



**TENDER NO: KP10/9A/RT/NER/01/20-21 FOR
THIRD PARTY GARAGES, THREE (3) YEAR CONTRACT FOR SUPPLY OF
TRANSPORT FLEET UNITS REPAIRS AND MAINTENANCE SERVICES FOR
KIAMBU, KITUI, GARISSA, WAJIR & MANDERA COUNTIES**

JULY 2021

**ALL TENDERERS ARE ADVISED TO READ CAREFULLY THIS TENDER DOCUMENT IN
ITS ENTIRETY BEFORE MAKING ANY BID**

THE KENYA POWER & LIGHTING COMPANY PLC
CENTRAL OFFICE, STIMA PLAZA,
KOLOBOT ROAD, PARKLANDS,
P.O. BOX 30099-
00100, NAIROBI,
KENYA.

Telephones: +254-020-3201000; 3644000 Pilot Lines

Telephones: +254 -720-600070/1-5/; -733-755001/2-3 Cellular

Website: www.kplc.co.ke

Email 1: ENdenderu@kplc.co.ke

2. JMaina@kplc.co.ke

4: Dkibiwotkipkemboi@kplc.co.ke

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SECTION I - INVITATION TO TENDER

DATE: JULY, 2021

TENDER NO: KP10/9A/RT/NER/01/21-22

NAME: THIRD PARTY GARAGES, THREE (3) YEAR CONTRACTS FOR SUPPLY OF TRANSPORT FLEET UNITS REPAIRS AND MAINTENANCE SERVICES –KIAMBU, KITUI, GARISSA, WAJIR & MANDERA COUNTIES

1.1 Introduction.

The Kenya Power & Lighting Company Ltd (KPLC) invites bids from eligible Tenderers **for Third Party Garages, three (3) year contracts for supply of transport fleet units repairs and maintenance services.** Eligible Tenderers may obtain further information from the General Manager- Supply Chain, The Kenya Power & Lighting Company PLC at Stima Plaza, 3rd Floor, Kolobot Road, P.O. Box 30099 – 00100 Nairobi, Kenya.

1.2 Obtaining tender documents.

1.2.1 Tender documents detailing the requirements may be obtained from the KPLC Thika Office 2nd Floor Procurement website (www.kplc.co.ke) as from **27th July, 2020.**

1.2.2 Prospective bidders may download the tender document from KPLC's website free of charge.

1.3 Submission of Tender documents

Completed Tenders are to be submitted in the Tender Box Located in **KPLC's Office, Thika Arcade** on or before **10th August 2021, (10.00 a.m.)** Tenderers are required to visit the KPLCs Website from time to time for revised closing dates and addendums.

1.4 Prices

Offered Price should be inclusive of all taxes, duties, levies and delivery costs to the premises (where applicable) of KPLC or other specified site must be in Kenya Shillings or a freely convertible currency in Kenya and shall remain valid for two hundred and ten (210) days from the closing date of the tender.

1.5 Opening of submitted Tenders

Tenders will be opened promptly thereafter **at 10.30 a.m. on 10th August 2021** in the presence of the Tenderer's or their representatives who choose to attend **at the KPLC's Office on 6th Floor Meeting Room, Thika Arcade.**

SECTION II - TENDER SUBMISSION CHECKLIST

Bidders are advised to clearly label their documents while uploading on the portal.

No.	Item	Tick Where Provided
1	Declaration Form	
2	Duly completed Tender Form	
3	Copy of Company or Firm's Registration Certificate	
4	Copy of PIN Certificate	
5*	Copy of Valid Tax Compliance Certificate	
6	Confidential Business Questionnaire (CBQ)	
7	Duly completed Schedule of Guaranteed Technical Particulars	
8	Names with full contact as well as physical addresses of previous customers of similar goods and reference letters from at least two (2) previous customers	
10	Statement on Deviations if applicable	
11	Price Schedule(s)	
12	Submit certified copies of bank statements covering a period of at least six months prior to the date of the tender document. The copies should be certified by the Bank issuing the statements. The certification should be original).	
13	Any other document or item required by the Tender Document. (The Tenderer shall specify such other documents or items it has submitted)	

***NOTES TO TENDERERS**

Valid Tax Compliance Certificate shall be one issued by the relevant tax authorities and valid for at least up to the tender closing date. All Kenyan Registered Tenderers must provide a valid Tax Compliance Certificate.

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SECTION III - INSTRUCTIONS TO TENDERERS

3.1 Definitions

In this tender, unless the context or express provision otherwise requires: -

- a) *Any reference to any Act shall include any statutory extension, amendment, modification, re-amendment or replacement of such Act and any rule, regulation or order made thereunder.*
- b) *“Date of Tender Document” shall be the **start date** specified on the KPLC tendering portal.*
- c) *“Day” means calendar day and “month” means calendar month.*
- d) *“KEBS” wherever appearing means the Kenya Bureau of Standards or its successor(s) and assign(s) where the context so admits.*
- e) *“KENAS” wherever appearing means the Kenya National Accreditation Service or its successor(s) and assign(s) where the context so admits*
- f) *“PPRA” wherever appearing means The Public Procurement Regulatory Authority or its successor(s) and assign(s) where the context so admits.*
- g) *Reference to “the tender” or the “Tender Document” includes its appendices and documents mentioned hereunder and any reference to this tender or to any other document includes a reference to the other document as varied supplemented and/or replaced in any manner from time to time.*
- h) *“The Procuring Entity” means The Kenya Power and Lighting Company Limited or its successor(s) and assign(s) where the context so admits (hereinafter abbreviated as KPLC).*
- i) *“The Tenderer” means the person(s) submitting its Tender for the supply, installation and commissioning (where applicable) of the goods in response to the Invitation to Tender.*
- j) *Where there are two or more persons included in the expression the “Tenderer”, any act or default or omission by the Tenderer shall be deemed to be an act, default or omission by any one or more of such persons.*
- k) *Words importing the masculine gender only, include the feminine gender or (as the case may be) the neutral gender.*
- l) *Words importing the singular number only include the plural number and vice-versa and where there are two or more persons included in the expression the “Tenderer” the covenants, agreements and obligations expressed to be made or performed by the Tenderer shall be deemed to be made or performed by such persons jointly and severally.*
- m) *KPLC’s “authorised person” shall mean its MD & CEO who is designated by the*

PPAD Act 2015 to exercise such power, authority or discretion as is required under the tender and any contract arising therefrom, or such other KPLC staff delegated with such authority.

- n) Citizen contractors-means a person/firm wholly owned and controlled by person(s) who are citizens of Kenya.*
- o) Local contractors- a firm shall be qualified as a local contractor if it is registered in Kenya.*

3.2 Eligible Tenderers

3.2.1 A tenderer is eligible to bid for this contract only if the tenderer satisfies the following criteria—

- (a) the tenderer has the legal capacity to enter into a contract for procurement or asset disposal;
- (b) the tenderer is not insolvent, in receivership, bankrupt or in the process of being wound up;
- (c) the tenderer, if a member of a regulated profession, has satisfied all the professional requirements;
- (d) the tenderer and his or her sub-contractor, if any, is not debarred;
- (e) the tenderer has fulfilled tax obligations;
- (f) the tenderer has not been convicted of corrupt or fraudulent practices; and
- (g) is not guilty of any serious violation of fair employment laws and practices.

In addition, this Invitation to Tender is open to all Tenderers eligible as described in the **Appendix to Instructions to Tenderers**.

Successful Tenderers shall supply the goods in accordance with this tender and the ensuing contract.

3.2.2 In addition the tenderer shall be considered ineligible to bid, where in case of a corporation, private company, partnership or other body, the tenderer, their spouse, child or sub-contractor has substantial or controlling interest and is found to be in contravention of the provisions of section 3.2.1 above.

3.2.5 Despite the provisions of section 3.2.3 and 3.2.4, a tenderer having a substantial or controlling interest shall be eligible to bid where—

- (a) such tenderer has declared any conflict of interest; and
- (b) performance and price competition for that good, work or service is not available or can only be sourced from that tenderer.

3.2.6 For the purposes of this paragraph, any relative i.e. spouse(s) and child(ren) of any person mentioned in sub-paragraph 3.2.3 is also ineligible to participate in the tender. In addition, a Cabinet Secretary shall include the President, Deputy President or the Attorney General of GoK.

3.2.7 Tenderers shall provide the qualification information statement that the Tenderer (including 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 KPLC 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 to Tender.

3.2.8 Tenderers shall not be under declarations as prescribed at Section XIII.

3.2.9 Tenderers who are not under these declarations shall complete the Declaration Form strictly in the form and content as prescribed at Section XIII.

3.2.10 Those that are under the Declaration as prescribed at Section XIII whether currently or in the past shall not complete the Form. They will submit a suitable Form giving details, the nature and present status of their circumstances.

3.3 Eligible Goods

3.3.1 All goods to be supplied under the contract shall have their origin in eligible source countries. These countries are as described in the Appendix to Instructions to Tenderers.

3.3.2 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.

3.3.3 The origin of goods is distinct from the nationality of the Tenderer.

3.4 Cost of Tendering

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

3.5 Contents of the Tender Document

3.5.1 The Tender Document comprises the documents listed below and Addendum (where applicable) issued in accordance with paragraph 3.7 of these Instructions to Tenderers: -

- a) *Invitation to Tender*
- b) *Tender Submission Checklist*
- c) *Instructions to Tenderers*
- d) *Appendix to Instructions to Tenderers*
- e) *Schedule of Requirements*
- f) *Delivery Schedule*
- g) *Price Schedule for Goods*
- h) *Evaluation Criteria*
- i) *General Conditions of Contract*
- j) *Special Conditions of Contract*
- k) *Tender Form*
- l) *Confidential Business Questionnaire Form*
- m) *Tender Security Form*
- n) *Manufacturer’s Authorization Form*
- o) *Manufacturer’s Warranty*

- p) *Declaration Form*
 - q) *Contract Form*
 - r) *Performance Security Form*
 - s) *Technical Specifications*
 - (i) *General Requirements*
 - (ii) *Detailed Technical Specifications*
- 3.5.2 The Tenderer is expected to examine all instructions, forms, provisions, terms and specifications in the Tender Document. Failure to furnish all information required by the Tender Document or to submit a tender not substantially responsive to the Tender Document in every respect will be at the Tenderer's risk and may result in the rejection of its Tender.
- 3.5.3 All recipients of the documents for the proposed Contract for the purpose of submitting a tender (*whether they submit a tender or not*) shall treat the details of the documents as "Private and Confidential".

3.6 Clarification of Documents

A prospective Tenderer requiring any clarification of the Tender Document may notify the General Manager Supply Chain in writing and ensure receipt is acknowledged at KPLC's Physical address indicated on the Tender Document. KPLC 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 KPLC. Written copies of KPLC's response (*including an explanation of the query but without identifying the source of inquiry*) will be published and accessible to all prospective Tenderers on the KPLC's tendering portal.

3.7 Amendment of Documents

- 3.7.1 At any time prior to the deadline for submission of Tenders, KPLC, 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.
- 3.7.2 All prospective Tenderers that have registered in the portal for the Tender will be notified of the amendment(s) (*hereinafter referred to or otherwise known as addendum*) in writing and will be binding on them.
- 3.7.3 In order to allow prospective Tenderers reasonable time in which to take the amendment into account in preparing their Tenders, KPLC, at its discretion, may extend the deadline for the submission of Tenders.

3.8 Language of Tender

The Tender prepared by the Tenderer, as well as all correspondence and documents relating to the tender, exchanged between the Tenderer and KPLC, shall be written in English language. Any printed literature furnished by the Tenderer written in any other language shall be 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. The English

translation shall be on the Tenderer's letterhead and shall be signed by the duly authorized signatory signing the Tender and stamped with the Tenderer's stamp.

3.9 Documents Comprising the Tender

The Tender prepared and submitted by the Tenderer shall include but not be limited to all the following components: -

- a) *Declaration Form, Tender Form and a Price Schedule completed in compliance with paragraphs 3.2, 3.10, 3.11 and 3.12.*
- b) *Documentary evidence established in accordance with paragraph 3.13 that the Tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted.*
- c) *Documentary evidence established in accordance with paragraph 3.14 that the goods and ancillary services to be supplied by the Tenderer are eligible goods and services and conform to the tender documents, and,*
- d) *Tender Security furnished in accordance with paragraph 3.18*
- e) *A detailed list of previous customers as prescribed for similar items on tender and their contact addresses shall be submitted with the Tender for the purpose of reference,*
- f) *And all other documents indicated in Section II (Tender Submission Checklist)*

3.10 Tender Form

3.10.1 The Tenderer shall complete and sign the Tender Form and all other documents furnished in the Tender Document, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices amongst other information required.

3.10.2 If the Form is found to have insufficient space to fit all of the Tenderer's information, data, etc., the Tenderer shall attach a sheet or sheets immediately after such page clearly labeling at the top of each page of such attachment with the title of that Form and numbering accordingly.

3.11 Tender Prices

3.11.1 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.

3.11.2 Prices indicated on the Price Schedule shall include all costs including taxes, insurances and delivery to the premises (where applicable) of KPLC or other specified site.

3.11.3. For the avoidance of doubt, Tenderers shall quote on Delivered Duty Paid (DDP) basis. No other basis shall be accepted for evaluation, award or otherwise.

3.11.4 Tender prices to be submitted (quoted) by the Tenderer shall remain fixed for the contract duration.

3.12 Tender Currencies

3.12.1 For goods that the Tenderer will supply from within or outside Kenya, the prices shall be quoted in Kenya Shillings, or in another freely convertible currency in Kenya. The currency quoted must be indicated clearly on the Price Schedule of Goods.

3.12.2 The exchange rate to be used for currency conversion for evaluation purposes shall be the Central Bank of Kenya selling rate prevailing on the Tender closing date. (Please visit the Central Bank of Kenya website).

3.13 Tenderer's Eligibility and Qualifications

3.13.1 Pursuant to paragraph 3.2, the Tenderer shall furnish, as part of its Tender, documents establishing the Tenderer's eligibility to tender and its qualifications to perform the contract if its Tender is accepted.

3.13.2 The documentary evidence of the Tenderer's eligibility to tender shall establish to KPLC's satisfaction that the Tenderer, at the time of submission of its Tender, is from an eligible source country as defined under paragraph 3.2

3.13.3 The documentary evidence of the Tenderer's qualifications to perform the contract if its Tender is accepted shall be established to KPLC's satisfaction –

- a) *that, in the case of a Tenderer offering to supply goods under the contract which the Tenderer did not manufacture or otherwise produce, the Tenderer has been duly authorized by the goods' manufacturer or producer to supply the goods. The authorization shall strictly be in the form and content as prescribed in the Manufacturer's Authorization Form in the Tender Document.*
- b) *that the Tenderer has the financial capability necessary to perform the contract. The Tenderer shall be required to provide the documents as specified in the Appendix to Instructions to Tenderers including a current Tax Compliance Certificate issued by the relevant tax authorities.*
- c) *that the Tenderer has the technical and production capability necessary to perform the contract.*
- d) *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, spare parts and stocking obligations prescribed in the Conditions of Contract and or in the Technical Specifications.*

3.14 Unsatisfactory or default in performance

Tenderers with any record of unsatisfactory or default in performance obligations in any contract shall not be considered for evaluation, award or otherwise. For the avoidance of doubt, this shall include any Tenderer with unresolved case(s) in its performance obligations for more than two (2) months in any contract.

3.15 Goods Eligibility and Conformity to Tender Documents

3.15.1 Pursuant to paragraph 3.3 of this Section, the Tenderer shall furnish, as part of its Tender, documents establishing the eligibility and conformity to the Tender Document of all goods that the Tenderer proposes to supply under the contract.

- 3.15.2 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.
- 3.15.3 The documentary evidence of conformity of the goods to the Tender Document may be in the form of literature, drawings and data, and shall consist of: -
- a) *a detailed description of the essential technical and performance characteristics of the goods whether in brochures, catalogues, drawings or otherwise,*
 - b) *a list giving full particulars, including available source and current prices of spare parts, special tools and other incidental apparatus necessary for the proper and continuing functioning of the goods for a minimum period of three (3) years, following commencement of the use of the goods by KPLC, and,*
 - c) *Duly completed Schedule of Guaranteed Technical Particulars (GTP) as per Tender Specifications demonstrating substantial responsiveness of the goods and service to those specifications and, if any, a statement of deviations and exceptions to the provisions of the Technical Specifications.*
- 3.15.4 For all goods offered, the Tenderer shall be required to demonstrate that the goods or products conform to required standards by evidence of a Type Test Certificate and its Report, or, Test Certificates and their Reports issued by a **third party testing laboratory** accredited to ISO/IEC 17025. A copy of the accreditation certificate to ISO/IEC 17025 **of the testing laboratory** shall be submitted together with the tender. KPLC reserves the right to subject the certificate(s) to authentication. **Type Test Certificates and Type Test Reports shall NOT be more than five (5) years old prior to the Date of the Tender document.**
- 3.15.5 Where the Tenderer proposes to supply locally manufactured goods, and any local (*i.e. Kenyan*) testing body lacks the necessary accreditation certificate or ability mentioned in 3.15.4 above, the certificate issued by such local testing body shall be accepted within the meaning of paragraph 3.15.4 notwithstanding the absence of the accreditation certificate(s).
- 3.15.6 Where in any case not provided for in clauses 3.15.4 and 3.15.5 above, the acceptance of goods for purposes of evaluation or otherwise shall be at the sole discretion of KPLC. However, the Tenderer shall submit satisfactory evidence prior to application of this sub-paragraph.
- 3.15.7 For purposes of the documentary and other evidence to be furnished pursuant to subparagraphs 3.15.3, 3.15.4, 3.15.5 and 3.15.6 above, the Tenderer shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by KPLC in its Technical Specifications, are intended to be descriptive only and not restrictive. The Tenderer may adopt higher standards, brand names, and or catalogue numbers in its Tender, provided that it demonstrates to KPLC's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

3.16 Sample(s)

- 3.16.1 Where required in the Appendix to Instruction to Tenderers, all Tenderers must also submit sample(s) in conformity with the technical specifications securely and clearly labelled with -
- a) *the Tender number and name,*
 - b) *the opening date and time of the tender,*
 - c) *the name or identity of the sample, and,*
 - d) *the name of the Tenderer.*

- 3.16.2 The sample(s) shall be considered as part of the tender and must be submitted on or before the deadline for submission of Tenders and receipt acknowledged by KPLC evidenced by a stamped delivery note.

3.17 Warranty

- 3.17.1 Where required in the Tender, all Tenderers must also provide a Warranty that warrants that the goods to be supplied under the intended contract are new, unused, of the most recent or current specification and incorporate all recent improvements in design and materials unless provided otherwise in the Tender. The Warranty shall also warrant that the goods in the Tenderer's bid have no defect arising from manufacture, materials or workmanship or from any act or omission of the Tenderer that may develop under normal use of the goods under the conditions obtaining in Kenya.
- 3.17.2 The Warranty will remain valid for one (1) year after the goods, or any portion thereof as the case may be, have been delivered to the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port of loading in the source country, whichever period concludes earlier.

3.18 Tender Security

- 3.18.1 The Tenderer shall furnish, as part of its Tender, a tender security for the amount specified in the Appendix to Instructions to Tenderers. The Original Tender Security, in a clearly labelled envelop, shall be deposited in the **Tender Security Box at Stima Plaza 3rd Floor** on or before the opening date and time and receipt acknowledged by KPLC evidenced by a stamped copy.
- 3.18.2 The tender security shall be either one or a combination of the following:-
- a) An original Bank Guarantee that is strictly in the form and content as prescribed in the Tender Security Form (Bank Guarantee) in the Tender Document.
 - b) For Local bidders, Standby Letters of Credit (LC). All costs, expenses and charges levied by all banks party to the LC shall be prepaid/borne by the Tenderer. The LC must contain all the mandatory conditions of payment to KPLC as prescribed in the Tender Security (Letters of Credit) provided in the Tender Document.
 - c) For Foreign bidders, Standby Letters of Credit (LC) confirmed by a bank in Kenya. All costs, expenses and charges levied by all banks party to the LC including confirmation charges shall be prepaid/borne by the Tenderer. The LC must contain all the mandatory conditions of payment to KPLC as prescribed in the Tender Security (Letters of Credit) provided in the Tender Document.
 - d) An original Guarantee by a deposit taking Microfinance Institution, Sacco Society, Youth Enterprise Development Fund or the Women Enterprise Fund, that is strictly in the form and content as prescribed in the Tender Security Form
- 3.18.3 The tender security is required to protect KPLC against the risk of the Tenderer's conduct which would warrant the security's forfeiture pursuant to paragraph 3.18.10.
- 3.18.4 The Tender Security shall be denominated in Kenya Shillings or in another freely convertible currency in Kenya.
- 3.18.5 The Tender Security shall be valid for thirty (30) days beyond the validity of the tender.

- 3.18.6 KPLC shall seek authentication of the Tender Security from the issuing or confirming bank. It is the responsibility of the Tenderer to sensitize its issuing or confirming bank on the need to respond directly and expeditiously to queries from KPLC. The period for response shall not exceed three (3) days from the date of KPLC's query. Should there be no conclusive response by the bank within this period, such Tenderer's Tender Security may be deemed as invalid and the bid rejected.
- 3.18.7 Any Tender not secured in accordance with this paragraph will be rejected by KPLC as nonresponsive, pursuant to paragraph 3.29.
- 3.18.8 The unsuccessful Tenderer's Tender Security will be released as promptly as possible, in any of the following circumstances: -
- a) *the procurement proceedings are terminated*
 - b) *KPLC determines that none of the submitted Tenders is responsive*
 - c) *a contract for the procurement is entered into*
- 3.18.9 The successful Tenderer's Tender Security will be released upon the successful Tenderer's signing the contract, pursuant to paragraph 3.38 and furnishing an authentic Performance Security, pursuant to paragraph 3.37.
- 3.18.10 The Tender Security shall be forfeited –
- a) *if the Tenderer withdraws its Tender after the deadline for submitting Tenders but before the expiry of the period during which the Tenders must remain valid*
 - b) *if the Tenderer fails to enter into a written contract in accordance with paragraph 3.36*
 - c) *if the successful Tenderer fails to furnish the performance security in accordance with paragraph 3.39*
 - d) *if the Tenderer fails to extend the validity of the tender security where KPLC has extended the tender validity period in accordance with paragraph 3.19.*
- 3.18.11 Where KPLC has extended the tender validity period in accordance with paragraph 3.18, any Tenderer who opts not to extend its tender validity shall have its Tender Security promptly returned.

3.19 Validity of Tenders

- 3.19.1 Tenders shall remain valid for two hundred and ten (210) days after the date of tender opening as specified in the Invitation to Tender or as otherwise may be prescribed by KPLC, pursuant to paragraph 3.23. A Tender that is valid for a shorter period shall be rejected by KPLC as non-responsive.
- 3.19.2 In exceptional circumstances, KPLC may extend the Tender validity period. The extension shall be made in writing. The tender security provided under paragraph 3.18 may also be extended. A Tenderer shall not be required nor permitted to

3.20 Alternative Offers

Only main offers shall be considered, as alternative offers are not acceptable

3.21 Deadline for Submission of Tenders

- 3.21.1 Tenders must be received by KPLC by the date and time specified in the Invitation to Tender – Section I of the Tender document
- 3.21.2 KPLC may, at its discretion, extend this deadline for submission of Tenders by amending the tender documents in accordance with paragraph 3.7, in which case all rights and obligations of KPLC and the Tenderer previously subject to the initial deadline, will therefore be subject to the deadline as extended.

3.22 Modification and Withdrawal of Tenders

- 3.22.1 The Tenderer may modify or withdraw its Tender after it has submitted, provided that the modification, including substitution or withdrawal of the Tender is received by KPLC prior to the deadline prescribed for submission of tenders.
- 3.22.2 No Tender may be modified after the deadline for submission of Tenders.
- 3.22.3 No Tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period during which the Tender must remain valid except where KPLC extends the initial validity period. Any withdrawal of a Tender during this interval shall result in forfeiture of the Tenderer's Tender Security except where KPLC extends the initial validity period.

3.23 Opening of Tenders

- 3.23.1 KPLC shall open all Tenders promptly at the date and time specified in the Invitation to Tender – Section I of the Tender document and at the location specified in the Invitation to Tender or as may otherwise be indicated.
- 3.23.2 The Tenderer's names, tender modifications or withdrawals, the presence or absence of requisite Tender Security and such other details as KPLC, at its discretion, may consider appropriate, will be announced at the opening.
- 3.23.3 At the Tender opening, tender prices, discounts, and such other details as KPLC, at its discretion, may consider appropriate will be read out.
- 3.23.4 The Tenderers or their representatives may attend the opening and those present shall sign a register evidencing their attendance.

3.24 Process to be Confidential

- 3.24.1 After the opening of tenders, information relating to the examination, clarification, evaluation and comparisons of tenders and recommendations arising there-from shall not be disclosed to a Tenderer or other person(s) not officially concerned with such process until conclusion of that process.
- 3.24.2 Conclusion of that process shall be deemed to have occurred, at the latest, by the date and time KPLC notifies the successful bidder(s). In any event, official disclosure by KPLC of any information upon conclusion of that process may only be to the unsuccessful bidders and may contain only the information permissible by law in summary form.

- 3.24.3 Any effort by a Tenderer to influence KPLC or any of its staff members in the process of examination, evaluation and comparison of tenders and information or decisions concerning the Tender may result in the disqualification of the Tenderer.

3.25 Clarification of Tenders and Contacting KPLC

- 3.25.1 To assist in the examination, evaluation and comparison of Tenders KPLC 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.
- 3.25.2 The Tenderer is required to provide timely clarification or substantiation of the information that is essential for effective evaluation of its qualifications. It is the responsibility of the Tenderer to provide in writing the clarification or substantiation which should reach KPLC within five (5) days from the date of KPLC's query. Such writing may include by electronic mail, facsimile or postal mail. Should there be no conclusive response within this period, it shall result in the Tenderer's disqualification.
- 3.25.3 Save as is provided in this paragraph and paragraph 3.26 above, no Tenderer shall contact KPLC on any matter related to its Tender, from the time of the tender opening to the time the successful Tenderer is announced.
- 3.25.4 Any effort by a Tenderer to influence KPLC in its decisions on tender evaluation, tender comparison, tender recommendation(s) or signing of Agreement may result in the disqualification of the Tenderer.

3.26 Preliminary Tender Evaluation

- 3.26.1 Prior to the detailed Technical and Financial evaluation, KPLC will determine the substantial responsiveness of each Tender. For purposes of this tender, a substantially responsive Tender is one that conforms to the requirements of Preliminary Evaluation. KPLC's determination of a Tender's responsiveness is to be based on the contents of the Tender itself without recourse to extrinsic evidence.
- 3.26.2 KPLC will examine the Tenders to determine whether they conform to the Preliminary Evaluation Criteria set out in the Section VI Evaluation Criteria.
- 3.26.3 Notwithstanding the contents of the foregoing sub-paragraphs, if a Tender is not substantially responsive, it will be rejected at the earliest stage of evaluation by KPLC and cannot subsequently be made responsive by the Tenderer by correction of any non-conformity.

3.27 Minor Deviations, Errors or Oversights

- 3.27.1 KPLC may waive any minor deviation in a Tender that does not materially depart from the requirements of the goods and or services set out in the Tender Document.
- 3.27.2 Such minor deviation -
- 3.27.2.1 shall be quantified to the extent possible,*
 - 3.27.2.2 shall be taken into account in the evaluation process, and,*
 - 3.27.2.3 shall be applied uniformly and consistently to all qualified Tenders duly received by KPLC.*

3.27.3 KPLC may waive errors and oversights that can be corrected without affecting the substance of the Tender.

3.28 Technical Evaluation of Tenders

KPLC will evaluate and compare the Tenders that have been determined to be substantially responsive in compliance to the Technical requirements set out in the Tender Document.

3.29 Financial Evaluation of Tenders

3.29.1 Upon completion of the preliminary and technical evaluation, KPLC shall conduct a Financial Evaluation and comparison as set out in Section VI Evaluation Criteria.

3.29.2 Where other currencies are used, KPLC will convert those currencies to the same currency using the selling exchange rate prevailing on the date of tender closing provided by the Central Bank of Kenya.

3.29.3 Arithmetical errors shall not be corrected. The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

3.30 Preferences

3.30.1 Subject to availability and realisation of the applicable international or local standards, only such manufactured articles, materials or supplies wholly mined and produced in Kenya shall be subject to preferential procurement.

3.30.2 Despite the above provisions, preference shall be given to —

(a) manufactured articles, materials and supplies partially mined or produced in Kenya or where applicable have been assembled in Kenya; or (b) firms where Kenyans are shareholders.

3.30.3 The threshold for the provision under 3.30.2 (b) shall be above fifty-one percent of Kenyan shareholders.

3.30.4 Where a person is entitled to more than one preference scheme, the scheme with the highest advantage to the person shall be applied.

3.30.5 In the evaluation of tenders, exclusive preference shall firstly be given to citizen contractors where the amount of the tender as evaluated is below Ksh. 500 Million in respect of works, goods and services.

3.30.6 For purposes of this paragraph the Tenderer shall submit with its Tender, a valid copy of certificate of Confirmation of Directorships and Shareholding issued **and signed** by either the Registrar of Companies or Registrar of Business Names. This certificate must not be more than three (3) months old from the Date of the Tender Document. Kenya Power reserves the right to subject the certificate to authentication.

3.31 Debarment of a Tenderer

A Tenderer who gives false information in the Tender 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.

3.32 Confirmation of Qualification for Award

- 3.32.1 KPLC may confirm to its satisfaction whether the Tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.
- 3.32.2 The confirmation will take into account the Tenderer's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to paragraph 3.13 as well as confirmation of such other information as KPLC deems necessary and appropriate. This may include factory and other facilities inspection and audits.
- 3.32.3 An affirmative confirmation will be a prerequisite for award of the contract to the Tenderer. A negative confirmation will result in rejection of the Tenderer's Tender, in which event KPLC will proceed to the next lowest evaluated responsive tender to make a similar confirmation of that Tenderer's capabilities to perform satisfactorily.

3.33 Award of Contract

- 3.33.1 KPLC will award the contract to the successful Tenderer whose Tender has been determined to be substantially responsive, technically compliant and has been determined to be the lowest evaluated tender, and further, where deemed necessary, that the Tenderer is confirmed to be technically and financially qualified to perform the contract satisfactorily.
- 3.33.2 Award will be done as indicated in the Appendix to Instructions to Tenderers.

3.34 Termination of Procurement Proceedings

- 3.34.1 KPLC may at any time terminate procurement proceedings before entering into a contract and shall not be liable to any person for the termination.
- 3.34.2 KPLC shall give prompt notice of the termination to the Tenderers, and, on request from any Tenderer, give its reasons for termination within fourteen (14) days of such request.

3.35 Notification of Award

- 3.35.1 Prior to the expiration of the period of tender validity, KPLC shall notify the successful Tenderer in writing that its Tender has been accepted.
- 3.35.2 The notification of award shall not constitute the formation of the contract until one is finally signed by both parties.
- 3.35.3 Simultaneously, and without prejudice to the contents of paragraph 3.35, on issuance of Notification of Award to the successful Tenderer, KPLC shall notify each unsuccessful Tenderer.
- 3.35.4 A notification of the tender outcome does not reduce the validity period for any tender security whether the Tenderer is successful or not, except where such tender security is officially released to the Bank and/or the Tenderer and such Bank discharged of all its obligations by KPLC prior to the expiry of its stated validity period.

3.36 Signing of Contract

- 3.36.1 At the same time as KPLC notifies the successful Tenderer that its Tender has been accepted, KPLC will send the Tenderer the Contract Agreement provided in the Tender Document together with any other necessary documents incorporating all agreements between the Parties.
- 3.36.2 Within fourteen (14) days of the date of notification of award, the successful Tenderer shall only sign the Contract Form and all the documents specified in that Form and return them to KPLC within that period of fourteen (14) days.
- 3.36.3 KPLC shall sign and date the Contract not earlier than fourteen (14) days from the date of notification of contract award. Further, KPLC shall not sign the contract until and unless the authentic performance security is received in accordance with paragraph 3.35.
- 3.36.4 Failure of the successful Tenderer to sign the Contract, the award shall be annulled and its tender security forfeited in which event KPLC shall notify the next lowest evaluated Tenderer that its Tender has been accepted.
- 3.36.5 Paragraph 3.36 together with the provisions of this paragraph 3.35 will apply with necessary modifications with respect to the Tenderer notified under sub-paragraph 3.35.4.

3.37 Performance Security

- 3.37.1 Within fourteen (14) days of the date of notification of award from KPLC, the successful Tenderer shall furnish KPLC with a Performance Security which shall be either one or a combination of the following:
 - a) An original Bank Guarantee that is strictly in the form and content as prescribed in the Performance Security Form (Bank Guarantee) in the Tender Document.
 - b) For Local bidders, Standby Letters of Credit (LC). All costs, expenses and charges levied by all banks party to the LC shall be prepaid/borne by the Tenderer. The LC must contain all the mandatory conditions of payment to KPLC as prescribed in the Tender Security (Letters of Credit) provided in the Tender Document.
 - c) For Foreign bidders, Standby Letters of Credit (LC) confirmed by a bank in Kenya. All costs, expenses and charges levied by all banks party to the LC including confirmation charges shall be prepaid/borne by the Tenderer. The LC must contain all the mandatory conditions of payment to KPLC as prescribed in the Tender Security (Letters of Credit) provided in the Tender Document.
- 3.37.2 The Performance Security shall be denominated in Kenya Shillings or in another freely convertible currency in Kenya. A Performance Security in form of a Bank Guarantee or a Standby Letter of Credit issued on behalf of local bidders, should be from a commercial bank licensed by the Central Bank of Kenya. A Performance Security in form of a Standby Letter of Credit issued on behalf of foreign bidders by foreign banks should be confirmed by a commercial bank licensed by the Central Bank of Kenya.
- 3.37.3 The Performance Security shall be the sum of ten percent (10%) of the contract value. It shall be in the currency of the contract price.
- 3.37.4 KPLC shall seek authentication of the Performance Security from the issuing bank. It is the responsibility of the successful Tenderer to sensitize its issuing bank on the need to respond

directly and expeditiously to queries from KPLC. The period for response shall not exceed three (3) days from the date of KPLC's query. Should there be no conclusive response by the Bank within this period, such successful Tenderer's Performance Security may be deemed as invalid.

3.37.5 Failure of the successful Tenderer to furnish an authentic Performance Security, the award shall be annulled and the Tender Security forfeited, in which event KPLC may notify the next lowest evaluated Tenderer that its Tender has been accepted.

3.37.6 Paragraph 3.37, 3.36 together with the provisions of this paragraph 3.39 will apply with necessary modifications, and as far as circumstances permit, with respect to the Tenderer notified under sub-paragraph 3.39.5.

3.38 Corrupt or Fraudulent Practices

3.38.1 KPLC 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: -

- a) *"Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of public official in the procurement process or in contract execution;*
- b) *"Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of KPLC, and includes collusive practice among Tenderers (prior to or after Tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive KPLC of the benefits of free and open competition.*

3.38.2 KPLC will nullify its notification of award if it determines that the Tenderer recommended has engaged in corrupt or fraudulent practices in competing for the contract in question.

3.38.3 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 and or amend the provisions of the Instructions to Tenderers *hereinafter abbreviated as ITT*. Wherever there is a conflict between the provisions of the ITT and the Appendix, the provisions of the Appendix herein shall prevail over those of the ITT.

No.	ITT Reference Clause	Particulars of Appendix
1.	3.3.1 Eligible Tenderers	<i>This Invitation to Tender is open to 3rd party garages/ service providers. These exclude Motor Vehicle, motorcycles, plant and other fleet units' Manufacturers and their official appointed Dealers, Agents and Authorized service centres (Procured vide alternative tenders). Successful Tenderers shall supply the goods and services in accordance with this tender and the ensuing contract.</i>
2.	3.9 (e) Documents Comprising the Tender – List of Previous Customers	<i>The Tenderer shall submit at least Two (2) names with full contact as well as physical addresses of previous customers of similar goods.</i>
3.	3.11 Tender prices	<i>For avoidance of doubt, the currency of the tender prices shall be in Kenya Shillings and shall remain valid to the entire duration of the contract – three (3) years after commencement of the resultant contract.</i>
4.	3.13.3 (b) Documentary evidence of financial capability	<i>The tenderer should submit certified copies of bank statements covering a period of at least six months prior to the date of the tender document. The copies should be certified by the Bank issuing the statements. The certification should be original</i>
5.	3.14.3 (a) Catalogues, Manufacturer's Drawings	<i>Duly completed Schedule of Guaranteed Technical Particulars (GTP) as per Tender Specifications demonstrating substantial responsiveness of the goods and service to those specifications and, if any, a statement of deviations and exceptions to the provisions of the Technical Specifications.</i>
6.	3.15.1 Sample(s)	<i>This is not applicable on this tender.</i>
7.	3.17.1 Tender Security	<i>Tender security has been waived for this tender.</i>
8.	3.18.1 Tender validity	<i>Tenders shall remain valid for two hundred and Ten (210) days after the date of tender opening as specified in the Invitation to Tender</i>

9.	3.26 Opening of Tenders	The tender shall be opened at KPLC's Office on 6th Floor Meeting Room, Thika Arcade at 10.30 a.m. on 10 th August 2021 or as maybe advised and bidders are encouraged to participate.
10.	3.34.2 Award of Contract	<i>The award shall be made to the successful bidders as per the terms set out the tender award criteria – section 6.3</i>
11.	7.6.3 Performance Security	<i>The performance security shall be 2.5% of the annual total amount awarded renewable yearly at least 3 months before expiry. The last renewal under the contract shall cover a period of at least 60 days beyond the end of the contract.</i>

SECTION IV - SCHEDULE OF REQUIREMENTS

SCHEDULE OF REQUIREMENTS			
	Item Description	Number Required	Tick category applied for
1.	Motor Vehicles & Plant units General Mechanical Repairs & Maintenance Services Providers	As per schedule - Appendix I	
2.	Motor Cycles Repairs & Maintenance services Providers	As per schedule - Appendix I	

SECTION V - PRICE SCHEDULE FOR GOODS AND SERVICES i) PRICE SCHEDULE FOR FLEET REPAIRS & MAINTENANCE SERVICES

PRICE SCHEDULE FOR FLEET REPAIRS & MAINTENANCE SERVICES (VAT EXCLUSIVE)								
Item Description		Bid offer						
(a)	General Labour charge rate (Ksh/Hour)							
(b)	Motorcycle Service Labour (Ksh) - Appendix II (d)							
(c)	Motorcycle Engine Overhaul Labour (Ksh)							
(d) Vehicle Labour Costs Schedule: Specific Services (Ksh)								
No	Item Description	Major Engine overhaul	Partial Engine Overhaul	Main G/Box overhaul	Differential unit Overhaul	Service A- 5,000 Kms	Service B- 10,000Kms	Service C- 40,000Kms
						Service schedules attached - Appendix II (a), (b), (c)		
1	Saloons/Station Wagons							
2	2WD Pick-ups/ 2WD SUV < 2500cc.							
3	2WD Pick-ups/ 2WD SUV >2500cc.							
4	4WD/4WD SUV < 2500cc.							
5	4WD/4WD SUV > 2500cc < 3500 cc							
6	4WD/4WD SUV > 3500 cc.							
7	Light trucks < 6 Ton G.V.W							
8	Medium Trucks >6<14 Ton G.V.W							
9	Heavy Trucks 14 < 24 Ton G.V.W / Prime Movers							

Notes:

The tenderer should take note of the following:

- Firms with outlets in more than one (1) region should participate in the tender for ONLY one region of their choice and list the other branches in section XXI, Part A item (5).
- The Tenderer shall bid ONLY for goods and services applicable to their firm as identified in section IV (schedule of requirements) on the corresponding price schedule provided above.
- The quoted 'hourly general labour rate' shall form the basis for negotiations during evaluation of quotations for all services procured under the contracts resulting from this tender.
- Spare parts requirements shall be quoted for, on a case by case basis on 'as and when required basis' for each job at the prevailing market prices.

- v) The delivery schedule shall be negotiated with the successful tenderers and detailed in a service level agreement (SLA) in **Section XVI A** and executed as part of the resultant contract.

SECTION VI - EVALUATION CRITERIA

6 Evaluation of duly submitted tenders will be conducted in two (2) stages as below.

6.1 Part 1 - Preliminary Evaluation Criteria Under Paragraph 3.28 of the ITT. These are mandatory requirements. This shall include confirmation of the following: -

6.1.1 Submission of Declaration Form(s) duly completed and signed.

6.1.2 Submission and considering Tender Form duly completed and signed.

6.1.3 Submission and considering the following: -

6.1.3.1 Company or Firm's Registration Certificate

6.1.3.2 PIN Certificate.

6.1.3.3 Valid business license

6.1.3.4 Valid Tax Compliance Certificate.

6.1.4 Submission of 6 months' bank statements must be stamped and signed(Certified).

6.1.5 Submission of a duly filled and stamped price schedules – Section V

6.1.6 Submission and considering the Confidential Business Questionnaire: -

6.1.6.1 Is fully filled.

6.1.6.2 That details correspond to the related information in the bid.

6.1.6.3 That the Tenderer is not ineligible as per paragraph 3.2 of the ITT.

*6.1.7 Submission of the schedule of Guaranteed Technical Particulars as per tender specifications-
Section XXI*

*6.1.8 Record of unsatisfactory or default in performance obligations in any contract shall be considered.
This shall include any Tenderer with unresolved case(s) in its performance obligations for more than six (6) months in any contract.*

6.1.9 Notwithstanding the above, considering any outstanding orders/Supplier Performance Review Scheme (SPRS) where applicable and the production capacity indicated by the Tenderer.

Tenders will proceed to technical evaluation only if they fully comply with section 6.1 above.

Part II - TECHNICAL EVALUATION CRITERIA - Under Paragraph 3.28 of the ITT.

6.2.1 This stage shall entail detailed technical evaluation of the following technical information against Tender Requirements and Specifications: -

- i) The Schedule of Guaranteed Technical Particulars (GTP) shall be evaluated against the Mandatory Tender Specifications to confirm compliance of the goods and services to the specifications and evaluation of any deviations and exceptions declared by the Tenderer.*

Tenders will proceed to the Technical Evaluation scoring Stage 6.2.2 only if they are found compliant under section 6.2.1 above.

6.2.2 This stage shall entail detailed evaluation and scoring of the below scoring technical information provided in the detailed technical specifications (DTS), section XXI, part B.

Tenders will proceed to the financial Evaluation stage 6.3 only if they meet the following criteria.

- i) Attain a score of above 40%*
- ii) They fall within the top scoring firms in the depot applied for subject to the maximum number required for each depot as stated in section IV or as tabulated in Appendix I in the case of fleet repairs and maintenance service providers.*

a) **TECHNICAL EVALUATION – FLEET REPAIRS & MAINTENANCE SERVICES (INCLUDES MOTOR CYCLES R&M SERVICES)**

FLEET REPAIRS/MAINTENANCE SERVICES TECHNICAL EVALUATION CRETERIA				
NAME OF FIRM:		TOWN:		
CONTACT PERSON:		TEL NO:		
COUNTY:		KP DEPOT		
A	TECHNICAL EVALUATION			
	Item Description	STATUS	Maximum Score	Actual Score
(i)	Premises/Security/Safety			
1	Perimeter wall (stone =5, Timber/sheet =3, other 2)		5	
2	Workshop floor space in square metres (>1000=5, >600=4, >300=3, >100=2, <100=1)		5	
3	Security guards (Day & night = 4, Night =3, shared 2)		4	
4	Alarm system/electric fence (Both =2, one =1)		2	
5	Fire fighting equipment (Water =2, Powder =2)		4	
			20	
(ii)	General Mechanical Repairs Capacity			
1	Tool boxes & general hand tools (Evaluate adequacy & quality of tools against volume of operations)		8	
2	Trolley jack (3-Ton = 2, 5-Ton =2, 10-Ton 1)		5	
3	Safety stands (>12=4, >8=3, >4=2, <4=1)		4	
4	Greasing equipment (High pressure =3, others =1)		3	
5	Inspection ramp/pit. Permanent =2/Makeshift =1, Well lit =1, clean/dry =1)		4	
6	Electricians (Diploma =3, craft = 2, trade test =1, not certified=1/2) - Base scoring on 2 most qualified.		6	
7	Mechanics/Technicians (Diploma =2, craft =1-1/2, trade test =1, not certified=1/2) - Base scoring on 5 most qualified.		10	
8	Other tools & equipment (Evaluators to assess facility)		5	
			45	
(iii)	BODY WORKS CAPACITY			
1	Panel Beating painting equipment (body jack = 2, body files = 1, hammers =1, grinder =1)		5	
2	Spray painting equipment (Tools: Air compressor =2, spray gun =1, gas masks 1, spray booth =2/set activity area =1)		6	
3	Spray painters (two>2, one=1)		2	
4	Panel beaters (two>2, one=1)		2	
5	Welders (one >1)		1	
6	Arc welding Machine		1	
7	Gas welding equipment		3	
			20	
(iv)	UNITS OVERHAUL CAPACITY			
1	Units overhaul experience, evidence of previous work (Engine: Major=3/partial=2, diff =1, gearbox =2, dedicated activity work space = 2		5	
2	Engine removal/installation hoist/crane (check funtionality)		3	
3	Torgue Wrench (check state)		3	
4	Gearbox/diff unit trolley		2	
5	Engine test bench		2	
			15	
	Maximum Total Score		100	
NB: Top Candidates evaluated in order of Merit subject to the maximum number of service providers required for each depot as detailed in the schedule of requirements - Section IV.				

6.3 Part III - Financial Evaluation Criteria Under Paragraph 3.31 of the ITT.

6.3.1 This will include the following mandatory requirements: -

- a) *Confirmation of and considering Price Schedule duly completed and signed.*
- b) *Considering information submitted in the Confidential Business Questionnaire against other information in the bid including: -*
 - i) *Declared maximum value of business*
 - ii) *Shareholding and citizenship for preferences where applicable.*

6.3.2 Confirming and negotiations on the following: -

6.3.2.1 *that the Supplier's offered Delivery Schedule meets KPLC's requirements.*

6.3.2.2 *that the Supplier's offered Terms of Payment meets KPLC's requirements.*

6.3.3 Evaluations and negotiations on quoted labour rates to ensure that they are competitive and within prevailing market rates.

6.4 Award /Award Criteria Successful

bidders:

- i) shall be awarded three (3) year contracts at the mutually agreed negotiated terms.
- ii) The tender value shall be the maximum estimated volume of business likely to be procured from the tenderers by the procuring entity in the course of its operations 'on as and when required' basis.

***NOTES: -**

Total tender value means the Tenderer's total tender price inclusive of Value Added Tax (V.A.T) for the goods and services offered where VAT is applicable.

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SECTION VII – GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract *hereinafter referred abbreviated as the GCC* shall form part of the Conditions of Contract in accordance with the law and KPLC’s guidelines, practices, procedures and working circumstances. The provisions in the GCC will apply unless an alternative solution or amendment is made under other parts of the Contract including the Special Conditions of Contract.

7.1 Definitions

In this contract, the following terms shall be interpreted as follows: -

- a) *“Day” means calendar day and “month” means calendar month.*
- b) *“The Contract” means the agreements entered into between KPLC and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.*
- c) *“The Contract Price” means the price payable to the Supplier under the contract for the full and proper performance of its contractual obligations.*
- d) *“The Goods” includes all of the equipment, machinery, and or other materials, which the Supplier is required to supply to KPLC under the contract.*
- e) *“The Procuring Entity” means The Kenya Power and Lighting Company Limited or its successor(s) and assign(s) where the context so admits (hereinafter abbreviated as KPLC).*
- f) *“The Supplier” means the individual or firm supplying the goods under this contract or his/ her/ its permitted heir(s), personal representative(s), successor(s) or permitted assign(s) where the context so admits. For the avoidance of doubt this shall mean the successful Tenderer(s) pursuant to the tender.*
- g) *Wherever used in the contract, “delivery” shall be complete or be deemed to be complete, unless the circumstances indicate otherwise, when the goods have been inspected and tested in accordance with the Contract and where KPLC does not signify its approval to the Supplier, but retains the goods without giving notice of rejection, on the expiration of thirty (30) days from date of documented receipt by the duly authorized representative of KPLC, of the goods, at KPLC stores or other indicated site.*
- h) *Supplier Rating Performance Scheme (SPRS) means the annual continuous evaluation of the Supplier’s performance of the contract based on the parameters of timely delivery, quality of goods, frequency of communication, timely response, innovation, dispute resolution.*

7.2 Application

These General Conditions shall apply to the extent that provisions of other parts of the contract do not supersede them.

7.3 Country of Origin

- 7.3.1 For purposes of this clause, “Origin” means the place where the goods were mined, grown, or produced.
- 7.3.2 The origin of Goods and Services is distinct from the nationality of the Supplier.

7.4 Standards

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

7.5 Supplier Performance Rating Scheme

- 7.5.1 KPLC shall use a Supplier Performance Rating Scheme (SPRS) to measure the annual performance of the Supplier’s obligations and its conduct of the contract.
- 7.5.2 The Scheme will be updated periodically commencing with the date of execution of the contract by both parties. KPLC shall provide the Supplier with a copy of the SPRS report.
- 7.5.3 KPLC shall consider the Supplier’s overall performance at the end of the performance period.
- 7.5.4 At the request of either party, the parties shall discuss and conclude deliberations on the annual SPRS report. At any such meetings and/or for the purposes of the deliberations, KPLC Supply Chain – Procurement Department shall appoint the Chairperson as well as the Secretariat.
- 7.5.5 The SPRS measures shall be according to Supplier Performance Rating Form in Section XXVI
- 7.5.6 A KP1, KP2 & KP3 assessment of the Supplier on the SPRS will be a consideration for continued engagement between the parties in the subsequent year. A KP4 assessment of the Supplier shall be a termination event.

7.6 Use of Contract Documents and Information

- 7.6.1 The Supplier shall not, without KPLC’s prior written consent, disclose the contract, or any provision thereof or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of KPLC in connection therewith, to any person other than a person employed by the Supplier in the performance of the contract.
- 7.6.2 The Supplier shall not, without KPLC’s prior written consent, make use of any document or information enumerated in clause 7.5.1 above.
- 7.6.3 Any document, other than the contract itself, enumerated in clause 7.5.1 shall remain the property of KPLC and shall be returned (including all copies) to KPLC on completion of the Supplier’s performance under the contract if so required by KPLC.

7.7 Patent Rights

The Supplier shall indemnify KPLC against all third party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods of any part thereof in KPLC’s country.

7.8 Performance Security

- 7.8.1 Within fourteen (14) days of the date of the notification of contract award, the Supplier shall furnish to KPLC the Performance Security which shall be either one or a combination of the following:
- - a) an original Bank Guarantee that is strictly in the form and content as prescribed in the Performance Security Form (Bank Guarantee) in the Tender Document.
 - b) Confirmed Standby Letters of Credit (LC). All costs, expenses and charges levied by all banks party to the LC including confirmation charges shall be prepaid by the successful Tenderer. Certain mandatory conditions of the LC shall be as prescribed in the Performance Security Form (LC) in the Tender Document.
- 7.8.2 The Performance Security shall be issued by a commercial bank licensed by the Central Bank of Kenya. The bank must be located in Kenya.
- 7.8.3 The Performance Security shall be the sum of ten percent (10%) of the contract price. It shall be in the currency of the contract price.
- 7.8.4 Failure of the Supplier to furnish the Performance Security, the award shall be annulled and the Tender Security forfeited, in which event KPLC may notify the next lowest evaluated Tenderer that its Tender has been accepted.
- 7.8.5 The proceeds of the Performance Security shall be payable to KPLC as compensation for any loss resulting from the Supplier's failure to comply with its obligations in accordance with the contract without KPLC being required to demonstrate the loss it has suffered.
- 7.8.6 The Performance Security shall be valid for a minimum of sixty (60) days after satisfactory delivery for both Foreign and Local Suppliers.
- 7.8.7 KPLC shall seek authentication of the Performance Security from the issuing bank. It is the responsibility of the Supplier to sensitize its issuing bank on the need to respond directly and expeditiously to queries from KPLC. The period for response shall not exceed five (5) days from the date of KPLC's query. Should there be no conclusive response by the Bank within this period, such Supplier's Performance Security may be deemed as invalid and the Contract nullified, unless information to the contrary is received by KPLC two (2) days before the expiry of the Supplier's Tender Security.
- 7.8.8 Subject to the provisions of this contract, the Performance Security will be discharged by KPLC and returned to the Supplier not earlier than sixty (60) days following the date of completion of the Supplier's obligations under the contract, including any warranty obligations, under the contract.

7.9 Approval Before Manufacture

- 7.9.1 All technical details and design drawings for the items to be supplied shall be submitted by the Supplier to KPLC for approval before manufacture.
- 7.9.2 Should the Supplier fail to observe this condition of approval before manufacture, KPLC may decline to accept the goods, or the Supplier shall either replace them or make alterations necessary, but in any case, KPLC shall incur no liability howsoever.

7.10 Inspection and Tests

- 7.10.1 KPLC or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the contract specifications. KPLC shall notify the Supplier in writing in a timely manner, of the identity of any representative(s) retained for these purposes.
- 7.10.2 Prior to the manufacture or production of the goods on order, KPLC reserves the right to inspect the manufacturing or production facility and the quality management system. The manufacturer or producer shall meet the cost of routine inspection while KPLC shall meet the cost of air travel to the nearest airport and accommodation of two of its nominated officers inspecting and witnessing tests.
- 7.10.3 It is the responsibility of the Supplier to confirm if this right is to be exercised. Such visit and or inspection shall in no way prejudice KPLC's rights and privileges.
- 7.10.4 Upon completion of manufacturing or production process, KPLC reserves the right to send two of its nominated officers to inspect the goods on order at the place of manufacture where inspection and acceptance tests as per tender specifications shall be carried out in their presence. Tests shall be done in accordance with the test standard(s) given in the Technical Specification of the goods on order.
- 7.10.5 The manufacturer or producer shall meet the cost of tests as per tender specifications while KPLC shall meet the cost of air travel to the nearest airport and accommodation of its two nominated officers inspecting and witnessing the tests.
- 7.10.6 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of production, manufacture, delivery and or at the goods' final destination. If conducted on the premises of the Supplier 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 KPLC. In all cases, the equipment used for tests must be validly calibrated by the national standards body and a copy of the calibration certificate(s) must be submitted with the test report(s).
- 7.10.7 Complete test report(s) for all the goods as per Tender Specifications shall be submitted to KPLC for approval before packaging and shipment. No material or goods shall be shipped or delivered without written approval from KPLC.
- 7.10.8 Should any inspected or tested goods fail to conform to the specifications, KPLC shall reject the goods, and the Supplier shall either replace the rejected goods or make alterations necessary to meet specification requirements free of cost to KPLC. The period for replacement or alterations together with delivery to KPLC shall be fourteen (14) days or as may otherwise be specified in the notice of rejection.
- 7.10.9 The Supplier shall collect the rejected goods within fourteen (14) days from the date of notification of rejection. If the rejected goods are not collected within this period, the goods will be disposed of by KPLC guided by the Disposal of Uncollected Goods Act, Chapter 38 of the Laws of Kenya.
- 7.10.10 Notwithstanding any previous inspection(s) and test(s) KPLC shall inspect and may test the goods upon arrival at the indicated site. Where KPLC inspects and rejects the goods after the goods arrival, KPLC shall claim from the Supplier any incidental costs incurred in relation thereof.
- 7.10.11 KPLC's right to inspect, test and where necessary, reject the goods after their arrival shall in no way be limited or waived by reason of the goods having previously been inspected, tested and passed by KPLC or its representative(s) prior to the goods delivery.

- 7.10.12 For the avoidance of doubt, any acknowledgement by KPLC on the Supplier's or subcontractor's document shall not be conclusive proof or evidence of satisfactory delivery without duly authorized approval by KPLC.
- 7.10.13 Nothing in clause 7.10 shall in any way release the Supplier from any warranty or other obligations under this Contract.

7.11 Pre-Shipment Verification of Conformity (PVoC)

- 7.11.1 All Suppliers of imported goods and or products must obtain a Certificate of Conformity issued by an authorized KEBS appointed partner prior to shipment.
- 7.11.2 The Certificate is a mandatory customs clearance document in Kenya. KEBS has appointed a number of Inspection Bodies to perform the PVoC programme on their behalf depending on the country of supply origin. The cost of pre-shipment verification shall be borne by the Supplier.

Full information on authorized inspection bodies should be obtained from KEBS.

7.12 Packaging and Labelling

- 7.12.1 The Supplier shall provide such packaging of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract.
- 7.12.2 The method of packaging, labeling and marking shall comply strictly with such special requirements as shall be specified and attached to the Tender and particular Order.
- 7.12.3 The labelling, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract.
- 7.12.4 The goods shall be packed in good condition suitable for sea/air/road/rail dispatch. Hazard in transit to the final destination shall include rough handling and storage in tropical conditions.
- 7.12.5 The Supplier shall enclose a packing list in each package and all documents relating to the Order shall show the Stores Code Number detailed against the items.
- 7.12.6 The Supplier shall ensure that all cases or packages shall be marked (painted) with bright pink bands five (5) inches in width so as to form a diagonal cross on
- every face. All bundles and pieces must bear a conspicuous bright pink colour mark to ensure identification in any position in which they may appear on un-loading.
- 7.12.7 The Supplier shall ensure that all lettering shall be no less than seven decimal five centimeters (7.5cm) or three inches (3") high.

7.13 Delivery and Documents for Goods on Delivered Duty Paid (DDP) Terms.

- 7.13.1 Delivery of the goods shall be made by the Supplier to the place and in accordance with the terms specified by KPLC in its Schedule of Requirements.
- 7.13.2 The Supplier shall notify KPLC of the full details of the delivered goods by delivering together with the goods a full set of the following documents: -
- a) Supplier's invoice showing the goods description, quantity, unit price and total price,
 - b) Delivery note for every consignment originating from the party contracted by KPLC. The Delivery Note should be serialized, dated and contain the number of the Official Purchase

Order,

- c) Copy of the Certificate of Conformity (CoC),
- d) Manufacturer's warranty certificate and
- e) Packing list identifying contents of each package which list should include casing number, full description of the items and the quantities in each package.

7.13.3 It is the responsibility of the Supplier to ensure that the delivery documents are received by KPLC at the designated delivery point at the time of delivery.

7.13.4 Any late or non-submission of the delivery documents shall be treated as part of nonperformance on the part of the Supplier and KPLC shall be entitled to call up the Performance Security.

7.13.5 The Supplier should notify KPLC in writing of its intention to deliver goods fourteen (14) days prior to delivery, and a further confirmation two (2) working days before actual delivery to the designated delivery point.

7.14 Consignment

7.14.1 The terms shall be strictly on Delivered and Duty Paid (DDP) basis.

7.14.2 The Consignee shall be the supplier or supplier's agent whose responsibilities shall include payment of all Customs taxes, duties and levies, clearance of the goods, and delivery to KPLC stores. For avoidance of doubt, this includes Value Added Tax (VAT), Railway Development Levy (RDL) and Import Duties.

7.15 Transportation

7.15.1 The Supplier shall be required to meet all transport expenses until delivery.

7.16 Insurance

7.16.1 The Supplier shall (except in respect to losses, injuries or damage resulting from any act or neglect of KPLC) indemnify and keep indemnified KPLC against all losses and claims for injuries or damage to any person or property whatsoever which may arise out of or in consequence of the contract and against all claims, demands, proceedings, damages, costs, charges, and expenses whatsoever in respect thereof or in relation thereto.

7.17 Payment

7.17.1 Payments shall be made promptly by KPLC thirty (30) days from delivery and submission of invoice together with other required and related documents or as otherwise prescribed in the contract.

7.17.2 The credit period shall be thirty (30) days from satisfactory delivery and submission of invoice together with other required and related documents.

7.17.3 Upon satisfactory delivery and submission of invoice together with other required and related documents, KPLC shall pay for the goods after the credit period.

7.17.4 Payment shall primarily be through KPLC's cheque or Real Time Gross Settlement (RTGS) for local based suppliers or Telegraphic Transfer (TT) for foreign based suppliers.

7.17.5 Suppliers who are to be paid through RTGS or TT must ensure that they submit the following:

- a) invoice containing the Bank's Name and Branch,

- b) Name/Title of Bank account,
 - c) Bank account number
 - d) SWIFT CODE.
 - e) A letter signed by the authorized signatory of the bank account of the Tenderer confirming details (a) to (d) above. This letter must contain the name of that authorized signatory and a Board Resolution that is sealed.
- 7.17.6 Where applicable, a copy of a valid Performance Security, stamped, certified as authentic by KPLC, shall form part of the documents to be presented to KPLC before any payment is made.
- 7.17.7 The terms shall be strictly on Delivered and Duty Paid (DDP).
- 7.17.8 Suppliers who request for a Letter of Credit (*hereinafter abbreviated as LC*) –
- a) *shall submit proforma invoices containing the advising Bank's Name and Branch, Name/Title of Bank account, Bank account number and the SWIFT CODE; where required, proposed confirming bank; LC validity period and any other details that may be required to facilitate this process.*
 - b) *Shall meet all the LC bank charges levied by both its bank and KPLC's bank as well as any other bank that is a party to the LC.*
 - c) *Any extension and or amendment charges and any other costs that may result from the Supplier's delays, requests, mistakes or occasioned howsoever by the Supplier shall be to the Beneficiary's account.*
 - d) *The maximum number of extensions and amendments shall be limited to two (2).*
 - e) *Notwithstanding sub-clause 7.18.6 (a), should the Supplier require a confirmed LC, then all confirmation and any other related charges levied by both the Supplier's and KPLC's bank as well as any other bank party to such confirmation shall be to the Beneficiary's account.*
 - f) *LCs shall be -*
 - (i.) *partial for partial performance*
 - (ii.) *opened only for the specific deliveries in accordance with the delivery schedule indicated in the Official Purchase Order or any formal note amending that Order.*
 - (iii.) *revolving subject to the maximum annual value of total quantity indicated in the Official Purchase Order*
 - (iv.) *without prejudice to any other provision of the contract, valid for a maximum period of one year.*
 - g) *The Supplier shall be required to submit a proforma invoice for each lot for use in the placement of order and opening of the LC. The proforma invoice shall be on total DDP basis.*
 - h) *A copy of the Performance Security, stamped and certified as authentic by KPLC, whose expiry date should not be less than sixty (60) days from the LC expiry date, shall form part of the documents to be presented to the Bank before any payment is effected.*
- 7.17.9 KPLC shall have the sole discretion to accept or decline any Supplier's payment request through Letters of Credit without giving any reason for such decline.

7.18 Interest

Interest payment by KPLC is inapplicable in the contract.

7.19 Prices

- 7.19.1 Subject to clause 7.20 herein-below, prices charged by the Supplier for goods delivered and services performed under the contract shall, be fixed for the period of the contract with no variations.

7.20 Variation of Contract

KPLC and the Supplier may vary the contract only in accordance with the following: -

- a) *the quantity variation for goods shall not exceed ten percent (15%) of the original contract quantity.*
- b) *The cumulative value variation shall not exceed twenty-five percent (25%) of the original contract value.*
- c) *the quantity variation must be executed within the period of the contract.*

7.21 Assignment

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

7.22.1 Subcontracts

- 7.22.1 The Supplier shall notify KPLC in writing of all subcontracts awards under this contract if not already specified in the tender. Such notification, in the original tender or obligation under the Contract shall not relieve the Supplier from any liability or obligation under the Contract.
- 7.22.2 In the event that an award is given and the contract is sub contracted, the responsibility and onus over the contract shall rest on the Supplier who was awarded.

7.23 Termination of Contract

- 7.23.1 KPLC may, without prejudice to any other remedy for breach of contract, by written notice sent to the Supplier, terminate this contract in whole or in part due to any of the following: -
- a) *if the Supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by KPLC.*
 - b) *if the Supplier fails to perform any other obligation(s) under the contract.*
 - c) *if the Supplier, in the judgment of KPLC has engaged in corrupt or fraudulent practices in competing for or in executing the contract.*
 - d) *by an act of force majeure.*
 - e) *if the Supplier becomes insolvent or bankrupt*
 - f) *if the Supplier has a receiving order issued against it, compounds with its creditors, or an order is made for its winding up (except for the purposes of its amalgamation or*

- reconstruction), or a receiver is appointed over its or any part of its undertaking or assets, or if the Supplier suffers any other analogous action in consequence of debt.*
- g) *if the Supplier abandons or repudiates the Contract.*

- 7.23.2 KPLC by written notice sent to the Supplier may terminate the Contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for KPLC's convenience, the extent to which performance, by the Contractor, of the Contract, is terminated and the date on which such termination becomes effective.
- 7.23.3 For the remaining part of the Contract after termination for convenience, KPLC may pay to the Supplier an agreed amount for partially completed satisfactory deliveries.
- 7.23.4 In the event that KPLC terminates the contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, goods similar to those undelivered or not rendered, and the Supplier shall be liable to KPLC for any excess costs for such similar goods and or any other loss PROVIDED that the Supplier shall not be so liable where the termination is for convenience of KPLC.
- 7.23.5 The Parties may terminate the Contract by reason of an act of *force majeure* as provided for in the contract.
- 7.23.6 The Contract may automatically terminate by reason of an act of *force majeure* as provided for in the Contract.

7.24 Liquidated Damages

Notwithstanding and without prejudice to any other provisions of the contract, if the Supplier fails to deliver any or all of the goods within the period specified in the contract, KPLC 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 or shipment price (whichever is applicable) per day of delay of the delayed items up to a maximum of ten percent (10%) of the delivered price of the delayed goods.

7.25 Warranty

- 7.25.1 The Supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current specification and incorporate all recent improvements in design and materials unless provided otherwise in the contract. The Supplier further warrants that the goods supplied under this contract shall have no defect arising from manufacture, materials or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied goods under the conditions obtaining in Kenya.
- 7.25.2 This warranty will remain valid for the period indicated in the special conditions of contract after the goods, or any portion thereof as the case may be, have been delivered to the final destination indicated in the contract.
- 7.25.3 KPLC shall promptly notify the Supplier in writing of any claims arising under this warranty.
- 7.25.4 Upon receipt of such a notice, the Supplier shall, with all reasonable speed, replace the defective goods without cost to KPLC.
- 7.25.5 If the Supplier having been notified, fails to remedy the defect(s) within a reasonable period,

KPLC may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which KPLC may have against the Supplier under the contract.

7.26 Resolution of Disputes

7.26.1 KPLC and the Supplier may make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.

7.26.2 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 resort to resolution before a recognized local forum for the resolution of disputes.

7.27 Language and Law

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

7.27 Waiver

Any omission or failure by KPLC to exercise any of its rights or enforce any of the penalties arising from the obligations imposed on the Supplier shall in no way, manner or otherwise howsoever, alter, amend, prejudice, vary, waive or be deemed to alter, amend, prejudice, vary, waive or otherwise whatsoever any of KPLC's powers and rights as expressly provided in and as regards this contract.

7.28 Force Majeure

7.28.1 *Force majeure* means any circumstances beyond the control of the parties, including but not limited to: -

- a) *war and other hostilities (whether war be declared or not), invasion, act of foreign enemies, mobilization, requisition or embargo;*
- b) *ionizing radiation or contamination by radio-activity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel, radioactive toxic explosives or other hazardous properties of any explosive nuclear assembly or nuclear components thereof;*
- c) *rebellion, revolution, insurrection, military or usurped power and civil war;*
- d) *riot, commotion or disorder except where solely restricted to employee's servants or agents of the parties;*
- e) *un-navigable storm or tempest at sea.*

7.28.2 Notwithstanding the provisions of the contract, neither party shall be considered to be in default or in breach of its obligations under the contract to the extent that performance of such obligations is prevented by any circumstances of *force majeure* which arise after the Contract is entered into by the parties.

7.28.3 If either party considers that any circumstances of *force majeure* are occurring or have occurred which may affect performance of its obligations it shall promptly notify the other party and provide reasonable proof of such circumstances.

- 7.28.4 Upon the occurrence of any circumstances of *force majeure*, the Supplier shall endeavour to continue to perform its obligations under the contract so far as is reasonably practicable. The Supplier shall notify KPLC of the steps it proposes to take including any reasonable alternative means for performance, which is not prevented by *force majeure*. The Supplier shall not take any such steps unless directed so to do by KPLC.
- 7.28.5 If the Supplier incurs additional costs in complying with KPLC's directions under sub clause 7.28.4, then notwithstanding the provisions of the Contract, the amount thereof shall be agreed upon with KPLC and added to the contract price.
- 7.28.6 If circumstances of *force majeure* have occurred and shall continue for a period of twenty one (21) days then, notwithstanding that the Supplier may by reason thereof have been granted an extension of time for performance of the contract, either party shall be entitled to serve upon the other seven (7) days' notice to terminate the Contract. If at the expiry of the period of twenty-eight (28) days, *force majeure* shall still continue, the contract shall terminate.

SECTION VIII – SPECIAL CONDITIONS OF CONTRACT

The Special Conditions of Contract *hereinafter abbreviated as SCC* shall form part of the Conditions of Contract. They are made in accordance with the law and KPLC's guidelines, practices, procedures and working circumstances. They shall amend, add to and vary the GCC. The clauses in this section need not therefore, be completed but must be completed by KPLC if any changes to the GCC provisions are deemed necessary. Whenever there is a conflict between the GCC and SCC, the provisions of the SCC shall prevail over those in the GCC.

No.	GCC Reference Clause	Particulars of SCC
1.	7.16.1 Terms of Payment	<i>The credit period shall be thirty (30) days from satisfactory delivery and submission of invoice together with other required and related documents.</i>
2.	7.24.2 Period of Warranty	<i>Warranty period of twelve (12) Months from date of delivery.</i>

SECTION IX - TENDER FORM

Date:.....

Tender No.....

To:

The Kenya Power & Lighting Company Limited,
Stima Plaza,
Kolobot Road, Parklands, P.O
Box 30099 – 00100,
Nairobi, Kenya.

Ladies and Gentlemen,

1. Having read, examined and understood the Tender Document including all Addenda, the receipt of which is hereby duly acknowledged, we, the undersigned Tenderer, offer to supply, and deliver motor vehicle & Motor cycles spare parts, repairs, maintenance and related services in accordance and conformity with the said tender document for such sums as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to deliver, install and commission the goods in accordance with the delivery schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the performance security of a licensed commercial bank in Kenya in a sum equivalent to two point five percent (2.5%) of the contract price for the due performance of the contract, in the form(s) prescribed by The Kenya Power & Lighting Company Limited.
- 4.* We agree to abide by this Tender for a **period 210 days** from the date fixed for tender opening as per the Tender Document, 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 not constitute a contract, between us. The contract shall be formed between us when both parties duly sign the written contract.
6. We understand that you are not bound to accept any Tender you may receive.

Yours sincerely,

Name of Tenderer

Signature of duly authorised person signing the Tender

Name and Designation of duly authorised person signing the Tender

Stamp or Seal of Tenderer

***NOTES:**

1. KPLC requires a validity period of at least Two Hundred and Ten (210) days.
2. This form must be duly completed, signed, stamped and/or sealed.

SECTION X – CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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

Part 1 – General

Business Name.....

Location of business premises.....

Plot No.Street/ Road,,,,,,

Postal Address Postal Code

Tel No.....

Facsimile.....

Mobile and CDMA No.....

E-mail:.....

Nature of your business

Registration Certificate No.....

Maximum value of business which you can handle at any time KSh.....

Name of your BankersBranch... ..

*Names of Tenderer's contact person(s)

Designation of the Tenderer's contact person(s)

Address, Tel, Fax and E-mail of the Tenderer's contact person(s)

.....

.....

Part 2 (a) Sole Proprietor

Your name in full Nationality
.....Country of origin

Part 2 (b) Partnership

Give details of partners as follows: -

Names	Nationality	Shares (%)
1.....		
2.....		
3.....		
4.....		
5.....		

Part 2 (c) Registered Company

Private or Public

State the nominal and issued capital of company-

*Nominal in KSh.

*Total Issued KSh.

Give details of all directors as follows

Name	Nationality	Shares (%)
1.....		
2.....		
3.....		
4.....		
5.....		

Name of duly authorized person to sign for and on behalf of the Tenderer

Designation of the duly authorized person.....

Signature of the duly authorized person.....

***NOTES TO THE TENDERERS ON THE QUESTIONNAIRE**

1. *The address and contact person of the Tenderer provided above shall at all times be used for purposes of this tender.*
2. *The details on this Form are essential and compulsory for all Tenderers. **Failure to provide all the information requested shall lead to the Tenderer's disqualification.***
3. *For foreign Tenderers please give the details of nominal and issued share capital in the currency of the country of origin of the Tenderer.*

SECTION XI A - TENDER SECURITY FORM – (BANK GUARANTEE)

(To Be Submitted On Bank's Letterhead)

Date:

To:

The Kenya Power & Lighting Company Limited,
Stima Plaza,
Kolobot Road, Parklands, P.O
Box 30099 – 00100, Nairobi,
Kenya.

WHEREAS (*name of the Tenderer*) (*hereinafter called "the Tenderer"*) has submitted its Tender dated for the supply, installation and commissioning of..... (*please insert KPLC tender no. and name*) (*hereinafter called "the Tender"*);

KNOW ALL PEOPLE by these presents that **WE**.....of
.....having our registered office at.....(*hereinafter called "the Bank"*), are bound unto The Kenya Power and Lighting Company Limited (*hereinafter called "KPLC" which expression shall where the context so admits include its successors-in-title and assigns*) in the sum of for which payment well and truly to be made to the said KPLC, the Bank binds itself, its successors, and assignees by these presents.

We undertake to pay you, upon your first written demand declaring the Tenderer to be in breach of the tender requirements and without cavil or argument, the entire sum of this guarantee being (*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 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 date below.

This guarantee is valid until theday of.....20.....

EITHER

SEALED with the)
COMMON SEAL)

of the said **BANK**) _____ this
.....day) **BANK SEAL**

of20....)
) in
 the presence of :-)
)
 _____)
) and in
 the presence of:-)
)
 _____)

OR

SIGNED by the **DULY AUTHORISED
 REPRESENTATIVE(S)/ ATTORNEY(S)** of
 the **BANK**

 Name(s) and Designation of duly authorised representative(s)/ attorney(s) of the Bank

 Signature(s) of the duly authorised person(s)

NOTES TO TENDERERS AND BANKS

1. *Please note that no material additions, deletions or alterations regarding the contents of this Form shall be made to the Tender Security to be furnished by the Tenderer. If any are made, the Tender Security shall not be accepted and shall be rejected by KPLC. For the avoidance of doubt, such rejection will be treated as non-submission of the Tender Security where such Security is required in the tender.*
2. *It is the responsibility of the Tenderer to sensitize its issuing bank on the need to respond directly and expeditiously to queries from KPLC. The period for response shall not exceed three (3) days from the date of KPLC's query. Should there be no conclusive response by the Bank within this period, such Tenderer's Tender Security shall be deemed as invalid and the bid rejected.*
3. *The issuing bank should address its response or communication regarding the bond to KPLC at the following e-mail address – "guarantees@kplc.co.ke"*

4. *The Tender validity period is two hundred and ten (210) days as set out in the Invitation to Tender (at Section I of the Tender document) or as otherwise may be extended by KPLC. Therefore, the Tender Security must at all times be valid for at least 30 days beyond the tender validity period.*

SECTION XI B - TENDER SECURITY FORM (SACCO SOCIETY, DEPOSIT TAKING MICRO FINANCE INSTITUTIONS, WOMEN ENTERPRISE FUND & YOUTH ENTERPRISE FUND)

(To Be Submitted On Institutions Letterhead)

Date:

To:

The Kenya Power & Lighting Company Limited,
Stima Plaza,
Kolobot Road, Parklands, P.O
Box 30099 – 00100, Nairobi,
Kenya.

WHEREAS.....(hereinafter called “the Tenderer”) has undertaken, in pursuance of your Tender Number.....(*reference number of the Tender*) and its Tender dated(*insert Tenderer’s date of Tender taken from the Tender Form*) to supply(*description of the Goods*) (hereinafter called “the Contract);

AND WHEREAS it has been stipulated by you in the said Contract that the Tenderer shall furnish you with an Institution’s guarantee by an acceptable Institution for the sum specified therein as security for compliance of the Tenderer’s performance obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Tenderer a Guarantee;

THEREFORE WE HEREBY AFFIRM that we are Guarantors and responsible to you, on behalf of the Tenderer, up to a total of..... (*amount of the guarantee in words and figures*) and we undertake to pay you, upon your first written demand declaring the Tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of

.....
(*amount of guarantee*) as aforesaid, without you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until theday of.....20....

EITHER

SEALED with the)
COMMON SEAL)
of the said **INSTITUTION**)
)

thisday) _____
) INSTITUTION SEAL
 of20....) in
 the presence of :-)
)
 _____)
) and in
 the presence of:-)
)
 _____)

OR

SIGNED by the **DULY AUTHORISED**
REPRESENTATIVE(S)/ ATTORNEY(S) of
 the **INSTITUTION**

 Name(s) and Designation of duly authorised representative(s)/ attorney(s) of the **Institution**.

 Signature(s) of the duly authorised person(s)

NOTES TO SUPPLIERS AND INSTITUTIONS

1. *Please note that no material additions, deletions or alterations regarding the contents of this Form shall be made to the Tender Security to be furnished by the Tenderer. If any are made, the Tender Security shall not be accepted and shall be rejected by KPLC. For the avoidance of doubt, such rejection will be treated as non-submission of the Tender Security where such Security is required in the tender.*
2. *It is the responsibility of the Tenderer to sensitize its issuing institution on the need to respond directly and expeditiously to queries from KPLC. The period for response shall not exceed three (3) days from the date of KPLC's query. Should there be no conclusive response by the institution within this period, such Tenderer's Tender Security shall be deemed as invalid and the bid rejected.*

- 3. The issuing institution should address its response or communication regarding the Tender Security to KPLC at the following e-mail address – “guarantees@ kplc.co.ke”***
- 4. The Tender validity period is Two hundred and ten (210) days as set out in the Invitation to Tender (at Section I of the Tender document) or as otherwise may be extended by KPLC. Therefore the Tender Security must at all times be valid for at least 30 days beyond the tender validity period.*

SECTION XI C - TENDER SECURITY – (LETTERS OF CREDIT)

The Mandatory Conditions to be included in the Letters are in two parts, A and B. **Part**

A

Form of Documentary credit - “Irrevocable Standby”

Applicable rules - “Must be UCP Latest Version” i.e. UCP 600 (2007 REVISION) ICC Publication No. 600.

Place of expiry - At the counters of the advising bank.

The SBLC should be available – “By Payment”

Drafts should be payable at - “SIGHT”

Documents required -

1. Beneficiary’s signed and dated statement demanding for payment under the letter of credit no..... (*Insert LC No.*) as.....(*Name of applicant*) (hereinafter called the “Tenderer”) indicating that the “Tenderer” has defaulted in the obligations of the Tenderer as stated by the Beneficiary.
2. The Original Letter of Credit and all amendments, if any.

Additional Conditions -

1. All charges levied by any bank that is party to this documentary credit are for the account of the applicant.
2. There should be no conditions requiring compliance with the specific regulations or a particular country’s Law and regulations.

Charges - All bank charges are for the account of the applicant.

*Confirmation instructions – (See notes below)

Part B The

proceeds of these Letters are payable to KPLC -

- a) if the Tenderer withdraws its Tender after the deadline for submitting Tenders but before the expiry of the period during which the Tenders must remain valid.
- b) if the Tenderer fails to enter into a written contract in accordance with the Tender Document
- c) if the successful Tenderer fails to furnish the performance security in accordance with the Tender Document.
- d) if the Tenderer fails to extend the validity of the tender security where KPLC has extended the tender validity period in accordance with the Tender Document.

NOTES TO TENDERERS AND BANKS.

1. *Please note that should the Tender Security (LC) omit any of the above conditions the LC shall not be accepted and shall be rejected by KPLC. For the avoidance of doubt, such rejection will be treated as non-submission of the LC where such LC is required in the Tender.*
2. *It is the responsibility of the Tenderer to sensitize its issuing bank on the need to respond directly and expeditiously to any queries from KPLC. The period for response shall not exceed three (3) days from the date of KPLC's query. Should there be no conclusive response by the Bank within this period, such Tenderer's Tender Security shall be deemed as invalid and the bid rejected.*
3. *The issuing bank should address its response or communication regarding the bond to KPLC at the following e-mail address – “[guarantees@ kplc.co.ke](mailto:guarantees@kplc.co.ke)”*
4. *The Tender validity period is two hundred and ten (210) days as set out in the Invitation to Tender (at Section I of the Tender document) or as otherwise may be extended by KPLC. Therefore the Tender Security must at all times be valid for at least 30 days beyond the tender validity period.*
5. *All Guarantees issued by foreign banks must be confirmed by a local bank in Kenya.*

SECTION XII A - MANUFACTURER'S AUTHORIZATION FORM

(To Be Submitted On Manufacturer's Letterhead)

To:

The Kenya Power & Lighting Company Limited,
Stima Plaza, Kolobot Road, Parklands,
P.O Box 30099 – 00100, Nairobi,
Kenya.

WHEREAS WE(*name of the manufacturer*) who are established and reputable manufacturers of

(*name and description of the goods*) having factories at(*full address and physical location of factory(ies) where goods to be supplied are manufactured*) do hereby confirm that

.....

(*name and address of Supplier*) is authorized by us to transact in the goods required against your Tender (*insert reference number and name of the Tender*) in respect of the above goods manufactured by us.

DATED THIS..... DAY OF.....20.....

Signature of duly authorised person for and on behalf of the Manufacturer.

Name and Designation of duly authorised person signing on behalf of the Manufacturer

NOTES TO TENDERERS AND MANUFACTURERS

Only a competent person in the service of the Manufacturer should sign this letter of authority.

SECTION XIIB - MANUFACTURER'S WARRANTY FORM

To Be Submitted On Manufacturer's Letterhead)

To:

The Kenya Power & Lighting Company Limited,
Stima Plaza, Kolobot Road, Parklands,
P.O Box 30099 – 00100, Nairobi,
Kenya.

RE: MANUFACTURER'S WARRANTY FOR GOODS REQUIRED UNDER TENDER NO

..... TO BE SUPPLIED BY(indicate your name or
the supplier you have authorized)

WE HEREBY WARRANT THAT:

- a) The goods to be supplied under the contract are new, unused, of the most recent or current specification and incorporate all recent improvements in design and materials unless provided otherwise in the Tender.
- b) The goods in the Tenderer's bid have no defect arising from manufacture, materials or workmanship or from any act or omission of the Tenderer that may develop under normal use of the goods under the conditions obtaining in Kenya.

The Warranty will remain valid for one (1) year after the goods, or any portion thereof as the case may be, have been delivered to the final destination indicated in the contract.

DATED THIS..... DAY OF.....20.....

Signature of duly authorised person for and on behalf of the Manufacturer.

Name and Capacity of duly authorised person signing on behalf of the Manufacturer

NOTES TO TENDERERS AND MANUFACTURERS

1. Only a competent person in the service of the Manufacturer should sign this letter of authority.
2. Provide full contact details including physical address, e-mail, telephone numbers and the website on the Warranty.

SECTION XIII - DECLARATION FORM

Date _____

To:

The Kenya Power & Lighting Company Limited,
P.O Box 30099 – 00100,
Stima Plaza, Kolobot Road, Parklands, Nairobi,
KENYA.

Ladies and Gentlemen,

The Tenderer i.e. (full name and complete physical and postal address) _____
_____ declare the following: -

- a) That I/ We have not been debarred from participating in public procurement by anybody, institution or person.
- b) That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement anywhere.
- c) That I/We or any director of the firm or company is not a person within the meaning of paragraph 3.2 of ITT (Eligible Tenderers) of the Instruction to Tenderers.
- d) That I/ We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- e) That I/We do hereby confirm that all the information given in this tender is accurate, factual and true to the best of our knowledge.
- f) That I/ We are not associated with any other Tenderer participating in this tender

Yours sincerely,

Name of Tenderer

Signature of duly authorised person signing the Tender

Name and Designation of duly authorised person signing the Tender

Stamp or Seal of Tenderer

SECTION XIV – DRAFT LETTER OF NOTIFICATION OF AWARD

To: *(Name and full address of the Successful Tenderer)*.....

Date:.....

Dear Sirs/ Madams,

RE: NOTIFICATION OF AWARD OF TENDER NO.

We refer to your Tender dated..... and are pleased to inform you that following evaluation, your Tender has been accepted as follows: -

.....
.....

This notification does not constitute a contract. The formal Contract Agreement, which is enclosed herewith shall be entered into upon expiry of fourteen (14) days from the date hereof pursuant to the provisions of the Public Procurement and Asset Disposal Act, 2015 *(or as may be amended from time to time or replaced)*.

Kindly sign, and seal the Contract Agreement. Further, initial and stamp on all pages of the documents forming the Contract that are forwarded to you with this letter. Thereafter return the signed and sealed Contract together with the documents to us within fourteen (14) days of the date hereof for our further action.

We take this opportunity to remind you to again note and strictly comply with the provisions as regards the Tender Security, Signing of Contract and Performance Security as stated in the Instructions to Tenderers.

We look forward to a cordial and mutually beneficial business relationship.

Yours faithfully,

FOR: THE KENYA POWER & LIGHTING COMPANY LIMITED

GENERAL MANAGER, SUPPLY CHAIN

Enclosures

SECTION XV – DRAFT LETTER OF NOTIFICATION OF REGRET

To: *(Name and full address of the Unsuccessful Tenderer)*.....

Date:

Dear Sirs/ Madams,

RE: NOTIFICATION OF REGRET IN RESPECT OF TENDER NO.

We refer to your Tender dated..... and regret to inform you that following evaluation, your Tender is unsuccessful. It is therefore not accepted. The brief reasons are as follows:-

1.
2.
3. etc...

The successful bidder was _____.

However, this notification does not reduce the validity period of your Tender Security. In this regard, we request you to relook at the provisions regarding the Tender Security, Signing of Contract and Performance Security as stated in the Instructions to Tenderers.

You may collect the tender security from our *Legal Department (Guarantees Section), on the 2nd Floor, Stima Plaza, Kolobot Road, Parklands, Nairobi* only after expiry of twenty five (25) days from the date hereof on Mondays and Wednesdays ONLY between 9.00 a.m. to 12.30 pm and 2.00p.m to 4.00p.m.

It is expected that by that time KPLC and the successful bidder will have entered into a contract pursuant to the Public Procurement and Asset Disposal Act, 2015 *(or as may be amended from time to time or replaced)*. When collecting the Security, you will be required to produce the original or certified copy of this letter.

We thank you for the interest shown in participating in this tender and wish you well in all your future endeavours.

Yours faithfully,

FOR: THE KENYA POWER & LIGHTING COMPANY LIMITED

GENERAL MANAGER, SUPPLY CHAIN

SECTION XVI - CONTRACT AGREEMENT FORM

THIS AGREEMENT made this.....day of.....20.... **BETWEEN THE KENYA POWER & LIGHTING COMPANY LIMITED**, a limited liability company duly incorporated under the Companies Act, Chapter 486 of the Laws of Kenya, with its registered office situated at Stima Plaza, Kolobot Road, Parklands, Nairobi in the Republic of Kenya and of Post Office Box Number 30099-00100, Nairobi in the Republic aforesaid (*hereinafter referred to as the “KPLC”*) of the one part,

AND

..... (*Supplier’s full name and principal place of business*) a duly registered entity according to the laws of..... (*state country*) and of Post Office Box Number/Physical Address(*full address of Supplier*) in the Republic aforesaid, (*hereinafter referred to as the “Supplier”*) of the other part;

WHEREAS KPLC invited tenders for certain goods, that is to say for(*KPLC Supply Chain – Procurement Department insert description of goods*) under Tender Number..... (*KPLC Supply Chain – Procurement Department insert tender number*)

AND WHEREAS KPLC has accepted the Tender by the Supplier for the goods in the sum of(*KPLC Supply Chain – Procurement Department specify the total amount in words which should include any payable taxes, duties and insurance where applicable e.g. Value Added Tax*) (*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 and the Tender Document.
2. Unless the context or express provision otherwise requires: -
 - a) reference to “this Agreement” includes its recitals, any schedules and documents mentioned hereunder and any reference to this Agreement or to any other document includes a reference to the other document as varied supplemented and or replaced in any manner from time to time.
 - b) any reference to any Act shall include any statutory extension, amendment, modification, re-amendment or replacement of such Act and any rule, regulation or order made there-under.
 - c) words importing the masculine gender only, include the feminine gender or (as the case may be) the neutral gender.

- d) words importing the singular number only include the plural number and vice-versa and where there are two or more persons included in the expression the “*Supplier*” the covenants, agreements obligations expressed to be made or performed by the Supplier shall be deemed to be made or performed by such persons jointly and severally.
 - e) where there are two or more persons included in the expression the “*Supplier*” any act default or omission by the Supplier shall be deemed to be an act default or omission by any one or more of such persons.
3. In consideration of the payment to be made by KPLC to the Supplier as hereinafter mentioned, the Supplier hereby covenants with KPLC to supply the goods and remedy any defects thereon in conformity in all respects with the provisions of the Contract.
 4. KPLC hereby covenants to pay the Supplier in consideration of the proper supply 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.
 5. The following documents shall constitute the Contract between KPLC and the Supplier and each shall be read and construed as an integral part of the Contract: -
 - a) this Contract Agreement
 - b) the Special Conditions of Contract as per the Tender Document
 - c) the General Conditions of Contract as per the Tender Document
 - d) the Price Schedules submitted by the Supplier and agreed upon with KPLC
 - e) the Technical Specifications as per KPLC’s Tender Document
 - f) the Schedule of Requirements
 - g) KPLC’s Notification of Award dated.....
 - h) the Tender Form signed by the Supplier
 - i) the Declaration Form signed by the Supplier/ successful Tenderer
 - j) the Warranty
 - k) the Delivery Schedule
 6. In the event of any ambiguity or conflict between the contract documents listed above, the order of precedence shall be the order in which the contract documents are listed in 5 above except where otherwise mutually agreed in writing.
1. The Commencement Date shall be the working day immediately following the fulfillment of all the following: -
 - a) Execution of this Contract Agreement by KPLC and the Supplier.
 - b) Issuance of the Performance Bond by the Supplier and confirmation of its authenticity by KPLC.

- c) Issuance of the Official Order by KPLC to the Supplier.
 - d) Where applicable, Opening of the Letter of Credit by KPLC.
8. The period of contract validity shall begin from the Commencement date and end on -
- a) sixty (60) days after the last date of the agreed delivery schedule, or,
 - b) where a Letter of Credit is adopted as a method of payment, sixty (60) days after the expiry date of the Letter of Credit or the expiry date of the last of any such opened Letter of Credit whichever is later.
- Provided that the expiry period of the Warranty shall be as prescribed and further provided that the Warranty shall survive the expiry of the contract.
9. It shall be the responsibility of the Supplier to ensure that its Performance Security is valid at all times during the period of contract validity and further is in the full amount as contracted.
10. Any amendment, change, addition, deletion or variation howsoever to this Contract shall only be valid and effective where expressed in writing and signed by both parties.
11. No failure or delay to exercise any power, right or remedy by KPLC shall operate as a waiver of that right, power or remedy and no single or partial exercise of any other right, power or remedy shall operate as a complete waiver of that other right, power or remedy.
12. Notwithstanding proper completion of delivery or parts thereof, all the provisions of this Contract shall continue in full force and effect to the extent that any of them remain to be implemented or performed unless otherwise expressly agreed upon by both parties.
13. Any notice required to be given in writing to any Party herein shall be deemed to have been sufficiently served, if where delivered personally, one day after such delivery; notices by electronic mail and facsimile shall be deemed to be served one day after the date of such transmission and delivery respectively (*and proof of service shall be by way of confirmation report of such transmission and or delivery*), notices sent by post shall be deemed served seven (7) days after posting by registered post (*and proof of posting shall be proof of service*), notices sent by courier shall be deemed served two (2) days after such receipt by the courier service for Local (Kenyan) Suppliers and five (5) days for Foreign Suppliers.
14. For the purposes of Notices, the address of KPLC shall be Company Secretary, The Kenya Power & Lighting Company Limited, 7th Floor, Stima Plaza, Kolobot Road, Post Office Box Number 30099–00100, Nairobi, Kenya, Facsimile + 254-20-3514485. The address for the Supplier shall be the Supplier's address as stated by it in the Confidential Business Questionnaire provided in the Tender Document.

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

SIGNED FOR and on BEHALF of
KPLC

MANAGING DIRECTOR & CEO

and in the presence of:-

COMPANY SECRETARY

SEALED with the **COMMON SEAL** of
the **SUPPLIER**
in the presence of: -

DIRECTOR

Affix Supplier's Seal here

DIRECTOR'S FULL NAMES

and in the presence of:-

DIRECTOR/ COMPANY SECRETARY

DIRECTOR/ COMPANY SECRETARY'S FULL NAMES

*OR

SIGNED BY and on BEHALF
of the **SUPPLIER**

SIGNATURE OF THE SUPPLIER

FULL NAMES OF THE SUPPLIER

***NOTES TO THE SUPPLIER**

1. *Please note that the alternative is applicable IF AND ONLY IF the Supplier is not a registered company but has tendered, and, is trading as a sole proprietor or a partnership as provided in the Confidential Business Questionnaire or is registered as a business name.*
2. *In all other cases, the Supplier is required to execute the contract as first provided.*

DRAWN BY: -

Imelda Bore, Advocate,

C/o The Kenya Power & Lighting Company Limited,

7th Floor, Stima Plaza,

Kolobot Road, Parklands,

Post Office Box Number 30099-00100,

NAIROBI, KENYA,

Telephones: + 254-20-3201000/ 731

Facsimile: + 254-20-3514485

SECTION XVI A – SERVICE LEVEL AGREEMENT FORM



SERVICE LEVEL AGREEMENT

**FOR MOTOR VEHICLE/FLEET UNITS REPAIRS,
MAINTENANCE AND RELATED SERVICES**

(INSERT NAME SERVICE PROVIDER)

DATE: _____

1) DEFINITION AND INTERPRETATION

In this service level agreement, the following definitions and interpretations apply:

- i) “Estimated Delivery Date/Duration” refers to a date or duration mutually agreed between the Service Provider and KPLC or stated by a service provider on the quotation for a requested service by which the service is to be fulfilled upon receipt by the service provider of authority to fulfil the request from KPLC.
- ii) “Dispute” means a disagreement registered under clause 13 of this SLA.
- iii) “Services” means KPLC fleet related repairs/maintenance or spare parts supply requested by KPLC.
- iv) “monies” means invoiced monetary compensation for services rendered invoiced by the Service Provider.
- v) “work” means the provision of any Services.

2) SERVICE LEVEL AGREEMENT (SLA) COMMITMENT

- i) The Service Provider and KPLC agree that this Service Level Agreement (SLA) shall apply to the supply of all Services provided by the Service Provider to KPLC and that this SLA supersedes any prior arrangements or any other terms previously used or communicated between KPLC by the Service Provider.
- ii) The Service Provider agrees and acknowledges that they are bound by this SLA when transacting with KPLC under the corresponding contract.

3) PROCEDURE FOR SERVICE REQUISITION

- i) KPLC shall initiate a service requisition through a “request for quote for services to be rendered”
- ii) Upon receipt of a request for quotation, the service provider shall prepare a scope of required repairs/maintenance based on
 - a) The defects listed on the request
- iii) A thorough inspection of the fleet unit as per the applicable standard KPLC service schedule checklists attached to this SLA document as **appendices II (a), (b) (c) and (d)**. *By default, ‘service A and D’ checklists shall apply for motor vehicles and motor cycles respectively unless otherwise stated on the request for quote for services to be rendered.*
 - a) Any other defects identified by the service provider upon the inspection.

- iv) Upon preparation of the scope, the service provider shall prepare and submit to KPLC an itemised quotation for attending to the identified defects in the format attached as **appendix I** of this SLA.
- v) The Service Provider commits to submit a quotation upon request at the earliest opportunity but not later than the below timelines or in the case of a tender as per the timelines provided in the tender document.
 - a) Minor repairs/Routine Service – 2 days
 - b) Minor repairs – 7 days
 - c) Plant/equipment repairs – 7 days
 - d) Major/Extensive repairs – 14 days
- vi) The service provider commits to quote for 1st quality or genuine replacement spare parts at all times and the labour rate shall reflect the estimated labour hours for each item multiplied by the labour rate contained in the corresponding contract. Spare parts of questionable quality shall not be accepted.
- vii) The quotation shall remain valid for acceptance by KPLC for a period of three (3) calendar months after the date of Quotation. This period is considered the price validity period.
- viii) The price quoted for any works includes all freight, transportation, shipping, insurance, packaging, crating or casing, storage handling, demurrage, delivery, or similar charges and any tax that may be payable or chargeable in respect of the undertaking of any work. The price shall not subject to change within the 3-months price validity period.
- ix) The service provider shall state the estimated service delivery duration on the quotation document. The duration timing shall commence upon authorisation to fulfil required services.
- x) Upon receipt of the quotation, KPLC shall evaluate both the scope and the pricing for each item and if satisfied may authorise carrying out of the entire or part of the scope of work quoted for and issue a corresponding official purchase order. Alternatively, KPLC may choose to initiate negotiations on both items as it may deem necessary and the results of such negotiations shall form the agreed scope and pricing for the job.
- xi) If the Service Provider, during execution of authorised scope of repairs or upon further investigation, establishes that there are additional repairs required, the same shall be communicated to KPLC as a supplementary quotation. KPLC may authorise or decline to authorise execution of such additional repairs. Where authorised, the additional scope shall be included in the official purchase order or may be requisitioned by a separate purchase order.

4) EXECUTION OF REQUESTED REPAIR/MAINTENANCE

- i) The Estimated Delivery Date/Time shall be the date agreed between KPLC and the Service Provider that the repairs/maintenance shall be expected to have been completed, tested,

commissioned and made ready collection or delivery. The agreed Estimated Delivery Time shall be clearly indicated and recorded prior to work commencement.

- ii) The Service Provider shall endeavour to complete the work at the earliest opportunity despite the agreed Estimated Delivery Date/Time.
- iii) The Service Provider shall be liable for any loss, damage or other liability (whether in contract, tort and whether in law or in equity or otherwise) directly or indirectly arising from the work not being undertaken or delivered by the Estimated Delivery Date/Time, for any reason deemed unsatisfactory. KPLC may enforce this by liquidating the contract's performance bond.
- iv) KPLC may with agreement of the Service Provider request delivery of the works in instalments or periodically. In that event, the Service Provider may separately invoice KPLC for each delivery separately or as agreed.

5) VARIATION OR CANCELLATION OF ORDERS

- i) If the Service Provider decides not to execute a requisitioned service upon receipt of an official purchase order KPLC may at its discretion if it deems the reasons unjustified demand for compensation for any loss, damage or expenses incurred by in relation to the cancelled job including but not limited to salvage and towing fees.
- ii) The supplier shall be required to request in writing for extension of repair duration in cases where unforeseen circumstances delay execution of the works. KPLC shall reserve the right to terminate any request for repairs and recover the affected fleet unit where the requested repairs are not executed within the agreed duration.

6) PROPERTY/ASSET RISK

- i) KPLC property/assets/vehicles at the Service Provider's premises shall be at the risk (including for loss, damage or deterioration) of the Supplier.
- ii) Any property of KPLC in the possession or control of the Service Provider shall be at their risk.

7) WARRANTIES AND GOODS AND SERVICES AVAILABILITY

- i) The Service Provider shall warrant to undertake requisitioned works with due care, skill, professionalism and according to generally acceptable industry standards and practices.
- ii) The service provider shall warrant services against premature failure associated with use of substandard replacement spare parts or workmanship.
- iii) To the extent permitted by law, all express or implied warranties, representations, terms and conditions other than those expressly contained in the quotation, purchase order and/or any other communication related to particular jobs are expressly included in this service level agreement.

- iv) Where there is a conflict between any term of this service level agreement and any term of any quotation or purchase order, the terms of the latest agreement will prevail.

8) FULFILLMENT OF SERVICE REQUEST

- i) Upon successful completion of a service/maintenance request, the service provider shall advise KPLC to collect the fleet unit.
- ii) The service provider and the KPLC officer collecting the fleet unit shall jointly inspect the works on the subject fleet unit against the requested scope and if necessary perform a test drive to confirm completeness of the repairs/maintenance job.
- iii) The service provider shall issue a delivery note which shall be signed by the KPLC office collecting or receiving the vehicle.
- iv) Any parts removed and/or replaced on a KPLC fleet unit remain the property of KPLC and shall be delivered or handed back with the vehicle upon its release by the service provider after completion of the repair/maintenance job.
- v) The service provider shall fill the standard KPLC fleet repairs/maintenance services inspection and acceptance report document detailing all the repairs carried out and release the original copy to the officer collecting or receiving the subject fleet unit. The KPLC officer shall sign the document before at this stage such that the retained book copy shall bear the details of the officer.

9) DEFECTIVE GOODS AND SERVICES

- i) KPLC is entitled to reject any services not delivered to the expected standards within thirty (30) days after delivery and request the supplier to undertake corrective action or issue a credit note to the extent of the unsatisfactory service against the corresponding invoice if already issued.
- ii) KPLC shall notify the Service Provider in writing to the extent to which the services do not comply with the terms and conditions of the Purchase Order or the expected standards.
- iii) The Service Provider shall remedy the unsatisfactory services within thirty (30) days at no additional costs to KPLC.
- iv) Failure to remedy reported unsatisfactory services shall constitute a dispute and be subject to arbitration and may lead to cancellation of the Purchase Order by KPLC.

10) AUTHORITY IN RESPECT OF VEHICLE HANDLING

KPLC entrusts the Service Provider to act in a professional manner and to do everything that they consider desirable or necessary to undertake the works in respect of KPLC's fleet unit including, but not limited to: -

- i) Entering KPLC's vehicle as per requested work.

- ii) Test driving KPLC's vehicle (including the driving the KPLC's vehicle to location/s outside and within the premises controlled by the Service Provider.
- iii) The service provider shall ensure that a fleet unit meets all statutory conditions before the unit is operated on a public road.
- iv) Undertaking any diagnostic testing as The Supplier considers appropriate.
- v) KPLC acknowledges that the Service Provider may sub-contract any part of the work required pursuant to this service level agreement. Sub-contracting must be communicated to and agreed in writing by KPLC prior to the work.
- vi) The Service Provider shall take responsibility for any claims including but not limited to legal expenses, demands, actions and proceedings that may be brought against KPLC or any of its employees or agents arising out of any act of omission or commission by the service provider or any of their employees or agents arising from the use or driving of a KPLC's fleet unit while it is in their possession.

11) PAYMENT AND THE SUPPLIER ACCOUNT MANAGEMENT

- i) The supplier shall issue individual invoices for services rendered against each purchase order upon successful fulfilment of the corresponding service/maintenance requisition.
- ii) KPLC will settle invoices for the work undertaken as per the general terms as outlined in the contract between KPLC and the Service Provider.
- iii) KPLC and the Service Provider will constantly monitor the statements of accounts in order to maintain the credit limits as may be agreed with the Supplier and as per contract.
- iv) The Service Provider shall formally write to KPLC giving a notice of at least 30 days before taking any action that may interrupt continuity of service delivery on account of outstanding unsettled account.

12) GENERAL

- i) KPLC may, in its discretion, exercise or not exercise any right or entitlement pursuant to this service level agreement or may insist or not insist upon strict performance of any provisions of this service level agreement. Failure by KPLC to exercise any right or entitlement or to insist upon strict performance does not imply a waiver of any particular items of this service level agreement, unless KPLC agrees to such waiver in writing.
- ii) If KPLC exercises a partial right or entitlement, that does not preclude any further or whole exercise of that right or entitlement.
- iii) If any part of this service level agreement or any related document is or becomes void or enforceable, it is agreed that part is severed so that the remaining parts which are not void or enforceable remain in full force and effect.

13) DISPUTE RESOLUTION

- i) A Party must not commence any court or arbitration proceedings relating to a Dispute unless it first complies with this clause except where a Party seeks urgent relief.
- ii) A Party claiming that a Dispute has arisen under this service level agreement must give written notice to the other Party giving reasonable details of the nature of the Dispute (Notice) so as to follow the channels as detailed in the contract.
- iii) On receipt of that Notice by the other Party, the Parties must endeavour in good faith and within fourteen (14) days to respond or resolve the Dispute.

Signed for and on behalf of the Service Provider:

Name _____

Designation: _____

Rubber stamp/Official seal _____

Signed for and on behalf of Kenya Power & lighting Company Plc:

Name _____

Designation: _____

Rubber stamp/Official seal _____

Appendix I: Sample Quotation Template

DATE: _____							
QUOTATION FOR REPAIR OF KXX XXXX							
	Description	Quantity	Parts		Labour		Total line Item
			Unit Price	Total Parts	Unit Price	Total Labour	
1	Oil filter	1	500.00	500.00		-	500.00
2	Engine Oil	4	800.00	3,200.00		-	3,200.00
3	Air filter	1	2,000.00	2,000.00		-	2,000.00
4	Service labour	1		-	1,000.00	1,000.00	1,000.00
6	Replace blown headlamp	1	5,000.00	5,000.00		-	5,000.00
5	Front brake pads replacement	1	6,500.00	6,500.00	1,000.00	1,000.00	7,500.00
7	Rear brake Adjustment	1		-	900.00	900.00	900.00
8				-		-	-
9				-		-	-
10				-		-	-
11				-		-	-
12				-		-	-
				-		-	-
	Sub Total			17,200.00		2,900.00	
	Discount (Parts 10%)			(1,720.00)		0	
	Net Total pre VAT			15,480.00		2,900.00	18,380.00
	14% VAT						2,573.20
	Total VAT Inclusive						20,953.20

APPENDIX II, (a)

KENYA POWER MOTOR VEHICLE SERVICE - CHECK LIST				
KP SERVICE A - EVERY 5,000 KMS				
ENGINE COMPARTMENT		STATUS	ACTION	COMMENT
1	Replace engine oil			
2	Replace oil filter (Genuine parts only)			
3	Check & clean air filter/element			
4	Check & Clean aircon/pollen element/filter			
5	Inspect pre-fuel filter			
6	Inspect idle speed and acceleration			
7	Inspect for any damages to fuel tank cap and fuel line			
8	Inspect damage to or looseness in exhaust pipe,exhaust brake			
9	Inspect cooling and heater system, hoses and Clamps, radiator, radiator cap, expansion tank			
10	Inspect damage to air intake ducts and hoses			
11	Inspect battery acid level, cables and terminals (remedy as necessary)			
12	Inspect tension and condition of drive belts			
13	Inspect clutch fluid level(Top up if necessary)			
14	Inspect brake system fluid leaks & level (Top up if necessary)			
15	Inspect power steering oil leaks and fluid level(Top up if necessary)			
16	Inspect power steering system hoses & mountings (looseness/damage)			
17	Inspect steering wheel free play			
18	Check front and rear crankshaft/camshaft seal leakages			
OTHER SYSTEMS				
1	Inspect condition of tyres and tyre pressures(indicate pressure below)			

2	Inspect for wheel alignment related tyre wear			
3	Inspect wheel cylinders, wheel bearings, swivel bearings, drive shafts			
4	Inspect CV joints, ball joints, tie rod ends, shock absorbers, springs, dust boots			
5	Inspect all suspension and shock bushes			
6	Check gear box, transfer & diff unit oil (Top up if necessary)			
7	Inspect front /rear differential oil(Top up if necessary)			
8	Inspect propeller shaft ,splines,universal joints,bearings and centre bearing (Lubricate where nessessary)			
9	Lubricate King pins			
10	Inspect exhaust system mountings			
11	Inspect foot brake operation,free travel and pedal bush			
12	Inspect clutch operation,free travel and pedal bush			
13	Inspect hand brake cable operation and ratchet			
14	Inspect handbrake shoe linings and drums for wear			
15	Inspect brake pipes,hoses and cables			
16	Inspect front and rear brake pads and discs or drums and linings			
17	Grease chassis points and all grease nipples			
18	Grease "U" joints			
19	Inspect steering linkages			
20	Tighten all suspension and chassis bolts			
21	Inspect body work for signs and rust			
22	Inspect engine, G/Box and body mountings			
23	Inspect gear lever and knob for looseness			
24	Tighten wheel nuts and bolts			
25	Grease wheel hub bearings			
26	Inspect condition of seats			
	ELECTRICAL			

1	Inspect all Gauges/instruments, lights and switches and harness			
2	Inspect wiper blades and windscreen washers (Remedy as necessary)			
	EXPECTED STATUS - OK, DEFECTIVE, REPLACE AT NEXT SERVICE (RNS)			
	EXPECTED ACTIONS - OK, Replaced, Topped up, Adjusted, Quoted			
	EXPECTED COMMENTS - OK, PENDING			
	TYRE PRESSURE CHECKS	Actual (psi)	Corrected (psi)	GOOD/WORN
1	FR Tyre pressure (PSI)			
2	FL Tyre pressure (PSI)			
3	RR Tyre pressure (PSI)			
4	RLTyre pressure (PSI)			
5	Spare tyre (S) pressure (PSI)			

APPENDIX II, (b)

KENYA POWER MOTOR VEHICLE SERVICE - CHECK LIST				
SERVICE B - EVERY 10,000 KMS				
	ENGINE COMPARTMENT	STATUS	ACTION	COMMENT
1	Replace engine oil			
2	Replace oil filter (Genuine parts only)			
3	Replace fuel filter (Genuine parts only)			
4	Replace air filter/element (Genuine parts only)			
5	Replace spark plugs (Petrol vehicles) - (Genuine parts only)			
6	Check & Clean aircon/pollen element/filter (Replace if necessary)			
7	Inspect pre-fuel filter			
8	Inspect idle speed and acceleration			
9	Inspect for any damages to fuel tank cap and fuel line			
10	Inspect damage to or looseness in exhaust pipe,exhaust brake			
11	Inspect cooling and heater system, hoses and Clamps, radiator, radiator cap, expansion tank			
12	Inspect damage to air intake ducts and hoses			
13	Inspect battery acid level, cables and terminals (remedy as necessary)			
14	Inspect tension and condition of drive belts			
15	Inspect brake system fluid leaks & level (Top up if necessary)			
16	Inspect power steering oil leaks and fluid level(Top up if necessary)			
17	Inspect power steering system hoses & mountings (looseness/damage)			
18	Inspect clutch fluid level(Top up if necessary)			
19	Inspect steering wheel free play			
20	Inspect front and rear crankshaft/camshaft seal leakages			
	OTHER SYSTEMS			

1	Inspect wheel cylinders, wheel bearings, swivel bearings, drive shafts			
2	Inspect CV joints, ball joints, tie rod ends, shock absorbers, springs, dust boots			
3	Check all suspension and shock bushes			
4	Inspect condition of tyres and tyre pressures(indicate pressure below)			
5	Inspect for wheel alignment related tyre wear			
6	Carry out a tyre rotation			
7	Inspect gear box and transfer oil(Top up if necessary)			
8	Inspect front /rear differential oil(Top up if necessary)			
9	Inspect propeller shaft ,splines,universal joints,bearings and centre bearing (Lubricate where nessessary)			
10	Lubricate King pins			
11	Inspect exhaust system mountings			
12	Inspect foot brake operation,free travel and pedal bush			
13	Inspect clutch operation,free travel and pedal bush			
14	Inspect hand brake cable operation and ratchet			
15	Inspect handbrake shoe linings and drums for wear			
16	Inspect brake pipes,hoses and cables			
17	Inspect front and rear brake pads and discs or drums and linings(Replace if necessary)			
18	Grease chassis points and all grease nipples			
19	Grease "U" joints			
20	Inspect steering linkages			
21	Tighten all suspension and chassis bolts			
22	Inspect body work for signs and rust			
23	Inspect engine, G/Box and body mountings(Change if necessary)			
24	Inspect gear lever and knob for looseness			
25	Grease wheel hub bearings			
26	Inspect condition of seats			
27	Tighten wheel nuts and bolts			

	ELECTRICAL			
1	Inspect all Gauges/instruments, lights and switches and harness			
2	Inspect wiper blades and windscreen washers (remedy as necessary)			
	EXPECTED STATUS - OK, DEFECTIVE, REPLACE AT NEXT SERVICE (RNS)			
	EXPECTED ACTIONS - OK, Replaced, Topped up, Adjusted, Quoted			
	EXPECTED COMMENTS - OK, PENDING			
	TYRE PRESSURE CHECKS	Actual (psi)	Corrected (psi)	GOOD/WORN
1	FR Tyre pressure (PSI)			
2	FL Tyre pressure (PSI)			
3	RR Tyre pressure (PSI)			
4	RL Tyre pressure (PSI)			
5	Spare tyre (S) pressure (PSI)			

APPENDIX II (c)

KENYA POWER MOTOR VEHICLE SERVICE - CHECK LIST				
KPLC SERVICE C - 40,000 KMS				
	ENGINE COMPARTMENT	STATUS	ACTION	COMMENT
1	Replace engine oil			
2	Replace oil filter (Genuine parts only)			
3	Replace fuel filter (Genuine parts only)			
4	Replace air filter/element (Genuine parts only)			
5	Replace spark plugs (Petrol vehicles) - (Genuine parts only)			

6	Replace aircon cleaner/pollen element/filter			
7	Replace pre-fuel filter			
8	Inspect idle speed and acceleration			
9	Inspect damageness to fuel tank cap and fuel line			
10	Inspect damage to or looseness in exhaust pipe,exhaust brake			
11	Inspect cooling and heater system, hoses and Clamps, radiator, radiator cap, expansion tank			
12	Inspect damage to air intake ducts and hoses			
13	Inspect tightness and condition of radiator hoses			
14	Inspect battery acid level, cables and terminals (remedy as necessary)			
15	Replace drive belts - (Genuine parts only)			
16	Drain & Replace clutch fluid			
17	Drain & Replace power steering fluid level			
18	Inspect cooling and heater system, hoses and Clamps, radiator, radiator cap, expansion tank			
19	Drain & Replace brake fluid			
20	Drain & Replace Radiator coolant (organic coolant only)			
21	Inspect steering wheel free play			
22	Inspect wheel alignment			
23	Inspect front and rear crankshaft/camshaft seal leakages			
24	Inspect looseness/damage to power steering system mountings			
	OTHER SYSTEMS			
1	Service wheel cylinders, wheel bearings, swivel bearings, drive shafts			
	Inspect CV joints, ball joints, tie rod ends, shock absorbers, springs, dust boots			
2				
3	Check all suspension and shock bushes			
	Inspect condition of tyres and tyre pressures(indicate pressure below)			
4				
5	Inspect for wheel alignment related tyre wear			
6	Carry out a tyre rotation			

7	Inspect engine and body mountings(Change if necessary)			
8	Drain & Change gear box and transfer oil			
9	Drain & Change front and rear differential oil			
10	Inspect propeller shaft ,splines,universal joints,bearings and centre bearing (Lubricate as nessessary)			
11	Lubricate King pins			
12	Inspect exhaust system mountings			
13	Inspect foot brake operation,free travel and pedal bush			
14	Inspect clutch operation,free travel and pedal bush			
15	Inspect hand brake operation and ratchet			
16	Inspect handbrake shoe linings and drums for wear			
17	Inspect brake pipes, hoses and cables			
18	Inspect front and rear brake pads and discs or drums and linings(Replace if necessary)			
19	Grease chassis points and all grease nipples			
20	Grease "U" joints			
21	Inspect steering linkages			
22	Tighten all suspension and chassis bolts			
23	Inspect body work for signs and rust			
24	Inspect engine, G/Box and body mountings			
25	Inspect gear lever and knob for looseness			
26	Tighten wheel nuts and bolts			
27	Grease wheel hub bearings			
28	Inspect condition of seats			
	ELECTRICAL			
1	Inspect all Gauges/instruments, lights and switches and harness			
2	Inspect wiper blades and windscreen washers (remedy as necessary)			

	EXPECTED STATUS - OK, DEFECTIVE, REPLACE AT NEXT SERVICE (RNS)			
	EXPECTED ACTIONS - OK, Replaced, Topped up, Adjusted, Quoted			
	EXPECTED COMMENTS - OK, PENDING			
	TYRE PRESSURE CHECKS	Actual (psi)	Corrected (psi)	GOOD/WORN
1	FR Tyre pressure (PSI)			
2	FL Tyre pressure (PSI)			
3	RR Tyre pressure (PSI)			
4	RLTyre pressure (PSI)			
5	Spare tyre (S) pressure (PSI)			

APPENDIX II, (d)

KENYA POWER MOTOR VEHICLE SERVICE - CHECK LIST				
KP MOTOR CYCLE SERVICE - EVERY 5,000 KMS				
ITEM	ACTION	STATUS	ACTION	COMMENT
1 Spark plug	Check condition, Clean or replace if necessary			
2 Air filter	Clean, Replace if necessary			
3 Carburetor	Check idle speed/starter operation. Adjust if necessary			
4 Fuel line	Check fuel hose for cracks and damage. Replace if necessary			
5 Transmission oil	Check oil level/oil leakage, correct if necessary. Replace every 24,000 (16,000) or 24 months. Warm engine before draining.			
6 Autolube pump	Check operation, Adjust if necessary. Bleed the air			
7 Front brake (Disc)	Check operation/fluid leakage. Correct if necessary			
8 Front brake (Drum)	Check operation, Adjust if necessary.			
9 Rear brake	Check operation, Adjust if necessary.			
10 Clutch	Check operation, Adjust if necessary.			
11 Rear arm pivot	Check rear arm assembly for looseness. Moderately repack every 24,000 (16,000) or 24 months.			
12 Wheels	Check balance (wobbling)/damage/runout/spoke tightness. Replace if necessary.			
13 Wheel Bearings	Check bearing assembly for looseness/damage. Replace if damaged.			
14 Steering (swing arm) Bearings	Check bearing assembly for looseness. Moderately repack every 24,000 (16,000) or 24 months.			
15 Front forks	Check operational/oil leakage. Replace if necessary.			
16 Rear Shock absorber	Check operational/oil leakage. Replace if necessary.			
17 Drive chain & Sprockets	Check chain slack/alignment. Adjust if necessary, Clean and lube.			
18 Sprockets	Check condition of sprockets. Quote for replacement as necessary.			
19 Fittings/Fasteners	Check all chassis fittings and fasteners. Correct if necessary.			
20 Battery	Check specific gravity. Check that the breather pipe is working properly. Correct if necessary.			
21 Electricals	Check operation of head light, brake light, direction indicators			
22 Mirrors	Check condition of side mirrors and mirror holders			
23 Lubrication	Lubricate levers (clutch & brake), cables (clutch, brake, speedo, rev counter & accelerator)			
24 Exhaust system	Check clogging, decarbonize if necessary			
EXPECTED STATUS - OK, DEFECTIVE, REPLACE AT NEXT				
EXPECTED ACTIONS - OK, Replaced, Topped up, Adjusted,				
EXPECTED COMMENTS - OK, PENDING				
TYRE PRESSURE CHECKS		Actual (psi)	Corrected (psi)	GOOD/WORN
1	Front Tyre pressure (PSI)			
2	Rear Tyre pressure (PSI)			

SECTION XVII A - PERFORMANCE SECURITY FORM (BANK GUARANTEE)

(To Be Submitted On Bank's Letterhead)

Date:

To:

The Kenya Power & Lighting Company Limited,
Stima Plaza,
Kolobot Road, Parklands, P.O
Box 30099 – 00100, Nairobi,
Kenya.

WHEREAS.....(hereinafter called “the Supplier”) has undertaken, in pursuance of your Tender Number.....(*reference number of the Tender*) and its Tender dated(*insert Supplier's date of Tender taken from the Tender Form*) to supply(*description of the goods*) (hereinafter called “the Contract);

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by an acceptable bank for the sum specified therein as security for compliance of the Supplier's performance obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Supplier a guarantee;

THEREFORE, WE HEREBY AFFIRM that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total sum of..... (*amount of the guarantee in words and figures*) and we undertake to pay you, upon your first written demand declaring the Supplier 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 theday of.....20....

EITHER

SEALED with the)
COMMON SEAL)
of the said **BANK**)
)

thisday) _____
) BANK SEAL
 of20....) in
 the presence of :-)
)
 _____)
) and in
 the presence of:-)
)
 _____)

OR

SIGNED by the **DULY AUTHORISED**
REPRESENTATIVE(S)/ ATTORNEY(S) of
 the **BANK**

 Name(s) and Designation of duly authorised representative(s)/ attorney(s) of the Bank

 Signature(s) of the duly authorised person(s)

NOTES TO SUPPLIERS AND BANKS

1. *Please note that no material additions, deletions or alterations regarding the contents of this Form shall be made to the Performance Security Bond (the Bond) to be furnished by the successful Tenderer/ Supplier. If any are made, the Bond may not be accepted and shall be rejected by KPLC. For the avoidance of doubt, such rejection will be treated as nonsubmission of the Bond where such Bond is required in the tender and Contract.*
2. *KPLC shall seek authentication of the Performance Security from the issuing bank. It is the responsibility of the Supplier to sensitize its issuing bank on the need to respond directly and expeditiously to queries from KPLC. The period for response shall not exceed three (3) days from the date of KPLC's query. Should there be no conclusive response by the Bank within this period, such Supplier's Performance Security may be deemed as invalid and the Contract nullified.*
3. *The issuing Bank should address its response or communication regarding the bond to KPLC at the following e-mail address – “guarantees@kplc.co.ke”*

SECTION XVII B - PERFORMANCE SECURITY (LC)

Mandatory Conditions that should appear on the Performance Security (LC).

Form of Documentary credit - “Irrevocable Standby”

Applicable rules - “Must be UCP Latest Version” i.e. UCP 600 (2007 REVISION) ICC Publication No. 600.

Place of expiry - At the counters of the advising bank.

The SBLC should be available – “By Payment”

Drafts should be payable at - “SIGHT”

Documents required -

1. Beneficiary’s signed and dated statement demanding for payment under the letter of credit no..... (*Insert LC No.*) as.....(*Name of Applicant*) (hereinafter called the “Supplier”) indicating that the “Supplier” has defaulted in the performance and adherence to and performance of the contract between the Beneficiary and the Supplier.
2. The Original Letter of Credit and all amendments, if any.

Additional Conditions -

1. All charges levied by any bank that is party to this documentary credit are for the account of the Applicant.
2. (Include) that there should be no conditions requiring compliance with the specific regulations or a particular country’s laws and regulations.

Charges - All bank charges are for the account of the Applicant.

Confirmation instructions – (See notes below)

NOTES TO SUPPLIERS AND BANKS

1. *Please note that should the Performance Security (LC) omit any of the above conditions the LC shall not be accepted and shall be rejected by KPLC. For the avoidance of doubt, such rejection will be treated as non-submission of the LC where such LC is required in the tender and Contract.*
2. *KPLC may seek authentication of the Performance Security (LC) from the issuing bank. It is the responsibility of the Supplier to sensitize its issuing bank on the need to respond directly*

and expeditiously to queries from KPLC. The period for response shall not exceed three (3) days from the date of KPLC's query. Should there be no conclusive response by the Bank within this period, such Supplier's Performance Security (LC) may be deemed as invalid and the Contract nullified.

3. ***The issuing bank should address its response or communication regarding the bond to KPLC at the following e-mail address – “guarantees@kplc.co.ke”***
4. *All Guarantees issued by foreign banks must be confirmed by a local bank in Kenya.*

SECTION XVIII – SUBCONTRACTORS

(INFORMATION TO BE PROVIDED BY THE TENDERER)

As per the requirements of Clause 7.23 of General Conditions of Contract, following is a list of subcontractors and the portions of the Work to be subcontracted:

No.	Subcontractor	Address	Brief Description of the Works to be Subcontracted	% works subcontracted

SECTION XIX - PREVIOUS EXPERIENCE WITH SIMILAR WORK

(INFORMATION TO BE PROVIDED BY THE TENDERER)

As required by Section 3.13.3(d) of the Instructions to Tenderers, following is a list of work that the Tenderer has previously performed which is similar to that described in the Request for Proposal:

No.	Description	Customer Name & Contacts	Date of Supply

SECTION XX - SUPPLIER EVALUATION FORM

(This form is for information only and not to be filled in by any bidder. It is for official use by KPLC to evaluate performance of Suppliers during the contract period)

Name of Firm.....Date.....

Category of Product/Service (e.g. Conductors)

Period of evaluation.....

1. COST OF SERVICE/PRODUCT	Rating guidelines				Supplier Score	Procurement Score	User Score	Comments	Totals
	Did the vendor assist in or advice on ways of reducing the costs?	YES:4	PARTIALLY:2	NO: 0					10
	How closely did your final costs correspond to your expectation at the beginning of the project/tender?	YES:2	PARTIALLY:1	NO: 0					10.00%
	Did the company stick to the agreed transation/contract rates?	YES:4	PARTIALLY:2	NO: 0					
2.ON TIME DELIVERY OF PRODUCT OR SERVICE									Totals
	Did the vendor perform work in compliance with contract terms and agreements?	YES:6	PARTIALLY:3	NO: 0					10
	Was the vendor prompt and effective in correction of situations and conditions?	YES:2	PARTIALLY:1	NO: 0					10.00%
	Are you able to track service level agreements and determine duration of incidents from the vendor?	YES:2	PARTIALLY:1	NO: 0					
3. FLEXIBILITY TO RESPOND TO UNEXPECTED DEMAND OF SERVICE	Rating guidelines								Totals
	Was the vendor willing to change their product/service on special needs?	YES:6	PARTIALLY:3	NO: 0					6
4. QUALITY									6.00%
	Rating guidelines								Totals
	When performing their duties, was there - rework or returns caused by non conformance to quality?	NO:6	PARTIALLY:3	YES: 0					14
	Was the quality of service delivered equal to KPLC minimum requirements?	YES:8	PARTIALLY:4	NO:0					14.00%
5.RESPONSIVENESS	Rating guidelines								Totals
	Was the vendor well responsive to information requests, issues, or problems that arose in the course of service?	YES:2	PARTIALLY:1	NO: 0					14
	Was the vendor open to feedback on low quality of service levels and willing to act on this?	YES:6	PARTIALLY:3	NO: 0					14.00%
	Is it easy to reach staff members of suppliers in case of a request or query? (are communication channels clear?)	YES:6	PARTIALLY:3	NO: 0					

6. CUSTOMER SUPPORT	Rating guidelines								Totals
	Did the vendor offer effective customer support?	YES:10	PARTIALLY:4	NO: 0					18
	In case of reported problems/issues, were there follow ups by the vendor to ensure the problem is fully resolved during support?	YES:8	PARTIALLY:4	NO: 0					18.00%
7. COMMUNICATION SKILLS	Rating guidelines								Totals
	Are you satisfied with the attitude, courtesy, and professionalism of this vendor's staff? Written or spoken?	YES:2	PARTIALLY:1	NO: 0					6
	Are the vendor's staff well equipped	YES:4	PARTIALLY:2	NO: 0					6.00%
	and skilled in handling requests / issues? Are you rotated too much among staff on an issue?								
8. DOCUMENTATION AND ACCOUNTING	Rating guidelines								Totals
	Are you satisfied with how the Vendor presents documentation (invoices & licenses etc.) when required to do so, to necessitate finalization of contract renewals and payments?	YES:6	PARTIALLY:3	NO: 0					10
	Was problem documentation (incident reports) presented promptly by the vendor and was it complete?	YES:4	PARTIALLY:2	NO: 0					10.00%
9. VALUE ADD	Rating guidelines								Totals
	Did the vendor go over and above in optimizing service delivery process for effective services delivery?	YES:6	PARTIALLY:3	NO: 0					12
	Did the vendor go over and above and offer training or knowledge to assist with better systems support?	YES:6	PARTIALLY:3	NO: 0					12.00%
									Totals Score:
Totals									100.0
Maximum Score							100.0		100.00%
VENDOR'S TOTAL SCORE									
VENDOR'S PERCENTAGE SCORE									
ISSUES FOR FOLLOW UP -									

Evaluation Done by:	Name	Department	Date	
Checked/Validated by				

Score in Percentage %

PERFORMANCE LEVEL DEFINATION;

≥75% - KP1 GREEN
 50% - KP2 AMBER
 25% - KP3 YELLOW ≥25%
 - KP4 RED

RATING: 75% - V Good, 50% - Good, 25% - Fair, Below 25% - Poor

RECOMMENDATION

		Status	Tick as appropriate
1	Grant supplier preferred status	KP1	
2	Work with supplier or develop and improve supplier	KP2 & KP3	
3	Abandon / switch suppliers	KP4	

Name:.....Sign:.....Date:.....

Name:.....Sign:.....Date:.....

Name:.....Sign:.....Date:.....

SECTION XIX - THE TECHNICAL SPECIFICATIONS

SECTION XXI - GUARANTEED TECHNICAL PARTICULARS (GTPs)

The Guaranteed Technical Particulars describe the basic requirements for goods and services to be procured and provided. In addition to the information and documentation in the Tender Document regarding the technical aspects of this tender, all Tenderers shall comply with the following -

Note:

The Tenderer shall submit these Guaranteed Technical Particulars (GTPs) completed, signed and stamped. In submitting the GTPs, cross-references should be made to the documents submitted.

PART A - GENERAL REQUIREMENTS

No .	Descriptions	KPLC Requirements	Tenderer's Offer (Yes /No/Other)	
1.	Upon contract award, the tenderer shall commit to quote for and fit only genuine or 1 st quality replacement spare parts during service/maintenance requests.	Yes (Mandatory)		
2.	The tenderer shall commit to offer quality services and workmanship.	Yes (Mandatory)		
3.	The tenderer shall commit to open up awarded job's repair processes to evaluation and monitoring by the procuring entity's authorized personnel.	Yes (Mandatory)		
4.	In the event of poor workmanship or non-compliance with the specifications, the Kenya Power & Lighting Company PLC reserves the right to reject such uncompliant services or goods. The tenderer will make good any deficiencies, shortfalls or poor workmanship at their cost.	Yes (Mandatory)		
5.	Attach schedule of tenderer's branches in the country for firms with multiple outlets. Only listed outlets will be considered. List attached.	Yes /No		

PART B – DETAILED TECHNICAL SPECIFICATIONS (DTS) i) DTS - FLEET REPAIRS & MAINTENANCE SERVICES

A)	<u>FLEET REPAIRS & MAINTENANCE SERVICE PROVIDERS (GARAGES) - DTS</u>		
	NAME OF FIRM: _____		TOWN: _____
	CONTACT PERSON: _____		TEL NO: _____
	COUNTY: _____ KP DEPOT _____		
	Item Description	Required	Tenderer's offer
1	Perimeter wall - Masonary	Yes/No	
	Perimeter wall - Timber	Yes/No	
	Perimeter wall - Iron Sheet	Yes/No	
	Perimeter wall - Other	Yes/No	
2	Engineering shop space in square metres	State shop floor area in square metres	
3	Security guards - Night	Yes/No	
	Security guards - Shared	Yes/No	
	Security guards - Day	Yes/No	
4	Alarm system	Yes/No	
	Electric Fence	Yes/No	
5	Fire fighting equipment - Water	Yes/No	
	Fire fighting equipment - Powder	Yes/No	
6	Tool boxes & general hand tools	Attach schedule	
7	Trolley jacks	Attach schedule	
8	Safety stands	Attach schedule	
9	Greasing equipment - High pressure >3500psi	Yes/No	
	Greasing equipment - Others	Yes/No	
10	Inspection ramp/pit. Permanent or makeshift?	Indicate	
11	Electricians	Attach schedule & profiles	
12	Mechanics/Technicians		
13	Other tools & equipment (Evaluators to assess facility)	Attach schedule	
14	Panel Beating painting equipment (body jack, body files, hammers, grinders)	Attach schedule	
15	Spray painting equipment (Air compressors, spray gun, gas masks, spray booths)	Attach schedule	
16	Spray painters	Attach schedule & profiles	
17	Panel beaters		
18	Welders		
19	Arc welding Machine	Yes/No	
20	Gas welding equipment	Yes/No	
21	Units overhaul experience, evidence of previous work	Attach documentary evidence	
22	Functional Engine removal/installation hoist/crane	Yes/No	
23	Torgue Wrench (check state)	Yes/No	
24	Gearbox/diff unit trolley	Yes/No	
25	Engine test bench	Yes/No	

ii) DTS – HYDRAULIC/PNEUMATIC SYSTEMS R&M SERVICES

<u>PLANT HYDRAULIC/PNEUMATIC SYSTEMS R&M SERVICE PROVIDERS - DTS</u>			
NAME OF FIRM: _____		TOWN: _____	
CONTACT PERSON: _____		TEL NO: _____	
COUNTY: _____		KP DEPOT _____	
	Item Description	Required	Tenderer's offer
(i)	Premises/Security/Safety		
1	Perimeter wall - Masonary	Yes/No	
	Perimeter wall - Timber	Yes/No	
	Perimeter wall - Iron Sheet	Yes/No	
	Perimeter wall - Other	Yes/No	
2	Engineering shop space in square metres	State shop floor area in square	
3	Security guards - Night	Yes/No	
	Security guards - Shared	Yes/No	
	Security guards - Day	Yes/No	
4	Alarm system	Yes/No	
	Electric Fence	Yes/No	
5	Fire fighting equipment - Water	Yes/No	
	Fire fighting equipment - Powder	Yes/No	
6	Hose cutting machine	Hydraulic/manual/ None	
7	Hose crimping machine	Hydraulic/manual/ None	
8	Steel pipe bending machine	Yes/No	
9	Hydraulic assembly test bench	Yes/No	
10	Flaring tool kit	Yes/No	
11	Bench vice	Yes/No	
12	Welding equipment	Yes/No	
13	Greasing equipment (high pressure = 2, others= 1)	High pressure/other	
14	Plant/Mechanical toolboxes	Yes/No	
15	Strategic stocks of hoses, pipes and fittings	Yes/No	
16	Plant electricians	Attach schedule &	
17	Plant technicians/Mechanics	profiles	

iii) DTS – ENGINEERING/MACHINING SERVICES

ENGINEERING SERVICES - DETAILED TECHNICAL SPECIFICATIONS (DTS)			
NAME OF FIRM: _____		TOWN: _____	
CONTACT PERSON: _____		TEL NO: _____	
	Item Description	KPLC Requirement	Tenderers Offer
1	Masonry walled enclosed engineering shop with steel doors	Yes (Mandatory)	
2	Engineering shop space in square metres	State shop floor area in square metres	
3	Security guards - Night	Yes/No	
	Security guards - Day	Yes/No	
	Security guards - Shared	Yes/No	
4	Alarm system	Yes/No	
	CCTV System	Yes/No	
5	Fire fighting equipment - Water	Yes/No	
	Fire fighting equipment - Powder	Yes/No	
6	Multipurpose lathe machine	Auto/other/none	
7	Milling machine	Auto/other/none	
8	Surface grinder	Auto/other/none	
9	Engine cylinder boring equipment	Auto/other/none	
10	Crankshaft journal rebuilding equipment	Auto/other/none	
11	Shaping machine	Auto/other/none	
12	Crankshaft grinding equipment	Auto/other/none	
13	Con rod aligning equipment	Auto/other/none	
14	Engine line bore equipment	Auto/other/none	
15	Valve grinding equipment	Auto/other/none	
16	Cylinder head re-facing equipment	Auto/other/none	
17	Multipurpose drilling equipment	Auto/other/none	
18	Heavy duty press	Auto/other/none	
19	Cylinder head pressure testing equipment	Auto/other/none	
20	Engine block pressure testing equipment	Auto/other/none	
21	Steam cleaner	Yes/No	
22	Welding equipment	Yes/No	
23	Feeler Gauge	Yes/No	
24	Micrometer Srew gauge	Yes/No	
25	Vernier Calipers	Yes/No	
26	Bench grinder	Yes/No	
27	Cut-off Saws	Yes/No	
28	Other Equipment/Machines	Attach list	
29	Machinists/Technicians (Engineering Degree/Diploma =6, craft =4, trade test =2, not certified=1) - Scoring to be based on 5 most qualified.	Attach schedule & Profiles	

APPENDIX I

<i>County</i>	<i>Depot</i>	<i>Required suppliers - Maximum Number (Tick against depot of interest)</i>			
		<i>Motor vehicle Garages</i>	<i>Tick</i>	<i>Motor cycle Garages</i>	<i>Tick</i>
<i>KIAMBU</i>	<i>THIKA</i>	<i>3</i>		<i>3</i>	
	<i>GATUNDU</i>	<i>2</i>		<i>1</i>	
	<i>LIMURU</i>	<i>1</i>		<i>1</i>	
	<i>KIKUYU</i>	<i>2</i>		<i>1</i>	
	<i>KIAMBU</i>	<i>2</i>		<i>2</i>	
	<i>GITHUNGURI</i>	<i>2</i>		<i>1</i>	
<i>KITUI</i>	<i>KITUI</i>	<i>1</i>		<i>1</i>	
	<i>MWINGI</i>	<i>2</i>		<i>1</i>	
<i>GARISSA</i>	<i>GARISSA</i>	<i>2</i>		<i>1</i>	
<i>WAJIR</i>	<i>WAJIR</i>	<i>3</i>		<i>1</i>	
	<i>HABASWEIN</i>	<i>2</i>		<i>1</i>	
	<i>ELDAS</i>	<i>2</i>		<i>1</i>	
<i>MANDERA</i>	<i>MANDERA</i>	<i>3</i>		<i>1</i>	
	<i>ELWAK</i>	<i>2</i>		<i>1</i>	
	<i>TAKABA</i>	<i>2</i>		<i>1</i>	
<i>Maximum number of targeted service providers</i>		<i>31</i>		<i>19</i>	

APPENDIX I

I, (a)

KENYA POWER MOTOR VEHICLE SERVICE - CHECK LIST				
KP SERVICE A - EVERY 5,000 KMS				
ENGINE COMPARTMENT		STATUS	ACTION	COMMENT
1	Replace engine oil			
2	Replace oil filter (Genuine parts only)			
3	Check & clean air filter/element			
4	Check & Clean aircon/pollen element/filter			
5	Inspect pre-fuel filter			
6	Inspect idle speed and acceleration			
7	Inspect for any damages to fuel tank cap and fuel line			
8	Inspect damage to or looseness in exhaust pipe,exhaust brake			
9	Inspect cooling and heater system, hoses and Clamps, radiator, radiator cap, expansion tank			
10	Inspect damage to air intake ducts and hoses			
11	Inspect battery acid level, cables and terminals (remedy as necessary)			
12	Inspect tension and condition of drive belts			
13	Inspect clutch fluid level(Top up if necessary)			
14	Inspect brake system fluid leaks & level (Top up if necessary)			
15	Inspect power steering oil leaks and fluid level(Top up if necessary)			
16	Inspect power steering system hoses & mountings (looseness/damage)			
17	Inspect steering wheel free play			
18	Check front and rear crankshaft/camshaft seal leakages			
OTHER SYSTEMS				
1	Inspect condition of tyres and tyre pressures(indicate pressure below)			

APPENDIX I

2	Inspect for wheel alignment related tyre wear			
3	Inspect wheel cylinders, wheel bearings, swivel bearings, drive shafts			
4	Inspect CV joints, ball joints, tie rod ends, shock absorbers, springs, dust boots			
5	Inspect all suspension and shock bushes			
6	Check gear box, transfer & diff unit oil (Top up if necessary)			
7	Inspect front /rear differential oil(Top up if necessary)			
8	Inspect propeller shaft ,splines,universal joints,bearings and centre bearing (Lubricate where nessessary)			
9	Lubricate King pins			
10	Inspect exhaust system mountings			
11	Inspect foot brake operation,free travel and pedal bush			
12	Inspect clutch operation,free travel and pedal bush			
13	Inspect hand brake cable operation and ratchet			
14	Inspect handbrake shoe linings and drums for wear			
15	Inspect brake pipes,hoses and cables			
16	Inspect front and rear brake pads and discs or drums and linings			
17	Grease chassis points and all grease nipples			
18	Grease "U" joints			
19	Inspect steering linkages			
20	Tighten all suspension and chassis bolts			
21	Inspect body work for signs and rust			
22	Inspect engine, G/Box and body mountings			
23	Inspect gear lever and knob for looseness			
24	Tighten wheel nuts and bolts			
25	Grease wheel hub bearings			
26	Inspect condition of seats			
	ELECTRICAL			

APPENDIX I

1	Inspect all Gauges/instruments, lights and switches and harness			
2	Inspect wiper blades and windscreen washers (Remedy as necessary)			
EXPECTED STATUS - OK, DEFECTIVE, REPLACE AT NEXT SERVICE (RNS)				
EXPECTED ACTIONS - OK, Replaced, Topped up, Adjusted, Quoted				
EXPECTED COMMENTS - OK, PENDING				
	TYRE PRESSURE CHECKS	Actual (psi)	Corrected (psi)	GOOD/WORN
1	FR Tyre pressure (PSI)			
2	FL Tyre pressure (PSI)			
3	RR Tyre pressure (PSI)			
4	RLTyre pressure (PSI)			
5	Spare tyre (S) pressure (PSI)			

I, (b)

KENYA POWER MOTOR VEHICLE SERVICE - CHECK LIST				
SERVICE B - EVERY 10,000 KMS				
	ENGINE COMPARTMENT	STATUS	ACTION	COMMENT
1	Replace engine oil			
2	Replace oil filter (Genuine parts only)			
3	Replace fuel filter (Genuine parts only)			
4	Replace air filter/element (Genuine parts only)			
5	Replace spark plugs (Petrol vehicles) - (Genuine parts only)			
6	Check & Clean aircon/pollen element/filter (Replace if necessary)			
7	Inspect pre-fuel filter			

APPENDIX I

8	Inspect idle speed and acceleration			
9	Inspect for any damages to fuel tank cap and fuel line			
10	Inspect damage to or looseness in exhaust pipe,exhaust brake			
11	Inspect cooling and heater system, hoses and Clamps, radiator, radiator cap, expansion tank			
12	Inspect damage to air intake ducts and hoses			
13	Inspect battery acid level, cables and terminals (remedy as necessary)			
14	Inspect tension and condition of drive belts			
15	Inspect brake system fluid leaks & level (Top up if necessary)			
16	Inspect power steering oil leaks and fluid level(Top up if necessary)			
17	Inspect power steering system hoses & mountings (looseness/damage)			
18	Inspect clutch fluid level(Top up if necessary)			
19	Inspect steering wheel free play			
20	Inspect front and rear crankshaft/camshaft seal leakages			
	OTHER SYSTEMS			
1	Inspect wheel cylinders, wheel bearings, swivel bearings, drive shafts			
2	Inspect CV joints, ball joints, tie rod ends, shock absorbers, springs, dust boots			
3	Check all suspension and shock bushes			
4	Inspect condition of tyres and tyre pressures(indicate pressure below)			
5	Inspect for wheel alignment related tyre wear			
6	Carry out a tyre rotation			
7	Inspect gear box and transfer oil(Top up if necessary)			
8	Inspect front /rear differential oil(Top up if necessary)			
9	Inspect propeller shaft ,splines,universal joints,bearings and centre bearing (Lubricate where nessessary)			
10	Lubricate King pins			
11	Inspect exhaust system mountings			
12	Inspect foot brake operation,free travel and pedal bush			

APPENDIX I

13	Inspect clutch operation, free travel and pedal bush			
14	Inspect hand brake cable operation and ratchet			
15	Inspect handbrake shoe linings and drums for wear			
16	Inspect brake pipes, hoses and cables			
17	Inspect front and rear brake pads and discs or drums and linings (Replace if necessary)			
18	Grease chassis points and all grease nipples			
19	Grease "U" joints			
20	Inspect steering linkages			
21	Tighten all suspension and chassis bolts			
22	Inspect body work for signs and rust			
23	Inspect engine, G/Box and body mountings (Change if necessary)			
24	Inspect gear lever and knob for looseness			
25	Grease wheel hub bearings			
26	Inspect condition of seats			
27	Tighten wheel nuts and bolts			
	ELECTRICAL			
1	Inspect all Gauges/instruments, lights and switches and harness			
2	Inspect wiper blades and windscreen washers (remedy as necessary)			
	EXPECTED STATUS - OK, DEFECTIVE, REPLACE AT NEXT SERVICE (RNS)			
	EXPECTED ACTIONS - OK, Replaced, Topped up, Adjusted, Quoted			
	EXPECTED COMMENTS - OK, PENDING			
	TYRE PRESSURE CHECKS	Actual (psi)	Corrected (psi)	GOOD/WORN
1	FR Tyre pressure (PSI)			

APPENDIX I

2	FL Tyre pressure (PSI)			
3	RR Tyre pressure (PSI)			
4	RLTyre pressure (PSI)			
5	Spare tyre (S) pressure (PSI)			

I (c)

KENYA POWER MOTOR VEHICLE SERVICE - CHECK LIST				
KPLC SERVICE C - 40,000 KMS				
	ENGINE COMPARTMENT	STATUS	ACTION	COMMENT
1	Replace engine oil			
2	Replace oil filter (Genuine parts only)			
3	Replace fuel filter (Genuine parts only)			
4	Replace air filter/element (Genuine parts only)			
5	Replace spark plugs (Petrol vehicles) - (Genuine parts only)			
6	Replace aircon cleaner/pollen element/filter			
7	Replace pre-fuel filter			
8	Inspect idle speed and acceleration			
9	Inspect damageness to fuel tank cap and fuel line			
10	Inspect damage to or looseness in exhaust pipe,exhaust brake			
11	Inspect cooling and heater system, hoses and Clamps, radiator, radiator cap, expansion tank			
12	Inspect damage to air intake ducts and hoses			
13	Inspect tightness and condition of radiator hoses			
14	Inspect battery acid level, cables and terminals (remedy as necessary)			
15	Replace drive belts - (Genuine parts only)			
16	Drain & Replace clutch fluid			

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17	Drain & Replace power steering fluid level			
18	Inspect cooling and heater system, hoses and Clamps, radiator, radiator cap, expansion tank			
19	Drain & Replace brake fluid			
20	Drain & Replace Radiator coolant (organic coolant only)			
21	Inspect steering wheel free play			
22	Inspect wheel alignment			
23	Inspect front and rear crankshaft/camshaft seal leakages			
24	Inspect looseness/damage to power steering system mountings			
	OTHER SYSTEMS			
1	Service wheel cylinders, wheel bearings, swivel bearings, drive shafts			
2	Inspect CV joints, ball joints, tie rod ends, shock absorbers, springs, dust boots			
3	Check all suspension and shock bushes			
4	Inspect condition of tyres and tyre pressures(indicate pressure below)			
5	Inspect for wheel alignment related tyre wear			
6	Carry out a tyre rotation			
7	Inspect engine and body mountings(Change if necessary)			
8	Drain & Change gear box and transfer oil			
9	Drain & Change front and rear differential oil			
10	Inspect propeller shaft ,splines,universal joints,bearings and centre bearing (Lubricate as nessessary)			
11	Lubricate King pins			
12	Inspect exhaust system mountings			
13	Inspect foot brake operation,free travel and pedal bush			
14	Inspect clutch operation,free travel and pedal bush			
15	Inspect hand brake operation and ratchet			
16	Inspect handbrake shoe linings and drums for wear			

APPENDIX I

17	Inspect brake pipes, hoses and cables			
18	Inspect front and rear brake pads and discs or drums and linings(Replace if necessary)			
19	Grease chassis points and all grease nipples			
20	Grease "U" joints			
21	Inspect steering linkages			
22	Tighten all suspension and chassis bolts			
23	Inspect body work for signs and rust			
24	Inspect engine, G/Box and body mountings			
25	Inspect gear lever and knob for looseness			
26	Tighten wheel nuts and bolts			
27	Grease wheel hub bearings			
28	Inspect condition of seats			
	ELECTRICAL			
1	Inspect all Gauges/instruments, lights and switches and harness			
2	Inspect wiper blades and windscreen washers (remedy as necessary)			
	EXPECTED STATUS - OK, DEFECTIVE, REPLACE AT NEXT SERVICE (RNS)			
	EXPECTED ACTIONS - OK, Replaced, Topped up, Adjusted, Quoted			
	EXPECTED COMMENTS - OK, PENDING			
	TYRE PRESSURE CHECKS	Actual (psi)	Corrected (psi)	GOOD/WORN
1	FR Tyre pressure (PSI)			
2	FL Tyre pressure (PSI)			
3	RR Tyre pressure (PSI)			
4	RLTyre pressure (PSI)			

APPENDIX I

5	Spare tyre (S) pressure (PSI)			
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I, (d)

KENYA POWER MOTOR VEHICLE SERVICE - CHECK LIST					
KP MOTOR CYCLE SERVICE - EVERY 5,000 KMS					
	ITEM	ACTION	STATUS	ACTION	COMMENT
1	Spark plug	Check condition, Clean or replace if necessary			
2	Air filter	Clean, Replace if necessary			
		Check idle speed/starter operation. Adjust if necessary			
3	Carburetor				
4	Fuel line	Check fuel hose for cracks and damage. Replace if necessary			
5	Transmission oil	Check oil level/oil leakage, correct if necessary. Replace every 24,000 (16,000) or 24 months. Warm engine before draining.			
6	Autolube pump	Check operation, Adjust if necessary. Bleed the air			
7	Front brake (Disc)	Check operation/fluid leakage. Correct if necessary			
8	Front brake (Drum)	Check operation, Adjust if necessary.			
9	Rear brake	Check operation, Adjust if necessary.			
10	Clutch	Check operation, Adjust if necessary.			
11	Rear arm pivot	Check rear arm assembly for looseness. Moderately repack every 24,000 (16,000) or 24 months.			
12	Wheels	Check balance (wobbling)/damage/runout/spoke tightness. Replace if necessary.			
13	Wheel Bearings	Check bearing assembly for looseness/damage. Replace if damaged.			
14	Steering (swing arm) Be	Check bearing assembly for looseness. Moderately repack every 24,000 (16,000) or 24 months.			
15	Front forks	Check operational/oil leakage. Replace if necessary.			
16	Rear Shock absorber	Check operational/oil leakage. Replace if necessary.			
17	Drive chain & Sprockets	Check chain slack/alignment. Adjust if necessary, Clean and lube.			
18	Sprockets	Check condition of sprockets. Quote for replacement as necessary.			
19	Fittings/Fasteners	Check all chassis fittings and fasteners. Correct if necessary.			
20	Battery	Check specific gravity. Check that the breather pipe is working properly. Correct if necessary.			
21	Electricals	Check operation of head light, brake light, direction indicators			
22	Mirrors	Check condition of side mirrors and mirror holders			
23	Lubrication	Lubricate levers (clutch & brake), cables (clutch, brake, speedo, rev counter & accelerator)			
24	Exhaust system	Check clogging, decarbonize if necessary			
EXPECTED STATUS - OK, DEFECTIVE, REPLACE AT NEXT					
EXPECTED ACTIONS - OK, Replaced, Topped up, Adjusted,					
EXPECTED COMMENTS - OK, PENDING					
TYRE PRESSURE CHECKS			Actual (psi)	Corrected (psi)	GOOD/WORN
1	Front Tyre pressure (PSI)				
2	Rear Tyre pressure (PSI)				

APPENDIX I