



KENYA FILM CLASSIFICATION BOARD

P.O Box 44226 – 00100, Nairobi, Kenya

15th Floor, Uchumi House, Agakhan Walk

Nairobi, Kenya

TENDER NO: KFCB/04/2020-2021

PROVISION OF G-SUITE SOLUTION

CLOSING DATE: 6TH OCTOBER, 2020

TIME: 11.00 A.M

TABLE OF CONTENTS

	Page
INTRODUCTION	3
SECTION I INVITATION TO TENDER.....	4
SECTION II INSTRUCTIONS TO TENDERERS.....	5
APPENDIX TO INSTITUTIONS TO TENDER	16
SECTION III GENERAL CONDITIONS OF CONTRACT.....	22
SECTION IV SPECIAL CONDITIONS OF CONTRACT.....	27
SECTION V SCHEDULE OF REQUIREMENTS.....	28
SECTION VI TECHNICAL SPECIFICATIONS.....	30
SECTION VII STANDARD FORMS.....	34

INTRODUCTION

The Kenya Film Classification Board (KFCB) is a Regulatory State Corporation established by the Films and Stage Plays Act Cap 222 Laws of Kenya to regulate the creation, broadcasting, possession, distribution and exhibition of film in the country with a view to protect children from exposure to harmful content and promote Kenya's culture and national values as enshrined in Article 10 of the Constitution of Kenya, 2010. The Kenya Information and Communications Act further empowers the Board to impose age restrictions on all films to be aired by broadcast stations to ensure that content which depicts scenes intended for an adult audience is not aired during the Watershed Period (between 5am – 10 pm). The entity is domiciled in Nairobi (Headquarters), Kenya with the following branches:

- i) Mombasa- Teleposta Towers, Posta GPO, Digo Road Street, 5th Floor
- ii) Garissa – County Commissioner's Offices
- iii) Embu- Embu Motors Building, Meru-Embu Highway, 3rd Floor room C3
- iv) Nyeri- Nyeri County Headquarters
- v) Nakuru- Kenya National Library Services Building, Off Moses Mudavadi Road, 2nd Floor
- vi) Eldoret- KVDA Plaza, Oloo Street, 10th Floor
- vii) Kakamega- Former Provincial Commissioner Office, Block D, Room 15
- viii) Kisumu- New Nyanza Provincial Headquarters, Bonyo Road, 5th Floor, Wing B

The Board carries out its principal function by:

- a) Examining films, TV & Radio programmes, non-programme matter & posters for purposes of classification.
- b) Determining age suitability for viewership of film and broadcast content.
- c) Giving consumer advise, having due regard to the protection of women and children against sexual exploitation or degradation.
- d) Registering and licensing film agents, local & international filmmakers, distributors & exhibitors.
- e) Prescribing & developing regulations & guidelines on film & broadcast content regulation in the country.
- f) Regulating and licensing stage plays and theatres as recommended by the Presidential Taskforce on Parastatal Reforms, 2013.
- g) Ensuring that content which depicts, contain scenes or are of the language intended for adult audience are not aired during the watershed period i.e. 5am to 10pm
- h) Enforcing the Programming Code for the free-to-air radio & TV services as prescribed by Communication Authority of Kenya (CA) by ensuring that all programme & non-programme matter, namely commercials, infomercials, documentaries, programme promotions, programme listings, community service announcements & station identifications are classified before they air.

SECTION I – INVITATION TO TENDER

Tender Ref. KFCB/04/2020-2021
Tender Name. Provision of G-Suite Solution
Dated: 22nd September, 2020

- 1.1 The Kenya Film Classification Board invites sealed tenders from eligible candidates for the Provision of G-Suite Solution for a period of two (2) years.
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at the Supply Chain Management office, Kenya Film Classification Board, Aga Khan Walk, Uchumi house 15th floor during normal working hours.
- 1.3 A complete tender document may be obtained by interested candidates upon payment of a non – refundable fee of **Kshs. 1,000.00** payable in cash or Bankers cheque to the Chief Executive Officer, Kenya Film Classification Board. The document may also be **viewed and downloaded** from the Board’s website: www.kfcb.co.ke free of charge. Bidders who download the tender from the website must forward their particulars immediately to procurement@kfcb.co.ke for recording and for the purposes of receiving any further clarification and addenda.
- 1.4 Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings and shall remain valid for a period of **90 days** from the closing date of the tender.
- 1.5 Tenders must be accompanied by a tender security of **Kenya Shillings Fifty Thousand (Ksh 50,000.00) only** from a reputable bank or an insurance company approved by Public Procurement Regulatory Authority payable to the Chief Executive Officer, Kenya Film Classification Board, P.O. Box 44226, 00100 Nairobi, Kenya and valid for **120 days** from date of tender opening.
- 1.6 Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and be deposited in the tender box provided at **Kenya Film Classification Board, Aga Khan Walk, Uchumi House, 15th Floor** and addressed to:

**Chief Executive Officer
Kenya Film Classification Board
P.O BOX 44226 – 00100 Nairobi**

so as to be received on or before **Tuesday 6th October, 2020 at 11:00 am. Late bids will not be accepted.**

- 1.7 Due to the ongoing **Covid 19 Pandemic**, tenders will be **quarantined** after the deadline for submission and **opened on Friday 9th October, 2020 at 11.00 am** at the **Nairobi Film Centre, Uchumi House**, in the presence of tenderers or their representatives who choose to attend.

**Chief Executive officer
Kenya Film Classification Board**

SECTION II – INSTRUCTIONS TO TENDERERS

TABLE OF CONTENTS		Page
2.1	Eligible Tenderers	6
2.2	Cost of tendering	6
2.3	Contents of tender documents	6
2.4	Clarification of Tender documents	7
2.5	Amendment of tender documents	7
2.6	Language of tenders	7
2.7	Documents comprising the tender	7
2.8	Form of tender	8
2.9	Tender prices	8
2.10	Tender currencies	8
2.11	Tenderers eligibility and qualifications	8
2.12	Tender security	9
2.13	Validity of tenders	9
2.14	Format and signing of tenders	10
2.15	Sealing and marking of tenders	10
2.16	Deadline for submission of tenders	10
2.17	Modification and withdrawal of tenders	11
2.18	Opening of tenders	11
2.19	Clarification of tenders	12
2.20	Preliminary Examination	12
2.21	Conversion to other currencies	12
2.22	Evaluation and comparison of tenders	13
2.23	Contacting the procuring entity	14
2.24	Award criteria	14
2.25	Notification of award	14
2.26	Signing of Contract	15
2.27	Performance security	15
2.28	Corrupt or fraudulent practices	15

SECTION II INSTRUCTIONS TO TENDERERS

2.1 Eligible tenderers

- 2.1.1 This Invitation to tender is open to all tenderers eligible as described in the instructions to tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible pursuant to section 66 of the Act.
- 2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members, of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.
- 2.1.4 Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of tendering

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The tender document is offered to interested bidders at **Kshs 1,000.00**.

2.3 Contents of tender documents

- 2.3.1 The tender document comprises of the documents listed below and addenda issued in accordance with clause 6 of these instructions to tenders
- (i) Instructions to tenderers
 - (ii) General Conditions of Contract
 - (iii) Special Conditions of Contract
 - (iv) Schedule of Requirements
 - (v) Details of service
 - (vi) Form of tender
 - (vii) Price schedules
 - (viii) Contract form
 - (ix) Confidential business questionnaire form
 - (x) Tender security form
 - (xi) Performance security form
 - (xii) Principal's or manufacturers authorization form

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

2.4 Clarification of Documents

2.4.1 A Prospective Candidate making inquiries of the tender document may notify the Procuring entity in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives no later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have received the tender documents"

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

2.5 Amendment of documents

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

2.5.2 All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.

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

2.6 Language of tender

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

2.7 Documents Comprising the Tender

The tender prepared by the tenderer shall comprise the following components:

(a) A Tender Form and a Price Schedule completed in accordance with clause 2.8, 2.9 and 2.10 below.

- (b) Documentary evidence established in accordance with Clause 2.11 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) Tender security furnished is in accordance with Clause 2.12
- (d) Confidential business questionnaire.

2.8 Form of Tender

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

2.9 Tender Prices

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

2.10 Tender Currencies

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

2.11 Tenderers Eligibility and Qualifications.

- 2.11.1 Pursuant to Clause 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.
- 2.11.2 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

2.12 Tender Security

- 2.12.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Appendix to Instruction to Tenderers.
- 2.12.2 The tender security shall be in the amount not exceeding 2 per cent of the tender price.
- 2.12.3 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7
- 2.12.4 The tender security shall be denominated in a Kenya Shillings or in another freely convertible currency and shall be in the form of:
- a) A bank guarantee.
 - b) Cash.
 - c) Such insurance guarantee approved by the Authority.
 - d) Letter of credit
- 2.12.5 Any tender not secured in accordance with paragraph 2.12.1 and 2.12.3 will be rejected by the Procuring entity as non-responsive, pursuant to paragraph 2.20
- 2.12.6 Unsuccessful tenderer's security will be discharged or returned as promptly as possible as but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the procuring entity.
- 2.12.7 The successful tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to clause 2.26, and furnishing the performance security, pursuant to clause 2.27.
- 2.12.8 The tender security may be forfeited:
- (a) If a tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Tender Form; or
 - (b) In the case of a successful tenderer, if the tenderer fails:
 - (i) to sign the contract in accordance with paragraph 2.26 or
 - (ii) to furnish performance security in accordance with paragraph 2.27.
 - (c) If the tenderer rejects, correction of an error in the tender.

2.13 Validity of Tenders

- 2.13.1 Tenders shall remain valid for 90 days or as specified in the invitation to tender after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.

2.13.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

2.14 Format and Signing of Tender

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

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

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

2.15 Sealing and Marking of Tenders

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

- (a) be addressed to the Procuring entity at the address given in the invitation to tender
- (b) bear, tender number and name in the invitation to tender and the words: "DO NOT OPEN BEFORE **Friday, 9th October 2020 at 11.00 a.m.**

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

2.15.3 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the Procuring entity will assume no responsibility for the tender's misplacement or premature opening.

2.16 Deadline for Submission of Tenders

2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 no later than **6th October, 2020 at 11.00 a.m.**

2.16.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 6, in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

2.16.3 Bulky tenders which will not fit in the tender box shall be received by the procuring entity as provided for in the appendix.

2.17 Modification and withdrawal of tenders

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

2.17.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.15. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.7.

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

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

2.18 Opening of Tenders

2.18.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, on **9th October, 2020 at 11.00 a.m.** and in the location specified in the invitation to tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.

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

2.18.3 The procuring entity will prepare minutes of the tender opening which will be submitted to the tenderers that signed the tender opening register and will have made the request.

2.19 Clarification of tenders

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

2.20 Preliminary Examination and Responsiveness

- 2.20.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished whether the documents have been properly signed, and whether the tenders are generally in order.
- 2.20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- 2.20.3 The Procuring entity may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.
- 2.20.4 Prior to the detailed evaluation, pursuant to paragraph 2.22, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 2.20.5 If a tender is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

2.21 Conversion to a single currency

- 2.21.1 Where other currencies are used, the procuring entity will convert those currencies to Kenya shillings using the selling exchange rate on the date of tender closing provided by the Central Bank of Kenya.

2.22 Evaluation and comparison of tenders.

2.22.1 The procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

2.22.2 The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.

2.22.3 The Procuring entity's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.4 and in the technical specifications:

(a) Operational plan proposed in the tender;

(b) deviations in payment schedule from that specified in the Special Conditions of Contract;

2.22.4 Pursuant to paragraph 2.22.3 the following evaluation methods will be applied:

(a) Operational Plan.

The Procuring entity requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenders offering to perform longer than the procuring entity's required delivery time will be treated as nonresponsive and rejected.

(b) Deviation in payment schedule

Tenderers shall state their tender price for the payment on a schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. The Procuring entity may consider the alternative payment schedule offered by the selected tenderer.

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

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

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

2.23 Contacting the procuring entity

- 2.23.1 Subject to paragraph 2.19, no tenderer shall contact the procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.
- 2.23.2 Any effort by a tenderer to influence the procuring entity in its decisions on tender evaluation tender comparison or contract award may result in the rejection of the tenderers tender.

2.24 Award of Contract

(a) Post qualification

- 2.24.1 In the absence of pre-qualification, the Procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.
- 2.24.2 The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.1.2, as well as such other information as the Procuring entity deems necessary and appropriate.
- 2.24.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Procuring entity will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

(b) Award Criteria

- 2.24.4 Subject to paragraph 2.28 the Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.
- 2.24.5 The procuring entity reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the procuring entity's action. If the procuring entity determines that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.
- 2.24.6 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

2.25 Notification of award

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

2.25.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.26. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

2.25.3 Upon the successful Tenderer's furnishing of the performance security pursuant to clause 2.27, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12.

2.26 Signing of Contract

2.26.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will simultaneously inform the other tenderers that their tenders have not been successful.

2.26.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

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

2.27 Performance Security

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

2.27.2 Failure of the successful tenderer to comply with the requirement of paragraph 2.26 or paragraph 2.27.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated bidder or call for new tenders.

2.28 Corrupt or Fraudulent Practices

2.28.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

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

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

APPENDIX TO INSTRUCTIONS TO TENDERERS

The following information for procurement of services shall complement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

Instructions to tenderers	Particulars of appendix to instructions to tenderers
2.1	Particulars of eligible tenderers: Registered qualified firms operating in Kenya
2.10	Particulars of other currencies allowed: <i>Tenders must be in Kenya shillings</i>
2.11	Particulars of eligibility and qualifications documents of evidence required: <ol style="list-style-type: none"> 1. Certificate of registration/ incorporation. 2. Valid Tax compliance certificate 3. Copy of Valid Business Permit 4. Tender Security 5. Duly filled Form of tender. 6. Duly filled Price Schedule. 7. Duly filled Confidential Business Questionnaire 8. Duly filled Self Declaration Form on Debarment 9. Duly filled Anti-Corruption Declaration form 10. Manufacturer’s Authorization Certificate (Evidence confirming bidder is an authorized Google G-Suite reseller/agent/distributor) 11. Serialized/paginated tender document
2.12	Particulars of tender security if applicable: <i>Tenders must be accompanied by a tender security of Kenya Shillings 50,000/= (Fifty Thousand Shillings Only) in the form of guarantee from a reputable bank or an insurance company approved by PPRA payable to Kenya Film Classification Board.</i>
2.13.1	Particulars of Tender Validity Period: <i>Tender shall remain valid for a period of 90 days from the date of opening</i>
2.14.1	Bidders shall provide 1 ORIGINAL of the tender document clearly marked original and 1 copy marked COPY all serialized /paginated and all placed in one envelope and tender name and number clearly written on top of the envelope
2.16	Deadline for Submission of Tenders /Closing date shall be Tuesday, 6th October, 2020 11:00 am.
2.16.3	Bulky tenders which will not fit in the tender box shall be received by the KFCB Supply Chain Management department.
2.22	Evaluation and Comparison of Tenders: <i>This will be carried out as per the evaluation criteria below.</i>
2.24	Particulars of post – qualification if applicable: <i>Due diligence shall be carried out on the successful tenderer prior to award.</i>
2.28	Particulars of performance security if applicable: <i>Performance security of 10% of the contract price will be required from the winning bidder after the award of the tender</i>

EVALUATION CRITERIA

Evaluation criteria shall include:

- a. Preliminary Evaluation / Mandatory Requirements
- b. Mandatory Technical Requirements - Compliance with Technical Requirements (capability assessment)
- c. Technical Evaluation as per the set criteria
- d. Financial evaluation
- e. Due diligence will be conducted to verify the information provided.

a) Mandatory requirements

The submission of the following mandatory requirements will be required in the determination of the completeness of the bid and responsiveness of bidders. Bids that do not contain all the information required will be declared non responsive and shall not be evaluated further.

	Requirements
1	Copy of Certificate of Registration/Incorporation and CR12
2	Copy of valid Tax Compliance Certificate.
3	Copy of current Business Permit issued by the County Government
4	Tender Security of Kenya Shillings 50,000/= (Fifty Thousand Shillings Only) valid for 120 days from date of tender opening.
5	Duly filled, signed and stamped Form of Tender in the format provided
6	Duly filled, signed and stamped Price Schedule.
7	Duly filled, signed and stamped Confidential Business Questionnaire in the format provided
8	Duly filled, signed and stamped Self Declaration Form on Debarment
9	Duly filled, signed and stamped Anti-Corruption Declaration form
10	Manufacturer's Authorization Certificate (Evidence confirming bidder is an authorized Google G-Suite reseller/agent/distributor)
11	Bid documents must be paginated/serialized including all attachments preferably in continuous order from the first to the last page i.e 1,2,3,,4,5,.....k where k is the bid document last page.

NB: - Bidders must meet all the mandatory requirements to qualify for technical evaluation

b) Compliance with Mandatory Minimum Technical Requirements

The proposals shall be evaluated on their basis of responsiveness to the Terms of Reference, and must comply with the minimum requirements to be considered for further evaluation.

Tenderers to provide detailed sentence responses to each requirement indicating the level of compliance.

MANDATORY TECHNICAL REQUIREMENTS (Minimum Requirements)

No.	Specification	Minimum Requirement	Tenderer's Response
1	Solution	Supply of G -Suite licenses for 140 users	
2	24/7 technical support	24\7 support by phone, email and online	
3	Junk/Spam filtering & Virus Blocking	The deployed solution must automatically filter and move messages detected as spam into a user's spam folder	
4	Domain \Apps white listing	<ul style="list-style-type: none"> • For secure sharing and collaboration with trusted partners. • Has Chat & Video Conferencing (Hangouts Meet) • Powerful shared documents, spreadsheets, and presentations that provide real-time collaboration • Team Drive to manage the folder structure for the organization - have one valid folder structure for teams, departments or the entire organization. • Drive Audit Reports to monitor every user activity in relation with your sensitive data. • Drive Activity Alerts keep you notified about suspicious user activity 	
5	Premium administrative controls	Administrators can place security controls for whitelisting trusted apps using OAuth.	
6	Shared calendars	The solution should provide the ability to create an integrated online shared calendar that's accessible to everyone in the organization or a department (subset of staff) for meetings.	

7	Uptime	99.9% guaranteed uptime	
8	Unlimited storage for 140 users	The solution should provide for an unlimited storage space in Gmail, Google Drive and Photos	
9	Use of custom email with the corporation's domain	The deployment of the G-Suite services must guarantee the migration and retention of the current email addresses on official KFCB domain. Existing mails on username@kfcg.co.ke MUST be migrated and setup for all users – No loss of data\emails.	
10	Real time, online user collaboration in spreadsheets, word processing and presentations	The solutions sought must allow for the storage, syncing and real time sharing of files with ease.	
11	Google vault services	Provide access to the Vault service specifically designed to provide a convenient way to find, hold and export chat as well as mail messages.	
12	Mobile Platform Management	Mobile email, calendar, mail accessibility, synchronization	
13	Advanced Reporting & Auditing For Enterprise File Sync And Share Solutions	The solution should provide for an easy way to monitor user activity in Drive.	
14	Email \ Data Security	All data in G Suite should by default encrypted on transit and on rest. TLS server-to-server encryption SSL enforcement for secure HTTPS access	
15	Delivery period	The most responsive provider is expected to roll out the solution with 4 weeks of award, including data migration from existing mail system.	
16	Training	Conduct training for Chair and Board of Directors, Top Management, KFCB Staff and of high level administrator and technical administrators.	

17	Administration	Centralized admin console.	
18	Mail recovery	Recover mails upto 30 days after deleting	
19	Post-Implementation Support & Maintenance (2 years)	The service provider is expected to provide concurrent support for the licensing period and renewal of the annual support every time the licenses are renewed.	
	PASS/FAIL		

NB: - Bidders must meet all the Technical minimum requirements to qualify for technical evaluation

c) Technical Evaluation

Bids will be evaluated as per the evaluation criteria as follows:

No.	Requirement	Maximum Marks
1	<ul style="list-style-type: none"> i. ICTA 5 and above accreditation Valid Certificate ii. Valid Google cloud collaboration Certificate verified by Google cloud directories. 	10
2	<p>Specific experience of the service provider relevant to the assignment at hand.</p> <p>a) List of (5) current Corporate Clients (Attach Evidence LSO, copy of contract or completion certificates) (5 marks for each max of 5 orders)</p>	25
3	<p>Current Reference/recommendation letters in clients' letterheads for clients served.</p> <p>(3 Reference sites where Complete Google G-Suite implementations have been done; Provide contacts address of the persons to be contacted at the reference site indicated. KFCB to independently verify the authenticity of the reference sites) (5 marks each max of 3 letters)</p>	15
4	<p>Appropriateness of the methodology and work schedule and the completeness of the description of the same in relation to the TORs,</p> <ul style="list-style-type: none"> a) Clear work plan and presentation, clear methodology/project plan which include time frames, deliverables & milestones (7 marks) b) Understanding & conformity to the TOR (3 marks) 	10
5	Staffing	13

	1. Project Team Lead (Masters Degree-7 marks, Bachelors Degree-5 marks, Diploma-3 marks) 2. At least 2 Technical Staff (Bachelors Degrees-6 marks, Diplomas-3 marks, Certificate-1 mark)	
6	Local Support Physical office location and address (Provide evidence in the form of Office ownership/leasing agreements, Utility bills, City Council Business permit etc)	2
7	3 year audited financial statements (2017,2018,2019) -5 marks Liquidity Ratios (LR) LR>2:1 (5 marks for each to a maximum of 15 marks) LR=2:1 (3 marks for each to a maximum of 9 marks) LR<2:1 (0 marks)	5 15
8	Company Profile No. of Continuous Year of Service One year experience (1 Mark) Two years experience (2 Marks) Three years experience (3 Marks) Four years experience (4 Marks) five and over years experience (5 Marks)	5
	TOTAL	100

|

To qualify for financial evaluation, the bidder must score a minimum of **70 points**

d. Financial Evaluation

The tenderer with the lowest evaluated bid will be considered for award.

e. Due Diligence KFCB will carry out due diligence on the successful tenderer to verify the accuracy of the information provided. Any inconsistencies noted in any of the above requirements and unsatisfactory performances shall lead to automatic disqualification and the second lowest evaluated bidder awarded.

**SECTION III GENERAL CONDITIONS OF
CONTRACT**

TABLE OF CONTENTS

3.1 Definitions.....23
3.2 Application.....23
3.3 Standards.....23
3.4 Patent Rights.....23
3.5 Performance security.....23
3.6 Inspections and tests.....24
3.7 Payment.....24
3.8 Prices.....24
3.9 Assignment.....24
3.10 Termination for default.....25
3.11 Termination for insolvency.....25
3.12 Termination for convenience.....25
3.13 Resolution of disputes.....25
3.14 Governing language.....26
3.15 Force majeure.....26
3.16 Applicable law.....26
3.17 Notices.....26

SECTION III: GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

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

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

3.2 Application

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

3.3 Standards

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

3.4 Patent Right’s

The tenderer shall indemnify the Procuring entity against all First-party claims of infringement of patent, trademark, or industrial design tights arising from use of the services under the contract or any part thereof

3.5 Performance Security

3.5.1 Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in Special Conditions of Contract.

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

3.5.3 The performance security shall be denominated in the currency of the Contract or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of:

- a) Cash.
- b) A bank guarantee.
- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit.

3.5.4 The performance security will be discharged by the procuring entity and returned to the candidate not later than thirty (30) days following the date of completion of the tenderer's performance of obligations under the contract, including any warranty obligations under the contract.

3.6 Inspections and Tests

3.6.1 The Procuring entity or its representative shall have the right to inspect and/or to test the services to confirm their conformity to the Contract specifications. The Procuring entity shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.

3.6.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.

3.6.3 Should any inspected or tested services fail to conform to the Specifications, the Procuring entity may reject the services, and the tenderer shall either replace the rejected services or make alterations necessary to meet specification requirements free of cost to the Procuring entity.

3.6.4 Nothing in paragraph 3.7 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.7 Payment

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

3.8 Prices

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

3.9 Assignment

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

3.10 Termination for Default

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

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

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

3.11 Termination for insolvency

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

3.12 Termination for convenience

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

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

3.13 Resolution of disputes

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

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

3.14 Governing Language

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

3.15 Force Majeure

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

3.16 Applicable Law.

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

3.17 Notices

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

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

SECTION IV SPECIAL CONDITIONS OF CONTRACT

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

4.2 Special conditions of contract with reference to the general conditions of contract.

General conditions of contract reference	Special conditions of contract
3.6	Specify performance security if applicable: <i>The successful tenderer shall furnish to the Procuring entity with the performance security equivalent to 10% of the contract sum in form of a bank guarantee.</i>
3.8	Specify method and conditions of performance: <i>Payment shall be made after the services have been satisfactorily provided and upon submission of an invoice as per the contract terms</i>
3.8	Specify price adjustments allowed: <i>No price adjustments will be allowed unless under exceptional circumstances</i>
3.13	Specify resolution of disputes: <i>If both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to an Arbitrator or to a court of law</i>
3.16	Specify applicable law: <i>Laws of Kenya</i>
3.18	The address to be used for purposes of notices will be: Kenya Film Classification Board, Uchumi House, 15th Floor P.O. Box 44226-00100 Nairobi.

SECTION V – SCHEDULE OF REQUIREMENTS

The Kenya Film Classification Board is looking for an authorized and ICT Authority (ICTA) accredited Google G-Suite solutions provider to undertake the deployment of the corporations Email services onto the Google G-Suite platform.

The solution is to provide the Board's staff with an effective communication and collaborative environment in an effort to streamline corporate communications and enhance the Board's business processes productivity. This can only be guaranteed in an environment where email access and collaborative tools are readily available for business use as and when required.

The service provider should be ICTA 5 and above accredited under Systems and applications category.

Objectives

The G-Suite solution is intended to offer more than just email services to the Board's official communication. G Suite offers organisations the ability to manage their business enterprise processes in the cloud without the worry of reliability and downtime. G Suite is a product of Google with a collection of Office communication, productivity and collaborative solutions and software offered by Google for Organisations. The solution is deployed within the organization's domain with the Board having full control of its data, users and service management through an admin console.

The current email platform (Microsoft Exchange), is limited in functionalities and does not provide real time and stable service. Therefore, the Board intends to implement a more stable and versatile platform which will enhance collaboration across all departments within the Board.

Scope:

- i. The Board will acquire 140 licenses
- ii. Verify domain
- iii. Migrate historical emails
- iv. Configure Mobile devices
- v. Conduct Administrator training

- vi. Conduct User training
- vii. Migrate MX records
- viii. Commission Email
- ix. Maintain and Support

Work Plan/ Gantt Chart

As part of the response to tender, the bidder should include an elaborate work plan that shall include a detailed description of the milestones to be followed in the entire process of deployment, migration and setup.

SECTION VI – DESCRIPTION OF SERVICES

TERMS OF REFERENCE FOR PROVISION OF G-SUITE SOLUTION

The Board will acquire 140 licenses, Verify domain, Migrate historical emails, Configure Mobile devices, Conduct Administrator training, Conduct User training, Migrate MX records, Commission Email and maintain.

Some the key administrative and end-user functionalities desired of the G-Suite implementation include:

- 1. Support at least 140 number of users with the ability to control user access to specific services within G-Suite applications**

The desired solution should provide the corporation with the freedom of creating email accounts that vary depending on the business need of the corporation. The initial desired number is 140 and Provision of 140 G-Suite licenses.

- 2. 24/7 technical support**

The solution provided must allow for the timely and efficient resolution of arising technical support issues that occur from time to time. Therefore, access to technical support services by admins should be efficient must be availed round the clock and resolution of the same done within reasonable time frames preferably within 24 hours. 24\7 support by phone, email and online

- 3. Junk/Spam filtering & Virus Blocking**

The solution must provide for the filtration of junk emails and virus blocking. The deployed solution must automatically filter and move messages detected as spam into a user's spam folder and this should apply to all users within the KFCB domain.

- 4. Domain \Apps white listing**

- For secure sharing and collaboration with trusted partners.
- Has Chat & Video Conferencing (Hangouts Meet)
- Powerful shared documents, spreadsheets, and presentations that provide real-time collaboration
- Team Drive to manage the folder structure for the organization - have one valid folder structure for teams, departments or the entire organization.
- Drive Audit Reports to monitor every user activity in relation with your sensitive data.
- Drive Activity Alerts keep you notified about suspicious user activity
- Adverts\ ad-free experience

5. Premium administrative controls

Administrators can place security controls for whitelisting trusted apps using OAuth.

6. Shared calendars

The solution should provide the ability to create an integrated online shared calendar that's accessible to everyone in the organization or a department (subset of staff) for meetings. The feature should allow for the scheduling of meetings or events by allowing for the checking of staff availability within a single view. Further the system should allow for the setting up and sharing of shared resources such as shared rooms and other associated resources.

7. 99.9% guaranteed uptime

The solution must provide for a near nil system's unavailability i.e. the services therein must be guaranteed to be available to the Board's users at the rate of 99.9%.

8. Unlimited storage for all users

The solution should provide for an unlimited storage space in Gmail, Google Drive and Photos thereby eliminating the need to constantly keep deleting emails, files or worrying about allocated space quotas for the different users of the facility.

9. Use of custom email with the corporation's domain

The Board intends to maintain the current email addresses bearing the official KFCB domain i.e. username@kfcg.go.ke and as such the deployment of the G-Suite services must guarantee the retention of the same across-board. Existing mails on username@kfcg.co.ke **MUST** be migrated for all users; **No** user should lose his/her previous mails during the migration.

Provide for Staff Mass Mailing; provision through use of Google Groups

10. Real time, online user collaboration in spreadsheets, word processing and presentations

The solutions sought must allow for the storage, syncing and real time sharing of files with ease. This way staff should be able to access to work whenever and wherever they need it with the ability to add, edit and update files without necessarily having to have the software installed locally on the device used to access the document.

11. Google vault services

Provide access to the Vault service specifically designed to provide a convenient way to find, hold and export chat as well as mail messages. Other eDiscovery services available in the Vault

include:

- Audit reports – view user activity
- Email and chat search – allows you to search chats, video meeting history and emails by keyword, date or user account.
- Legal holds – enables you to hold users' email and chat content to satisfy legal or other activity record retention requirements.
- Export – select and export chats, Drive files and emails for review or other purposes.
- Chat and email archiving – Allowing for the setting of chat and email archiving rules to determine duration before the records are deleted.
- Drive file search – ability to search Drive accounts based on a number of variables, including organizational unit, keyword or user account. The searches can yield different types of file types, such as word documents, spreadsheets, PDF and more.
- File archiving, eDiscovery archive search - users cannot delete confidential information or emails anymore without management permission.

12. Mobile Platform Management

This feature should allow the Board's G-Suite authorized administrators to view all G-Suite users log events on iOS, Android, Windows devices. The auditing process is only applicable to users with a G Suite license for the device. The audit logs should enable to set up mobile device management. Some of the events that can be viewed in the logs should include device compromise, suspicious activity, changes to account registration, failed login attempts and more. Mobile email, calendar, mail accessibility, synchronization

13. Advanced Reporting & Auditing for Enterprise File Sync and Share Solutions

The solution should provide for an easy way to monitor user activity in Drive. Some of the actions logged in the audit reports include content downloads, previews, deletions, views and sharing. It should provide for the viewing of details, such as event description, file type, IP address, user, event name and user.

The solution should also include a filters section which will provide an easy way to display events based on specific criteria with the ability to create and configure custom alerts where necessary.

14. Email \ Data Security

All data in G Suite should by default encrypted on transit and on rest. This means if a hacker intercepts somehow the email along the way, he cannot read the contents as it is encrypted and can only be decrypted by the end user to whom it is intended. Ensure that priority is given to data CIA is reinforced for the organizations data.

TLS server-to-server encryption SSL enforcement for secure HTTPS access.

15. Delivery period

The most responsive provider is expected to roll out the solution with **4 weeks** of award, including data migration from existing mail system.

Conduct training for Chair and Board of Directors, Top Management, KFCB Staff and of high level administrator and technical administrators.

Staff	Training Days(estimate)
Chair and Board of Directors	2
Senior Management	2
Staff	2
Admins	3

13. Post-Implementation Support & Maintenance

The service provider is expected to provide concurrent support for the licensing period and renewal of the annual support every time the licenses are renewed.

- Change management training for ease of users uptake of the service
- User guidance and transformation training
- TOT training and sufficient resources
- On call, Email and Onsite Service Level Support
- Guaranteed Monthly Product Updates,
- Change Management and Adoption Support;

SECTION VII- STANDARD FORMS

Notes on standard forms

1. The tenderer shall complete and submit with its tender the form of tender and price schedules pursuant to instructions to tenderers clause 9 and in accordance with the requirements included in the special conditions of contract.
2. When requested by the appendix to the instructions to tenderers, the tenderer should provide the tender security, either in the form included herein or in another form acceptable to the procuring entity pursuant to instructions to tenderers clause 12.3
3. The contract form, the price schedules and the schedule of requirements shall be deemed to form part of the contract and should be modified accordingly at the time of contract award to incorporate corrections or modifications agreed by the tenderer and the procuring entity in accordance with the instructions to tenderers or general conditions of contract.
4. The performance security and bank guarantee for advance payment forms should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance/entity and bank guarantee for advance payment forms in accordance with the forms indicated herein or in another form acceptable to the procuring entity and pursuant to the – conditions of contract.
5. The principal's or manufacturer's authorization form should be completed by the principal or the manufacturer, as appropriate in accordance with the tender documents.

SECTION VI - STANDARD FORMS

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

FORM OF TENDER

Date _____
Tender No. _____

To.....
.....

[Name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos..
[Insert numbers, the of which is hereby duly acknowledged,
 wed, the undersigned, offer to provide. *[description of*
services] in conformity with the said tender documents for the sum of . *[total tender amount*
in words and figures]
 or such other sums as may be ascertained in accordance with the Schedule of Prices attached
 herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to provide the services in accordance with the services
 schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the tender guarantee in a sum equivalent to _____
 percent of the Contract Price for the due performance of the Contract, in the form prescribed
 by (Procuring entity).
4. We agree to abide by this Tender for a period of *[number]* days from the date fixed for tender
 opening of the Instructions to tenderers, and it shall remain binding upon us and may be
 accepted at any time before the expiration of that period.
5. Until a formal Contract is prepared and executed, this Tender, together with your written
 acceptance thereof and your notification of award, shall constitute a binding Contract between
 us.

Dated this _____ day of _____ 20
[signature] [In the capacity of]
 Duly authorized to sign tender for and on behalf of _____

PRICE SCHEDULE OF SERVICES

NAME OF TENDERER: -

TITLE OF TENDER:

TENDER NUMBER:

No	Item description	Unit of Issue	Qty	Unit cost	Total cost in Kshs.
1.	G-Suite licenses for 140 Users for one year.	No	140		
2.	Technical Deployment , Migration, and Setup	No	140		
3.	Training and Change Management Support and Training	No	6		
4.	Any other related costs - state				
	Total costs inclusive of ALL applicable taxes				
	GRAND TOTAL INCLUSIVE OF ALL TAXES TO BE TRANSFERRED TO FORM OF TENDER				

Note:

- 1. The bidder shall provide detailed cost breakdown of all items required above where applicable.**
- 2. All prices quoted shall be inclusive of all applicable taxes.**
- 3. In case of discrepancy between unit price and total, the unit price shall prevail.**
- 4. Annual subscription cost to be quoted for separately.**

Authorized Official: Name _____ Signature _____

Date and official stamp _____

CONTRACT FORM

THIS AGREEMENT made the ___ day of _____ 20___ between... [name of procurement entity] of[country of Procurement entity](hereinafter called “the Procuring entity”) of the one part and[name of tenderer] of..... [city and country of tenderer](hereinafter called “the tenderer”) of the other part.

WHEREAS the procuring entity invited tenders for certain materials and spares. Viz.....[brief description of materials and spares] and has accepted a tender by the tenderer for the supply of those materials and spares in the sum of[contract price in words and figures]

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - a) The Tender Form and the Price Schedule submitted by the tenderer;
 - b) The Schedule of Requirements;
 - c) The Technical Specifications;
 - d) The General Conditions of Contract;
 - e) The Special Condition of Contracts; and
 - f) The Procuring Entity’s Notification of Award.
3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Procuring entity to provide the materials and spares and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provision of the materials and spares and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

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

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

Signed, sealed, delivered by _____ the _____ (for the tenderer)

in the presence of _____.

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

<p>Part 1 General</p> <p>Business Name.....</p> <p>Location of Business Premises</p> <p>Plot No,Street/Road.....</p> <p>Postal addressTel No.Fax Email</p> <p>Nature of Business</p> <p>Registration Certificate No:</p> <p>Maximum value of business which you can handle at any one time – Kshs.....</p> <p>Name of your bankers.....</p> <p>Branch.....</p>

	<p style="text-align: center;">Part 2 (a) – Sole Proprietor</p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of Origin.....</p> <p>Citizenship details</p>																				
	<p style="text-align: center;">Part 2 (b) – Partnership</p> <p>Given details of partners as follows</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
Name	Nationality	Citizenship details	Shares																		
1.																		
2.																		
3.																		
4.																		
	<p style="text-align: center;">Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company</p> <p>Nominal Kshs.</p> <p>Issued Kshs.</p> <p>Given details of all directors as follows</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
Name	Nationality	Citizenship details	Shares																		
1.																		
2.																		
3.																		
4.																		
	<p>Date.....Signature of Candidate.....</p>																				

TENDER SECURITY FORM

Whereas [Name of the tenderer]

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

KNOW ALL PEOPLE by these presents that WE.....

Of.....having registered office at

[name of procuring entity](hereinafter called "the Bank")are bound unto.....

[name of procuring entity](hereinafter called "the procuring entity") in the sum of for which payment well and truly to be made to the said Procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of 20_____.

THE CONDITIONS of this obligation are:

1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
2. If the tenderer, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:
 - (a) Fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the performance security, in accordance with the instructions to tenderers;

we undertake to pay to the Procuring entity up to the above amount upon receipt of its first written demand, without the Procuring entity having to substantiate its demand, provided that in its demand the Procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank]

(Amend accordingly if provided by Insurance Company)

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I,, of Post Office Box being a resident of in the Republic of do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of Tender No. for(insert tender title/description) for(insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.....
(Title) (Signature) (Date)

Bidder Official Stamp

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I, of P. O. Box being a resident of in the Republic of do hereby make a statement as follows: -

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of Tender No. for (insert tender title/description) for (insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of (insert name of the Procuring entity) which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of (name of the procuring entity)

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrupt practice with other bidders participating in the subject tender

5. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

.....
(Title) (Signature) (Date)

Bidder's Official Stamp

PERFORMANCE SECURITY FORM

To..... [name of the Procuring entity]

WHEREAS..... [name of tenderer]

(hereinafter called "the tenderer") has undertaken, in pursuance of Contract No. [reference number of the contract] dated _____ 20_____to supply [Description services] (Hereinafter called "the contract")

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

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

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

and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [*amount of guarantee*] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of 20

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

(Amend accordingly if provided by Insurance Company)

BANK GUARANTEE FOR ADVANCE PAYMENT

To.....

[name of tender].....

Gentlemen and/or Ladies:

In accordance with the payment provision included in the special conditions of contract, which amends the general conditions of contract to provide for advance payment,

.....

[name and address of tenderer][hereinafter called "the tenderer"] shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said clause of the contract in an amount of
[amount of guarantee in figures and words].
We,the

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

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

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

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

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

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

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

FORM RB 1

**REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

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

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender No.....of
.....20...

REQUEST FOR REVIEW

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

- 1.
- 2.
- etc.

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

- 1.
- 2.
- etc

SIGNED..... (Applicant)

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

FOR OFFICIAL USE ONLY

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

**SIGNED
Board Secretary**