer:</b> Acts as a gatekeeper for documents. You can automatically manage some important library tasks, such as managing folder sizes and routing documents to different libraries or folders. This not only saves time, but can help make sure that a document library is managed consistently.		
4	<b>Document Sets:</b> Let users store, act on, export, and add a description to multiple files as a single entity. Policies, tagging, and templates can be applied to any document set that is created		
5	<b>External Sharing: External Access:</b> You can use sites to share content with people outside your organization. When a site is shared in SharePoint Online, an email message is sent to the external user containing the invitation to join the site		
6	<b>External Sharing: Guest Link:</b> Site users can generate a Guest Link (an anonymous link to a document) to share documents stored in SharePoint Online with external users without requiring the external user to sign in. Site		

	users can create a Guest Link right from where the document is stored by using the “Get a link” button		
7	<b>Information Rights Management (IRM):</b> IRM protection should be applied to files at the solution list and library levels.		
8	<b>Managed metadata service:</b> Provides multiple taxonomies and folksonomies from a tenant-level store service that can be consumed at the site collection level. Metadata fields can even be embedded in documents		
9	<b>Metadata-driven Navigation:</b> Makes it easier to discover content in large lists and libraries. User tagging incentives are introduced and offer anticipatory suggestions of appropriate metadata based on location and context		
10	<b>Managed navigation:</b> Navigation method that lets you define and maintain your site navigation by using term sets		
<b>Business Intelligence</b>			
1	<b>Personal dashboards &amp; reports</b> are created, updated, deleted & shared by a single individual. Recipients of shared content receive a read-only copy.		
2	<b>Team dashboards &amp; reports</b> allow one or more individuals to create, update, delete & share the content. Whether shared content is read-only or editable by		

	recipients can be controlled by the sharer or by IT policy		
3	<p><b>Live dashboards</b></p> <ul style="list-style-type: none"> <li>● Set of data visualizations, or charts, from one or more underlying reports.</li> <li>● When a visualization in a dashboard is connected to a real-time data source, the visualization updates continuously, enabling faster insights.</li> <li>● May contain visualizations from multiple reports.</li> <li>● Highly customizable - you may add, or “pin”, any chart from any report to any dashboard.</li> </ul>		
4	<p><b>Interactive reports</b></p> <ul style="list-style-type: none"> <li>● Enables anyone to create rich, interactive reports. Reports are the foundation for dashboards.</li> <li>● Report is a set of charts, also known as visualizations, based on the same underlying dataset</li> <li>● To create reports that use data from multiple sources, use Power BI Desktop or Power Pivot for Excel with multiple sources, then upload the Power BI Desktop or Excel file to Power BI.</li> <li>● Construct a report from scratch, select a pre-authored report (such as a report generated in Power BI Desktop), or apply a default report for a given dataset.</li> <li>● Can be customized - for</li> </ul>		

	<p>example, by modifying visualizations in an existing report, or adding new visualizations.</p> <ul style="list-style-type: none"> <li>• Once a report contains the desired visualizations, pin the report, or a subset of its contents, to a dashboard for ease of viewing.</li> <li>• Reports can also be shared with other individuals in an organization, and consumed on both desktop computers and mobile devices.</li> </ul>		
5	<p><b>Data visualizations</b></p> <ul style="list-style-type: none"> <li>• Dashboards and reports are built using visualizations, or charts.</li> <li>• Variety of visualization options are available, enabling you to present data in a compelling and visually appealing manner.</li> <li>• Visualizations include: comparison charts (bar, line, basic area and waterfall charts), composition charts (treemaps, donut and pie charts), mixed comparison and composition charts (stacked charts), relationship charts (bubble charts), geographical charts, and gauges based on a percentage value.</li> <li>• Use slicers to filter visualizations on the same report page so they display exactly what's needed.</li> </ul>		
6	<b>Mobile applications</b>		



	<ul style="list-style-type: none"> <li>● Supports live, secure dashboard access on any device through native, interactive apps for Windows, iOS, and Android.</li> <li>● Dashboard user interface is optimized for smaller displays.</li> <li>● Setting favorites makes it easier to access specific visualization files.</li> <li>● Zoom in and out of visualizations to look at data more closely.</li> <li>● Set up alerts, and receive a notification when data exceeds or drops below certain thresholds.</li> <li>● Take a snapshot of a report or visualization, and make annotations using highlight features.</li> <li>● Collaborate with others by sharing your annotated snapshot via SMS or email</li> </ul>		
7	<p><b>Natural Language Query</b></p> <ul style="list-style-type: none"> <li>● Let's you ask questions of your data phrased in plain English, and produces answers in the form of new visualizations, or charts.</li> <li>● Intelligently filters, sorts, aggregates, groups, and displays data based on key words in the question asked.</li> <li>● Generates a chart to answer the question, using the data from the underlying reports.</li> <li>● Pin the chart to the dashboard if desired, and modify it by</li> </ul>		

	<p>asking more questions.</p> <ul style="list-style-type: none"> <li>● Because a dashboard can contain charts from multiple datasets, your questions can involve data from any one of the datasets</li> </ul>		
8	<p><b>Sharing with others</b></p> <ul style="list-style-type: none"> <li>● By default, all of the data and reports you create and upload are privately visible only to you.</li> <li>● Dashboards can be easily shared with other users in your organization if needed</li> <li>● Any subsequent changes to a shared dashboard automatically sync across all users - no manual updates required.</li> <li>● To control access, you can specify whether another user can share that same dashboard with others.</li> <li>● Dashboard and the underlying reports are shared in reading view.</li> <li>● User who accesses the shared dashboard cannot create new reports or save changes to existing reports.</li> <li>● Users of a shared dashboard cannot see or download a dataset that are used in the dashboard.</li> <li>● Power BI groups offer a powerful collaborative experience built on groups. Team of people can collaborate on dashboards and reports. The datasets for</li> </ul>		

	the dashboards and reports reside in the group's workspace. You can manage your group workspaces directly from within Power BI		
9	Users can connect directly to popular SaaS solutions.		
	Power BI delivers a seamless user experience through solution-specific "content packs" and automatic data refresh.		
	Content packs include pre-configured dashboards, reports, datasets, embedded queries, and metadata.		
	Data is refreshed automatically, eliminating the need for time-consuming data provisioning.		
	When a file is uploaded, Power BI may automatically enhance the data by detecting key characteristics. For example, if a table in an uploaded Excel file includes a date field, Power BI may automatically create month and year columns to facilitate reporting based on those elements.		
	Loading files from Power BI Desktop enables you to surface data from a variety of sources that do not directly connect to Power BI. For example, if you want to use Power BI to explore data from Facebook, a SharePoint list, or from your SAP system.		

10	<p><b>Organizational content packs</b></p> <ul style="list-style-type: none"> <li>• You can package up and share your own dashboard, reports, and datasets with your coworkers. For example, your finance team can use an organizational content pack to distribute finance data consistently and efficiently to executives across your organization.</li> <li>• You can create the reports in Power BI and publish them as an organizational content pack to your team.</li> <li>• Content packs are easy to find - they are all in one location, the content gallery.</li> <li>• Organizational content packs can be used like the pre-defined content packs available for SaaS solutions, and offer a pre-packaged experience.</li> </ul>		
11	<p><b>On-premises data sources</b></p> <ul style="list-style-type: none"> <li>• The Analysis Services Connector functionality built into Power BI allows live queries to SSAS tabular models. There is no need to move data to the cloud or to schedule data refreshes - you can view live data in Power BI dashboards and reports. Communication between the connector and Power BI occurs through Service Bus.</li> <li>• With Power BI Desktop or Excel, business analysts can import</li> </ul>		

	<p>data from a wide range of on-premises data sources and publish it to Power BI.</p>		
12	<p><b>Integration with cloud services</b></p> <ul style="list-style-type: none"> <li>● BI integrates with other Microsoft cloud services, including Azure SQL Database, Azure SQL Database Auditing, and Azure Stream Analytics.</li> <li>● By extending existing Azure services capabilities into Power BI, you can build seamless, end-to-end BI solutions. For example, you can use Azure Stream Analytics to process streaming data, then push the data into Power BI, enabling real-time dashboard updates.</li> </ul>		
13	<p><b>Excel and Power BI Desktop files</b></p> <ul style="list-style-type: none"> <li>● Excel and Power BI Desktop files may be published directly to Power BI with a single click, where you can create dashboards and reports based on the data.</li> <li>● When a file is uploaded, Power BI may automatically enhance the data by detecting key characteristics. For example, if a table in an uploaded Excel file includes a date field, Power BI may automatically create month and year columns to facilitate reporting based on those elements.</li> <li>● Loading files from Power BI Desktop enables you to surface data from a variety of sources that do not directly</li> </ul>		

	connect to Power BI. For example, if you want to use Power BI to explore data from Facebook, a SharePoint list, or from your SAP system.		
	<p>A <b>dataset</b> is data uploaded into the Power BI service from an online or on-premises data source.</p> <p>A <b>data source</b> is where the data actually comes from. It can be just about anything; a database, Excel worksheet, Web service, etc.</p> <p>The <b>gateway</b> is different from a data source. The gateway is more of the proxy between on-premises and the cloud.</p> <p><b>DirectQuery</b> always gets the latest data using the credentials that were setup for the Data Source by the Gateway Admin.</p>		
<b>Advanced Threat Protection (ATP)</b>			
1	Protection against unknown malware and viruses		
2	An on-premises platform to help you protect your business from advanced targeted attacks by automatically analysing, learning, and identifying normal and abnormal entity (user, devices, and resources) behaviour		
3	Behavioral Analytics: this should allow for understanding entity behaviors while also automatically adjusting to known and approved changes within the business		
4	Simple actionable attack timeline to make the job easier, by detailing questionable activities and providing		

	relevant recommendations		
5	Mobility Support to closely monitor external assets like devices, as closely as internal assets.		
6	Email Alerts configured send an email to specific users or groups in the organisation when it detects a suspicious activity.		
7	Seamless deployment. The functions as an appliance, either hardware or virtual. It utilises port mirroring to allow seamless deployment alongside Active Directory without affecting existing network topology. It automatically starts analysing immediately after deployment and you don't have to install any agents on the domain controllers, servers or computers.		
8	Detect suspicious activities and malicious attacks with behavioural analytics		
9	Adapt to the changing nature of cyber-security threats		
10	Focus on what is important with a simple attack timeline		
11	Reduce false positive fatigue		
<b>Multi-Factor Authentication</b>			
1	Solution should provide single sign-on to thousands of cloud (SaaS) apps and access to web apps that are run on-premises. Built for ease of use, multi-factor authentication; access control		

	based on device health, user location, and identity; and holistic security reports, audits, and alerts		
2	Single sign-on to any cloud and on-premises web app. The solution provides secure single sign-on to cloud and on-premises applications including Office 365 and thousands of SaaS applications such as Salesforce, Workday, DocuSign, ServiceNow, and Box		
3	Works with iOS, Mac OS X, Android and Windows devices. Users can launch applications from a personalized web-based access panel, mobile app, or custom company portals using their existing work credentials—and have the same experience whether they're working on iOS, Mac OS X, Android and Windows devices. Please call us for more information about our latest range of Mobile devices and services for Business		
4	Protect on-premises web applications with secure remote access. Access your on-premises web applications from everywhere and protect with multi-factor authentication, conditional access policies, and group-based access management. Users can access SaaS and on-premises web apps from the same portal		
5	Protect sensitive data and		



	<p>applications. Enhance application access security using rule-based Multi-Factor Authentication for both on-premises and cloud applications. Protect your business with security reporting, auditing, alerting, and “shadow IT” application discovery. Take advantage of unique machine learning-based capabilities that identify potential threats</p>		
6	<p>Reduce costs and enhance security with self-service capabilities. Delegate important tasks such as resetting passwords and the creation and management of groups to your employees. Providing self-service application access and password management through verification steps can reduce helpdesk calls and enhance security</p>		
7	<p>Common identity. Simplify identity lifecycle management with automated workflows, business rules and easy integration with heterogeneous platforms across the datacenter and cloud. Automate identity and group provisioning based on business policy and implement workflow-driven provisioning through a single interface. Extend MIM to support new scenarios through the Visual Studio and .NET development environments</p>		

8	Enable users. Allow users to self-remediate identity issues, including group membership, smart card and password reset functions. An easy-to-use interface delivers increased productivity and satisfaction		
9	Protect data. Discover and map permissions across multiple systems to individual, assignable roles. Use role mining tools to discover permission sets for users across the enterprise to be later modeled and applied centrally. Increase visibility into compliance and the security state of systems across the organisation with in-depth auditing and reporting		
10	Share data more securely. the solution should be designed to encrypt and safely share nearly any type of file to any PC, phone, or tablet running iOS, Mac OS X, Android or Windows.		
11	Save time with custom policy templates. The solution should fully supports policy templates - pre-defined rights management rules that users can apply to files with a single click. Administrators can either choose from handy pre-configured templates, or create their own custom templates to meet specific business and compliance requirements.		
12	Share data with anyone. The solution shoulds make it easy to		

	share protected files with coworkers or people outside Parliament of Kenya. To open a protected document, recipients who don't have the solution just need to sign up for the free and download the sharing application.		
13	Compliant with key industry standards. The solution has earned multiple certifications and is compliant with stringent data-protection standards including the Health Insurance Portability and Accountability Act (HIPAA), Business Associate Agreement (BAA) and the EU Model Clauses. The Thales hardware security module (HSM) used by Azure RMS is FIPS 140-2 certified.		
14	Flexible deployment options. The solution has deployment options to satisfy any business requirement. Going full cloud? The service offers RMS-enabled apps, live support, and integration with Office 365 to deliver data loss prevention (DLP) functionality in Microsoft Exchange and SharePoint. Organizations with on-premises datacenters have a compelling hybrid option—the Microsoft Rights Management connector.		
15	Administrators can protect accounts with MFA		
19	Mobile app as a second factor		

20	Phone call as a second factor		
21	SMS as a second factor		
22	App passwords for clients that don't support MFA		
23	Admin control over authentication methods		
24	PIN mode		
25	Fraud alert		
26	MFA Reports		
27	One-Time Bypass		
28	Custom greetings for phone calls		
29	Customization of caller ID for phone calls		
30	Event Confirmation		
31	Trusted IPs		
32	Suspend MFA for remembered devices		
33	MFA SDK		
34	MFA for on-premises apps using MFA server		

## VI Evaluation and Qualification Criteria

The tenders will be evaluated in three stages as follows: -

### A) STAGE ONE: MANDATORY REQUIREMENTS.

**N/B:** all the requirements above must be met to qualify for the 2<sup>nd</sup> stage of evaluation

#### Bidders Mandatory Requirements

Item No.	Requirements
1.	PIN/VAT Certificate
2.	Single business permit/Trade license
3.	Certificate of Registration and /or Incorporation.
4.	Valid Tax Compliance Certificate.
5.	Filled confidential Business Questionnaire

### STAGE TWO: TECHNICAL EVALUATION

The following merit point method for weighted evaluation factors will be applied for comparison of bid offers and final selection.

No.	Factors Description	Marks
	Number of years the firm has been in a similar business <ul style="list-style-type: none"><li>• 5 years and above (10 marks)</li><li>• 4- 5 Years (3) Marks)</li><li>• 1 - 3 Years (2) Marks)</li></ul> <b>(Maximum mark: 13 marks)</b>	13
	The bidder must be vendor should be a Microsoft Authorized Enterprise Direct Advisor (Gold partner) / Licensing Solution partner (LSP): Provide a proof of authorization and Gold partner	15

	<p>Number of technical staff available for service and support including academic qualifications and Microsoft certifications (CVs, Certificates, Diplomas and Degrees).  <b>Minimum of 3 staff.</b> (One Lead and three Technical Engineers)  <b>(5 Marks for each staff)</b></p> <p>Proof of technical competence:</p> <ul style="list-style-type: none"> <li>a) Minimum 2 MCSA/MCSE</li> <li>b) Minimum 2 Certification in SharePoint administration</li> <li>c) Minimum 2 Certification in Active Directory</li> <li>d) One MCSE Productivity certification</li> </ul>	15
	<p>Experience in similar Microsoft products deployment assignments with <b>four (4)</b> corporate clients (Provide evidence of similar work done i.e. provide copies of Sign Off certificate/LSO/LPO/Contract documents):  Attach the names, addresses and contact details of at the corporate clients.  <b>(3 Marks for Each site/client)</b></p>	12
	<p>The bidder is expected to have a functional 24 / 7 contact center / help desk where issues will be reported, logged, assigned to appropriate support personnel and tracked until closure and must be based on best practice framework like ITIL or similar framework <b>(At least 3 Certifications)</b></p>	5
	<p>Completeness of the scope covered in the methodology</p> <ul style="list-style-type: none"> <li>● No Methodology – 0 mark</li> <li>● Incomplete Methodology – 5 marks</li> <li>● Detailed Methodology – 15 marks</li> </ul>	15
	<p>Provide detailed Gantt Chart of implementation  How detailed and exhaustive?</p> <ul style="list-style-type: none"> <li>● No Gantt Chart – 0 mark</li> <li>● No very detailed- 2mark</li> <li>● Very detailed- 5 marks</li> </ul>	5
	<p>Provide Training Plan for Parliament of Kenya Staff</p> <ul style="list-style-type: none"> <li>● No plan - 0 mark</li> <li>● Not so detailed - 2 marks</li> </ul>	5

	<ul style="list-style-type: none"> <li>Detailed plan - 5 marks</li> </ul>	
	Functional 24/7 support where issues will be reported and resolved <ul style="list-style-type: none"> <li>Not indicated - 0 mark</li> <li>Indicated – 5 marks</li> </ul>	5
	Bidder must submit Draft Service Level Agreement for support.	5
	Work plan/ Implementation Plan of executing the assignment- show all the activities, duration of the activities and the sequence	5
<b>TOTAL SCORE</b>		<b>100 Marks</b>

**NB: A pass score of 80% must be attained by bidder to proceed for financial evaluation stage.**

- Bidders must respond to each specification clearly illustrating how their solution/Implementation meets the detailed requirements given in this document. A mere YES/NO response against the requirement will lead to disqualification.
- Bidders are advised to Use this table to indicate the page or section of each item in the tender document
- All bidders who will attain a certain percentage as will be set by the evaluation committee shall proceed to the next stage of evaluation.

**C) STAGE THREE: FINANCIAL EVALUATION.**

- In case of discrepancy between unit price and total, the unit price shall prevail.
- If there is a tie on the lowest quoted price between two firms, the firm with the highest technical Points will be recommended for award.

## **SECTION VII - STANDARD FORMS**

Notes on the sample Forms

- A. 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.
- B. Price Schedule-** 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.
- C. Confidential Business Questionnaire Form -** This form must be completed by the tenderer and submitted with the tender documents.
- D. Tender Security Declaration Form -** The tender shall provide the tender security in form of a guarantee as per the prescribed format included herein.
- E. Manufacturers Authorization Form-**This form must be completed and submitted with the tender documents. This form will be completed by the manufacturer of the goods where the tenderer is an agent.
- F. Performance Security Form -** The performance security form should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the Parliamentary Service Commission.
- G. 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.



**8.1 FORM OF TENDER**

Date \_\_\_\_\_  
Tender No. \_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_  
*[name and address of Parliamentary Service Commission]*

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 and configure the Equipment as per the specifications in conformity with the said tender documents for the sum of Kenya shillings

.....  
**(Total tender amount in words and figures for Desktops)**

.....  
**(Total tender amount in words and figures for UPSes)**

.....  
**(Total tender amount in words and figures for Laptops)**

.....  
**(Total tender amount in words and figures for Printers)**

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 and configure the IT 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 \_\_\_\_\_ N/A percent of the Contract Price for the due performance of the Contract , in the form prescribed by .....  
.....(*Parliamentary Service Commission* ).
- 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 - PRICE SCHEDULE FOR M365

Name of tenderer \_\_\_\_\_ Tender Number \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

No.	Items Description	Unit price	Qty	Total	Remarks
1	Microsoft M365 Enterprise Edition 1000 user licenses				
2	Cloud Storage of 1TB per user				
3	Unlimited email services solution				
4	Training of 5 Technical Staff				
5	Installation and Commissioning of M365				
6	3 Years renewal subscription support services				

Signature of tenderer \_\_\_\_\_

### Note:

- a) In case of discrepancy between unit price and total, the unit price shall prevail.
- b) The total cost should be inclusive of all applicable taxes and duties.
- c) The technically responsive firm that fulfills the Commission's technical and qualification requirements and offers the lowest grand total cost will be considered for award.

### 8.3 CONFIDENTIAL BUSINESS QUESTIONNAIRE

*(Must be filled by all applicants or Tenderers' who choose to participate in this tender)*

**Name of Applicant(S)**  
.....

You are requested to give the particulars in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. **Part 2 (d) to part 2(i) must be filled.**

**You are advised that giving wrong or false information on this Form will lead to automatic disqualification/termination of your business proposal at your cost.**

**Part 1 – General**

Business Name:.....Certificate of Incorporation / Registration No. ....Location of business premises:

Country .....Physical address .....  
Town .....Building.....  
Floor.....Plot No. ....  
Street / Road .....Postal Address .....  
Postal / Country Code.....Telephone No's.....  
Fax No's. ....E-mail address .....  
Website .....

Contact Person (Full Names) ..... Direct / Mobile No's.....  
Title ..... Power of Attorney (Yes / No)

If **Yes**, attach written document.

Nature of Business (Indicate whether manufacturer, distributor, etc)  
.....

**(Applicable to Local Suppliers Only)**  
Local Authority Trading License No. .... Expiry Date .....  
Value Added Tax  
No.....

Value of the largest single assignment you have undertaken to date (US\$/KShs)  
.....

Was this successfully undertaken? **Yes / No.** .....(If **Yes**, attach reference)

Name (s) of your banker (s) .....  
Branches ..... Tel No's. ....

**Part 2 (a) – Sole Proprietor**

Full names .....

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

**Part 2 (b) – Partnerships**

Give details of partners as follows:

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....

**Part 2 (c) – Registered Company**

Private or public .....

Company Profile .....(Attach

State the nominal and issued capital of the Company

Nominal KShs .....

Issued KShs .....

List of top ten (10) shareholders and distribution of shareholding in the company.

Give details of all directors as follows:-

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.....	.....	.....	.....
2.....	.....	.....	.....
3.....	.....	.....	.....
4.....	.....	.....	.....

**Part 2 (d) – Debarment**

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by the Parliamentary Service Commission and any other public or private institutions.

Full Names .....

Signature .....

Dated this .....day of .....2019.

In the capacity of .....

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

**Part 2 (e) – Criminal Offence**

I/We, (Name (s) of Director (s)):-

- a) .....
- b) .....
- c) .....

have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed .....

For and on behalf of M/s .....

In the capacity of .....

Dated this .....day of .....2019.

Suppliers' / Company's Official Rubber Stamp .....

**Part 2 (f) – Conflict of Interest**

I/We, the undersigned state that I / We have no conflict of interest in relation to this assignment:-

- a) .....
- b) .....
- c) .....
- d) .....

For and on behalf of M/s .....

In the capacity of .....

Dated this .....day of .....2019

Suppliers' / Company's Official Rubber Stamp.....

**Part 2 (g) – Interest in the Firm:**

Is there any person/persons in the Parliamentary Service Parliamentary Service Commission or any other public institution who has interest in the Firm? Yes/No ..... (Delete as necessary) Institution .....

.....  
**(Title)**

.....  
**(Signature)**

.....  
**(Date)**

**Part 2(h) – Experience**

Please list here below similar projects accomplished or companies / clients you have provided with similar services in the last two (2) years.

<b><u>Company Name</u></b>	<b><u>Country</u></b>	<b><u>Contract/ Order No.</u></b>	<b><u>Value</u></b>
1.....	.....	.....	.....
2.....	.....	.....	.....
3.....	.....	.....	.....

Contact person (Full Names) .....

E-mail address.....

Cell phone no .....

**Part 2(i) – Declaration**

I / We, the undersigned state and declare that the above information is correct and that I / We give the Parliamentary Service Parliamentary Service Commission authority to seek any other references concerning my / our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc.

Full names .....

Signature.....

For and on behalf of M/s .....

In the capacity of .....

Dated this .....day of .....2019.

Suppliers' / Company's Official Rubber Stamp .....

## 8.4 TENDER SECURITY DECLARATION FORM

Whereas ..... [name of the tenderer]  
(hereinafter called "the tenderer") has submitted its tender dated .....  
[date of submission of tender] for the supply, installation and Assembling of  
.....[name and/or description of the equipment]  
(hereinafter called "the Tender") ..... KNOW  
ALL PEOPLE by these presents that WE .....  
... of ..... having our registered office at  
..... (hereinafter called "the SUPPLIER"), are bound unto .....  
[name of Parliamentary Service Commission } (hereinafter called "the  
Parliamentary Service Commission ") in the sum of .....  
for which payment well and truly to be made to the said Parliamentary Service  
Commission , the Supplier binds itself, its successors, and assigns by these  
presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day  
of \_\_\_\_\_ 20 \_\_\_\_\_.

THE CONDITIONS of this obligation are:-

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

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign tender for an on behalf of \_\_\_\_\_



## 8.5 MANUFACTURER'S AUTHORIZATION FORM

To [name of the Parliamentary Service Commission ] .....

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

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

---

[signature for and on behalf of manufacturer]

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

## 8.6 CONTRACT FORM

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ between  
..... [name of Procurement entity] of ..... [country of Procurement entity]  
(hereinafter called "the Parliamentary Service Commission ) of the one part and  
..... [name of tenderer] of ..... [city and country of tenderer]  
(hereinafter called "the tenderer") of the other part;

WHEREAS the Parliamentary Service Commission 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 bid document by the successful tenderer
  - b) The Tender Form and the Price Schedule submitted by the tenderer
  - c) The Schedule of Requirements
  - d) The Technical Specifications
  - e) The General Conditions of Contract
  - f) The Special Conditions of contract; and
  - g) The Parliamentary Service Commission Notification of Award
  - h) The Bidder's letter of acceptance
  - i) Acceptable Performance Security
3. In consideration of the payments to be made by the Parliamentary Service Commission to the tenderer as hereinafter mentioned, the tender hereby covenants with the Parliamentary Service Commission to provide the goods and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Parliamentary Service Commission 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 Parliamentary Service Commission

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

## 8.7 PERFORMANCE SECURITY FORM

To .....  
[name of Parliamentary Service Commission ]

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

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

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

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of ..... [amount of the guarantee in words and figure] and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of ..... [amount of guarantee] as aforesaid, without you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signed and seal of the Guarantors

\_\_\_\_\_  
[name of bank or financial institution]

\_\_\_\_\_  
[address]

\_\_\_\_\_  
[date]

## 8.9 SAMPLE LETTER OF NOTIFICATION OF AWARD

### REPUBLIC OF KENYA



### THE PARLIAMENTARY SERVICE COMMISSION

**REFERENCE:**

**DATE**

**M/S**  
**P. O. Box**  
**Nairobi**

Dear

**RE: SUPPLY, DELIVERY AND CONFIGURATION OF MICRISOFT M365 AS PER THE SPECIFICATIONS**  
**TENDER NO.PSC/003/2019-2020**

We are pleased to inform you that your bid dated ..... for the Supply and delivery of the ..... as per the specifications at a Total Cost of **Kenya Shillings** -----only is hereby accepted.

The contract documents are in the course of preparation and you will be called to sign them after fourteen (14) days have elapsed from the date of this letter.

The Parliamentary Service Commission hereby appoints the ..... as the Project Co-ordinator for this assignment and you are requested to make arrangements to contact the Project Co-ordinator on all matters to do with this contract.

Yours faithfully,

**CLERK OF THE SENATE/SECRETARY**  
**PARLIAMENTARY SERVICE COMMISSION**