



Kirinyaga University

TENDER NO: KyU/TN/BK/001/2020-2021

**TENDER FOR THE SUPPLY AND DELIVERY OF
ASSORTED LIBRARY TEXTBOOKS**

(OPEN NATIONAL TENDER)

TENDER CLOSING DATE: FRIDAY 20TH NOVEMBER 2020 AT

TENDER OPENING DATE: FRIDAY 20TH NOVEMBER 2020

TENDER OPENING TIME: 10.00 A.M. (E.A.T.)

**DOCUMENTS ISSUED BY;
THE VICE CHANCELLOR
KIRINYAGA UNIVERSITY
P.O.BOX 143-10300 KERUGOYA
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OCTOBER, 2020

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SECTION I: INVITATION FOR TENDERS

Thursday, October 29, 2020

TENDER NO: KyU/TN/BK/001/2020-2021

TENDER NAME: TENDER FOR THE SUPPLY AND DELIVERY OF ASSORTED LIBRARY TEXTBOOKS

- 1.1. Kirinyaga University (KyU) invites sealed tenders from eligible bidders for supply and delivery of library textbooks.
- 1.2. Interested eligible bidders may obtain further information from and inspect the tender documents at Procurement Office, Kirinyaga University, Main Campus located along Kutus-Kerugoya Junction during official working hours between 8.00am and 5.00pm Monday to Friday.
- 1.3. The tender documents may be downloaded free of charge from Kirinyaga University website www.kyu.ac.ke or <https://tenders.go.ke>. Bidders who pick the tender documents from the Procurement Office are required to pay a non-refundable fee of Kshs. 1,000 (Kenya Shillings One Thousand only) in cash at Kirinyaga University Cash Office. Bidders who have paid are required to obtain an official receipt from the cash office at Kirinyaga University. Tenderers who download the Tender document should send an email giving the details of their firm, contact person, telephone numbers and email addresses to procurement@kyu.ac.ke in order to access any clarifications or addendum issued.
- 1.4. Prices quoted should be net inclusive of all taxes, and delivery costs to Kirinyaga University stores, Must be in Kenya Shillings and shall remain valid for one hundred and twenty (120) days from the closing date of the tender.
- 1.5. Completed tender documents (Original and Copy) are to be enclosed in plain sealed envelope, marked with the tender number and name and be deposited in the Tender Box located at the reception of Administration Block or be posted and addressed to: The Vice Chancellor,
Kirinyaga University,
P.O. Box 143-10300,
Kerugoya.
so as to be received on or before **Friday 20th November 2020 at 10.00 am.**

- 1.6. Bidders who send their tender documents via postal or courier services should ensure that the tender documents are received at the reception on or before **Friday 20th November 2020 at 10.00 am.**
- 1.7. Tenders will be opened immediately thereafter in the presence of the bidders' representatives who choose to attend at the University Main Hall.

Only one representative per bidder will be allowed during tender opening.
- 1.8. Late Tender Documents shall be rejected and returned unopened.

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SECTION II - INSTRUCTIONS TO TENDERERS

2.1. Eligible Tenderers

2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to Instructions to Tenderers. Successful tenderers shall supply the goods as stipulated in the tender documents.

2.1.2 Kirinyaga University employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 166 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 Kirinyaga University to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation for tenders.

2.1.4 Tenderers involved in the 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 Kirinyaga University, 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 price to be charged for the tender document shall be Kshs.1, 000.

2.2.3 Kirinyaga University shall allow the tenderer to review the tender document free of charge before purchase.

2.3 Contents of Tender Document

2.3.1 The tender documents comprise the documents listed below and addenda issued in accordance with clause 2.5 of the instructions to tenderers.

- (i) Instructions to Tenderers
- (ii) General Conditions of Contract

- (iii) Special Conditions of Contract
- (iv) Schedule of Requirements
- (v) Details of goods
- (vi) Form of Tender
- (vii) Price Schedules
- (viii) Contract Form
- (ix) Confidential Business Questionnaire Form
- (x) Tender security Form
- (xi) Performance security Form
- (xii) Company's Authorization Form
- (xiii) Declaration Form (xiv) Request for Review Form

2.3.2 The Tenderer is expected to examine all instructions, forms, terms and specification 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 Tender Documents

2.4.1 A Candidate making inquiries of the tender documents may notify Kirinyaga University by post, fax or by email at Kirinyaga University's address indicated in the Invitation for tenders. Kirinyaga University 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 the tenders, prescribed by Kirinyaga University. 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 candidates who have received the tender documents.

2.4.2 Kirinyaga University 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.

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

2.5 Amendment of Tender Documents

2.5.1 At any time prior to the deadline for submission of tenders, Kirinyaga University, 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, Kirinyaga University, at its discretion, may extend the deadline for the submission of tenders.

2.6 Language of Tenders

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 Kirinyaga University, 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

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

- a) A Tender Form and a Price Schedule completed in accordance with paragraph 2.8, 2.9 and 2.10 below
- b) Documentary evidence established in accordance with paragraph 2.1.2 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- c) Tender security furnished in accordance with paragraph 2.12 (if applicable) (d) Declaration Form.

2.8 Form of Tender

2.8.1 The tenderer shall complete the Tender Form and the Price Schedule furnished in the tender documents, indicating the goods to be supplied.

2.9 Tender Prices

2.9.1 The tenderer shall indicate on the form of tender and the appropriate Price Schedule the unit prices and total tender price of the goods it proposes to provide under the contract.

2.9.2 Prices indicated on the Price Schedule shall be the cost of the goods 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 2.20.5

2.10. Tender Currencies

2.10.1 Prices shall be quoted in Kenya Shillings

2.11. Tenderers Eligibility and Qualifications

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

2.11.2 The documentary evidence of the tenderer's qualifications to perform the contract if its tender is accepted shall establish to Kirinyaga University'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 Instructions to Tenderers.

2.12.2 The tender security shall not exceed 2 per cent of the tender price.

2.12.3 The tender security is required to protect Kirinyaga University 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 Kenya Shillings or in another freely convertible currency, and shall be in the form

- a) Cash.
- b) A bank guarantee.
- 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 shall be rejected by Kirinyaga University as non-responsive, pursuant to paragraph 2.20.5

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

2.12.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30

2.12.8 The tender security may be forfeited:

- (a) if a tenderer withdraws its tender during the period of tender validity.
- (b) in the case of a successful tenderer, if the tenderer fails:
 - (i) to sign the contract in accordance with paragraph 2.29 or
 - (ii) to furnish performance security in accordance with paragraph 2.30.
- (c) If the tenderer reject correction of an arithmetic error in the tender.

2.13. Validity of Tenders

2.13.1 Tenders shall remain valid for 120 days after date of tender opening pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by Kirinyaga University as non-responsive.

2.13.2 In exceptional circumstances, Kirinyaga University 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 granting the request will not be required nor permitted to modify its tender.

2.14. Format and Signing of Tenders

2.14.1 The tenderer shall prepare an original and a copy 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 un-amended 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 the copy of the tender in separate envelopes, duly marking the envelopes as "ORIGINAL TENDER" and "COPY OF TENDER". The envelopes shall then be sealed in an outer envelope.

2.15.2 The inner and outer envelopes shall

- a) be addressed to Kirinyaga University 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 20th November 2020 at 10.00 am**".

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

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

2.16. Deadline for Submission of Tenders

2.16.1 Tenders to be received by Kirinyaga University at the address specified under paragraph 2.15.2 not later than **Friday 20th November 2020 at 10.00 am**.

2.16.2 Kirinyaga University may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5.3 in which case all rights and obligations of Kirinyaga University 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 the tender box shall be received by Kirinyaga University 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 tenders, is received by Kirinyaga University prior to the deadline prescribed for 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 fax or email 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. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.7.

2.18. Opening of Tenders

2.18.1 Kirinyaga University will open all tenders in the presence of tenderers' representatives who choose to attend, on **Friday 20th November 2020 at 10.00 am** and in the location specified in the invitation for tenders. 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 Kirinyaga University, at its discretion, may consider appropriate, will be announced at the opening.

2.18.3 Kirinyaga University will prepare minutes of the tender opening, which will be submitted to 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 Kirinyaga University may, at its discretion, ask the tenderer for a clarification of its tender.

The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

2.19.2 Any effort by the tenderer to influence Kirinyaga University'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 Kirinyaga University will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.

2.20.2 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 forfeited. If there is a discrepancy between words and figures, the amount in words will prevail

2.20.3 Kirinyaga University may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation provided such waiver does not prejudice or affect the relative ranking of any tenderer.

2.20.4 Prior to the detailed evaluation, pursuant to paragraph 2.20, Kirinyaga University 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. Kirinyaga University'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 Kirinyaga University and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

2.21. Conversion to single currency

2.21.1 Where other currencies are used, Kirinyaga University 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 Kirinyaga University will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

2.22.2 Kirinyaga University'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 2.22.3.

- (a) operational plan proposed in the tender;
- (b) deviations in payment schedule from that specified in the Special Conditions of Contract

2.22.3 Pursuant to paragraph 2.22.2 the following evaluation methods will be applied.

- (a) Operational Plan
 - (i) Kirinyaga University requires that the goods under the Invitation for Tenders shall be delivered at the time specified in the Schedule of Requirements. Tenders offering to perform longer than Kirinyaga University's required delivery time will be treated as nonresponsive and rejected.
- (b) Deviation in payment schedule
 - (i) Tenderers shall state their tender price for the payment on 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. Kirinyaga University may consider the alternative payment schedule offered by the selected tenderer.

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

2.23. Contacting Kirinyaga University

2.23.1 Subject to paragraph 2.19 no tenderer shall contact Kirinyaga University 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 Kirinyaga University in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the Tenderers' tender.

2.24 Post-qualification

2.24.1 Kirinyaga University will verify and 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 2.11.2, as well as such other information as Kirinyaga University 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 Kirinyaga University will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

2.25 Award Criteria

2.25.1 Subject to paragraph 2.29 Kirinyaga University 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. Due diligence may be carried out to the successful bidder before award of contract.

2.25.2 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.

2.26 Kirinyaga University's Right to accept or Reject any or all Tenders

- 2.26.1 Kirinyaga University 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 Kirinyaga University's action. If Kirinyaga University determines that none of the tenders is responsive, Kirinyaga University shall notify each tenderer who submitted a tender.
- 2.26.2 Kirinyaga University 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.
- 2.26.3 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

2.27 Notification of Award

- 2.27.1 Prior to the expiration of the period of tender validity, Kirinyaga University will notify the successful tenderer in writing that its tender has been accepted.
- 2.27.2 The notification of award will signify the formation of the contract subject to the signing of the contract between the tenderer and Kirinyaga University pursuant to clause 2.9. Simultaneously the other tenderers shall be notified that their tenders were not successful.
- 2.27.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.29 Kirinyaga University will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

2.28 Signing of Contract

- 2.28.1 At the same time as Kirinyaga University notifies the successful tenderer that its tender has been accepted, Kirinyaga University will simultaneously inform the other tenderers that their tenders have not been successful.
- 2.28.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to Kirinyaga University.
- 2.28.3 The contract will be definitive upon its signature by the two parties.

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

2.29 Performance Security

2.29.1 The successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in a form acceptable to Kirinyaga University.

2.29.2 Failure by the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event Kirinyaga University may make the award to the next lowest evaluated tender or call for new tenders.

2.30 Corrupt or Fraudulent Practices

2.30.1 Kirinyaga University 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.

2.30.2 Kirinyaga University 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

2.30.3 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 the procurement of goods shall complement, supplement, or amend, the provisions on 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.

INSTRUCTION TO TENDER REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
2.1	Eligible tenderers: Firms registered in Kenya who have experience in supply and delivery of library textbooks.
2.12	Tender security: KSHS. 150,000.00 VALID FOR 120 DAYS FROM THE DATE OF TENDER OPENING.
2.15.2 (b)	Day, date and time of tender closing: Friday 20th November 2020 at 10.00 am
2.16.1	Tender Language: ENGLISH
2.16.3	Bulky Tenders: SHALL BE RECEIVED IN THE PROCUREMENT OFFICE
2.18.1	Tender opening: THE TENDERS SHALL BE OPENED AT KIRINYAGA UNIVERSITY MAIN HALL
2.20.1	No correction of errors. 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.

SECTION III - GENERAL CONDITIONS OF CONTRACT

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SECTION III - GENERAL CONDITIONS OF CONTRACT

3.1. Definitions

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

- (a) "The Contract" means the agreement entered into between Kirinyaga University and the tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) "The Contract Price" means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations
- (c) "The Goods" means goods to be provided by the tenderer including any documents, which the tenderer is required to provide to Kirinyaga University under the Contract.
- (d) "Kirinyaga University" means the organization procuring the goods under this Contract
- (e) "The Contractor" means the organization or firm providing the goods under this Contract.
- (f) "GCC" means the General Conditions of Contract contained in this section.
- (g) "SCC" means the Special Conditions of Contract
- (h) "Day" means calendar day

3.2. Application

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

3.3. Standards

3.3.1 The goods supplied under this Contract shall conform to the standards mentioned in the schedule of requirements.

3.4. Use of Contract Documents and Information

- 3.4.1 The Contractor shall not, without Kirinyaga University'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 Kirinyaga University in connection therewith, to any person other than a person employed by the contractor in the performance of the Contract.
- 3.4.2 The Contractor shall not, without Kirinyaga University's prior written consent, make use of any document or information enumerated in paragraph 2.4.1 above.
- 3.4.3 Any document, other than the Contract itself, enumerated in paragraph 2.4.1 shall remain the property of Kirinyaga University and shall be returned (all copies) to Kirinyaga University on completion of the contract's or performance under the Contract if so required by Kirinyaga University.

3.5. Patent Rights

- 3.5.1 The Contractor shall indemnify Kirinyaga University against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods under the contract or any part thereof.

3.6 Performance Security

- 3.6.1 Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to Kirinyaga University the performance security where applicable in the amount specified in SCC.
- 3.6.2 The proceeds of the performance security shall be payable to Kirinyaga University as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.
- 3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to Kirinyaga University 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.
- 3.6.4 The performance security will be discharged by Kirinyaga University and returned to the Candidate not later than thirty (30) days following the date of

completion of the Contractor's performance of obligations under the Contract, including any warranty obligations, under the Contract.

3.7. Delivery of goods and Documents

3.7.1 Delivery of the goods shall be made by the Contractor in accordance with the terms specified by Kirinyaga University in the schedule of requirements and the special conditions of contract

3.8. Payment

3.81. The method and conditions of payment to be made to the contractor under this Contract shall be specified in SCC

3.82. Payment shall be made promptly by Kirinyaga University, but in no case later than sixty (60) days after submission of an invoice or claim by the contractor

3.9. Prices

3.9.1 Prices charges by the contractor for goods supplied under the Contract shall not, with the exception of any price adjustments authorized in SCC vary from the prices quoted by the tenderer in its tender or in Kirinyaga University's request for tender validity extension the case may be. No variation in or modification to the terms of the contract shall be made except by written amendments signed by the parties.

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

3.9.3 Where contract price variation is allowed the variation shall not exceed 10% of the original contract price

3.9.4 Price variation requests shall be processed by Kirinyaga University within 30 days of receiving the request.

3.10. Assignment

3.10.1 The Contractor shall not assign, in whole or in part, its obligations to perform under this Contract, except with Kirinyaga University's prior written consent.

3.11. Termination for Default

3.11.1 Kirinyaga University may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Contractor terminate this Contract in whole or in part:

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

3.11.2 In the event Kirinyaga University 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 un-delivered, and the Contractor shall be liable to Kirinyaga University for any excess costs for such similar goods. However, the contractor shall continue performance of the contract to extent not terminated.

3.12. Termination for Insolvency

3.12.1 Kirinyaga University may at any time 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 prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to Kirinyaga University.

3.13. Termination for Convenience

3.13.1 Kirinyaga University 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 entities convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

3.13.2 For the remaining part of the contract after termination Kirinyaga University may elect to cancel the order and pay to the contractor an agreed amount for partially completed supply.

3.14 Resolution of Disputes

3.14.1 Kirinyaga University and the contractor shall make every effort to resolve amicably by direct informal negotiations and disagreement or disputes arising between them under or in connection with the contract

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

3.15. Governing Language

3.15.1. 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.

3.16. Applicable Law

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

3.17 Force Majeure

3.17.1 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.

3.18 Notices

3.18.1 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 Email and confirmed in writing to the other party's address specified in the SCC.

3.18.2 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 as relates to the General Conditions of Contract

REFERENCE OF GENERAL CONDITIONS OF CONTRACT	SPECIAL CONDITION OF CONTRACT
2.14.2 Number of copies of tender documents	1 Original and 1 Copy. Both the original and copy should be placed in different envelopes. The two envelopes should be then placed in one outer envelope and sealed and addressed as instructed.
3.7 Delivery of goods	As specified in schedule of requirements (Listed textbooks)
3.8 Payment	Kirinyaga University shall process all payments within 60 days, or as shall be specified in the contract documents.
3.9 Price adjustment	Prices of books quoted shall not be adjusted. In case of discrepancies between the unit cost and total cost, the unit cost shall prevail.
3.16 Applicable law	Laws of Kenya
3.18 Notices	The Vice Chancellor Kirinyaga University P.O. Box 143-10300 Kerugoya

EVALUATION OF TENDERS

Evaluation of bids shall be done in the following stages;

- a) Preliminary examination to determine responsiveness of tenders
- b) Mandatory documents
- c) Technical evaluation
- d) Financial evaluation
- e) Award of tender

STAGE 1: PRELIMINARY EXAMINATION TO DETERMINE RESPONSIVENESS OF TENDERS

The evaluation committee shall determine preliminary responsiveness of bids as detailed in the instructions to tenderer.

Bidders shall be deemed as non-responsive or responsive depending on the following;

S/No.	Particulars	Provided/ Not provided
1.	Tender Security of Kshs. 150,000.00 valid for 120 days from the date of tender opening. The tender security can be from a bank or insurance company.	
2.	Tender document Must be sequentially serialized (paginated) on every page.	
3.	Tender documents MUST be bound. No loose documents will be accepted.	
4.	Bidders should return two copies of the tender documents "Original" and "Copy"	

Any bidder found to be non-responsive shall not be evaluated further.

STAGE 2: MANDATORY DOCUMENTS

These are mandatory requirements and bidders are expected to attach all the documents in order to proceed to the next stage of evaluation. This stage shall be evaluated on a YES/NO basis.

Note: All required certified copies of documents should be certified by the issuing office or an advocate/magistrate registered in Kenya.

S/No.	Particulars	YES/No
1.	Form of Tender (duly filled, signed and stamped by the tenderer)	
2.	Valid Tax Compliance Certificate for the company/ business from KRA valid as at the date of tender opening (the TCC Will be verified online through KRA's TCC Checker)	
3.	A certified copy of Current Trading License/Business Permit for the year 2020	
4.	A certified Copy of Certificate of registration/Incorporation and/or change of name for the company/ business.	
5.	A certified copy of company form CR12 showing directors and shareholders of the company as registered by the registrar of companies.	
6.	Confidential Business Questionnaire Form (duly filled, signed and stamped)	
7.	Certified copies of company audited financial statements/ accounts for the last three years (2017, 2018, 2019).	
8.	Company VAT Certificate	
9.	Power of Attorney document for the person authorized to sign the tender documents	
10.	Those Acting on behalf of a publishing company must provide an authorization letter allowing them to supply on behalf of them.	
11.	Provide list of institutions which you have supplied related books for the last 3 years including certified copies of reference letters from the relevant institutions (Minimum 5)	
12.	A letter of commitment to replace faulty copies if detected during delivery or when processing in the library.	

13.	Filled, signed and stamped anti-corruption declaration form available in the tender document	
14.	Filled, signed and stamped anti-fraudulent practice declaration form available in the tender document	
15.	Filled, signed and stamped non-debarment declaration form available in the tender document	
16.	A signed letter indicating the bidder delivery schedule for all listed textbooks.	
17.	Details of bidders' litigation history, including any PPRAB history by or against the bidder and the decisions made on the same. In case the bidder does not have any litigation history they should write a letter indicating the same.	

NB: Bidders should note that all the above requirements are mandatory; failing to attach any will lead to automatic disqualification at this stage.

STAGE3: TECHNICAL EVALUATION

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

SNO	EVALUATION ATTRIBUTES	SCORES	MAX SCORES
1.	Supplier availability	Provide the following details 1. Name of Firm (2mks) 2. Physical address (2mks) 3. Town/city (2mks) 4. Street (2mks) 5. Contact person(s) (2mks) 6. Telephone numbers (2mks) 7. Postal address (2mks) 8. Email address/website (2mks)	16
2.	Indicate having undertaken similar assignment Provide documentary evidence in support of the experience of previous supplies i.e. (Contracts, Purchase Orders and Contact details of previous supply contracts) from at least (5) institutions of higher learning indicating evidence of similar supply. The documents attached should match the certified letters of reference required in preliminary evaluation.	Each documentary evidence @ 8mks	40
3.	Credit Facility 30 days - 10 points 60 days - 15 points 90 days - 20 points	Written statement on provision of credit facility	20
4.	Delivery schedule	Provide a goods delivery schedule indicating timelines once the contract is awarded	9

5.	Firm's Annual Turnover (Kshs) (as evidenced in the audited accounts) 10 million and above Below 10 million	15 marks 7 marks	15
TOTAL MARKS			100

NOTE:

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

STAGE 4: FINANCIAL EVALUATION

Only bidders who score 70 marks and above will be subjected to financial evaluation. Those who score below 70 marks will be eliminated at this stage from the entire evaluation process and will not be considered further.

FINANCIAL SCORE

Tenderers who score 70 marks and above under Technical Evaluation will be ranked and the lowest responsive tenderer will be awarded the tender.

AWARD OF CONTRACT

The tender will be awarded to the successful tenderer whose tender has been determined to be substantially responsive, determined to be the lowest responsive bidder/tenderer, and is qualified to perform the contract satisfactorily.

STAGE 5: POST QUALIFICATION

Kirinyaga University may carry out due diligence on the successful tenderer to seek information on the validity and authenticity of the documents submitted by the tenderer prior to tender award.

The successful bidder should be able to demonstrate the following;

1. They shall be expected to supply latest editions (current year of publication).
2. They should provide their background, i.e, previous and present supplies to other institutions
3. They should supply books which are well preserved in good condition
4. Must meet the copyright act provisions
5. All textbooks must be original copies

NOTE:

Bidders **MUST** quote for all textbooks to be considered financial evaluation

In-case some of the textbooks indicated in the price schedule are out of print, bidders are instructed to indicate that the book is out of print and **SHOULD** quote for an alternative textbook which is on print.

SECTION V - SCHEDULE OF REQUIREMENTS / PRICE SCHEDULE OF GOODS

NOTE:

1. Please quote in Kenya Shillings ONLY.
2. Bidders should quote as per the ISBN numbers provided. Evaluation shall be undertaken to confirm whether the quoted books are as per the required ISBN numbers indicated against each book.

	TITLE	AUTHOR	YEAR	ISBN	Quantity	Unit Cost (Ksh)	TotalCost (Ksh)
	SCHOOL OF HEALTH SCIENCES						
	PHYSIOLOGY BOOKS						
1	Human Anatomy and Physiology, 8th Edition. Benjamin Cummings Publishing Company. Massachusetts.	Marieb, E. N. and Hoehn, K.	2013	978-0805395693	1		
2	Physiology of the Human Body. Harcourt Brace College Publishers	Arthur, C. G.	2016	978-0-03-058341-4	1		
3	Anatomy & physiology. McGraw-Hill, 6th Edition.	Saladin, K. S., and Miller, L.	2014	978-0-07-749691-3	2		

BIOCHEMISTRY BOOKS							
4	Principles of Biochemistry. Worth Publications	Lehninger, A., Anderson, S. and June, F.	2012	087901136x	2		
MEDICAL MICROBIOLOGY							
5	General Microbiology, 7th Edition. Cambridge University Press	Schlegel, H. G.	2008	978-0-521-69621-0	2		
CLINICAL METHODS							
6	Introduction to Clinical Methods in Communication Disorders. Paul H. Brookes Publishing Co.	Paul, R & Cascella, P.	2014	978-1557668790	2		
REPRODUCTIVE HEALTH							
8	Handbook of Family Planning and Reproductive Healthcare. 5th Edition. Churchill Livingstone.	Glasier, A., Gebbie A. E. and Guillebaud, J.		978-0-443-06887-4	1		
CHILD HEALTH/PEADETRICS							
9	Child Health for Medical and Health workers in Health Centres & Rural Hospitals, (3rd Ed). AMREF Nairobi	Oxford Stanfield, P. Bwibo, N.	2005		2		
10	Paediatrics: A Core Text on Child Health, 2nd Edition. Radcliffe Publishing Ltd.	Waterston T. and Helms, P. J.	2005	978-1-85775-808-5	2		

11	Jolly Diseases of Children, (6th Ed). Blackwell Science	Malcome, Levene	1991	978-0632027231	2		
INTERNAL MEDICINE							
12	Internal Medicine Essentials for Students. 3rd Edition. ACP Press.	Alguire, P. C.	2011	978-1-934465-43-1	2		
HEALTH SYSTEM MANAGEMENT							
13	Introduction to Health Policy. Health Administration Press.	Shi, L.	2013	978-1567935806	1		
14	Community Health; 3rd Edition. African Medical and Research Foundation (AMREF).	Wood, C. and Ngatia, P.	2008	9789966874917	1		
DERMATOLOGY							
15	African Americans and HIV/AIDS. Springer-Verlag New York Inc.	McCree, D. H., Jones, K.T. and O'Leary, A.		978-0-387-78320-8.	1		
DENTAL HEALTH							
16	Oxford Handbook of Applied Dental Sciences.CBE. Oxford University Press.	Scully, C.	2003	978-0-19-851096-3	1		
17	Dental Diseases Differential Diagnosis,1stEdition. Jaypee Brothers Medical Publishers.	Gupta, P. V	2012	8184483724	1		

Bsc. Environmental Health							
18	Environmental Chemistry 9th Edition, CRC press Tylor & Francis Group, New York 2010	Stanley E. Manahan	2010	978-1-4200-5920-5	2		
19	Fundamental of Biostatics 7th Ed. Cengage Learning Inc New York	Rosner, B.	2010	9780538733496	1		
20	(Handbook of Health Survey Methods. Survey Research Laboratory, John Wiley & Sons. New Jersey.	Timothy P. Johnson (Editor)	2015	978-1-118-00232-2	1		
21	Schaechter's Mechanisms of Microbial Disease. 5th Edition. Lippincott Williams & Wilkins.	Engleberg, N. C., Dermody, T. and DiRita, V.	2012	9780781787444	2		
22	Communicable Diseases: A Global Perspective. 4th Edition. CABI.	Webber, R.	2012	9781845939380	2		
23	Communicable Disease Control and Health Protection. 3rd Edition. Wiley-Blackwell.	Hawker, J., Begg, N., Blair, I., Reintjes, R., Weinberg, J. and Ekdahl, K.	2012	978-1444335675	1		
24	The Global Economic Burden of Non-Communicable Diseases. Program on the Global Demography of Aging.	Bloom, D. E.	2012	978-1461475934	1		

25	Wilson's Practical Meat Inspection, Seventh Edition. Editor (s). First published:14 January 2008.	William G. Wilson	2008	9781405124935	1		
26	Biostatistics and Microbiology: A Survival Manual	Paulson, D.S.	2008	9780387772813	1		
BSc. MEDICAL BIOTECHNOLOGY							
27	Textbook of Biochemistry, Allied and Molecular Medicine (4th Ed). PHI Learning Private Limited, Delhi. India.	Talwah GP,Seyed E, Hasnain and Shiv Kumar Sarin(Ed)	2015	9788120351257	1		
28	AutoCAD: A Problem Solving Approach;, 1st Ed. 2007, Autodesk	Sham, Tickoo	2007	978-1640570566	2		
29	BLS for Healthcare Providers, American Heart Association	Hazinski, M.F.	2011	978-1616690397	1		
30	Environmental Biotechnology: Theory and Approach, 2nd Edition (2010). John Wiley and Sons.	Evans, G. G. and Furlong, J.	Latest Ed.	978-0470684177	2		
31	Environmental Biotechnology, (2014). Alpha Science Intl. Ltd.	Jain, M.	Latest Ed.	978-1842658147	2		

32	Environmental Microbiology, 3rd Edition, I. L. Academic Press.	Gerba, C. P., Gentry, T. J. and Pepper	2014	978-0123946263	1		
33	Introduction to Genetics; A Molecular Approach 1st Edition. Garland Science.	Brown, T.A.	2011	978-0815365099	1		
34	Introduction to Genetics (Understanding Genetics). Rosen Classroom.	Hand, C.	2010	978-1435895317	1		
36	General Microbiology. 7th Edition. Published by Cambridge University Press	Schlege, I H.G.	2008	978-0-521-69621-0	2		
37	A short Textbook of Microbiology. Published by Hodder Arnold H&S	Porter, I. A.	1983	978-0-340-32388-5	2		
BIOMEDICAL ENGINEERING							
38	Biomedical Engineering - From Theory to Applications	Reza, Fazel-Rezai	2011	978-9533076379	1		
SCHOOL OF PURE AND APPLIED SCIENCE							
1	A Textbook of Organic Chemistry 5th Ed	Bansal, Raj K.	Latest Ed.	8122420258	3		
2	An Introduction to Physical Chemistry	Ishwar, Das	Latest Ed.	9788122432213	3		
3	Analytical Chemistry: Problems and solutions	S.M Khopkar	Latest Ed.	9788122427462	3		

4	Let's Review Chemistry: The Physical Setting, 4Th Edition (Let's Review: Chemistry)	Albert S. Tarendash	Latest Ed.	9780764134319	3		
5	Organic Chemistry Vol-III	Mukherji, S.M.	Latest Ed.	812243611-2	3		
6	Business Statistics	G. V. Shenoy and U. K. Srivastave	Latest Ed.	9788122400113	3		
7	Ez-101 College Algebra (Barron's Ez-101 Study Keys)	Lawrence, S. Leff	Latest Ed.	9780764129148	3		
8	Let's Review Algebra 2/Trigonometry (Barron's Review Course)	Bruce, Waldner M.A.	Latest Ed.	9780764141867	4		
9	Algebra and trigonometry with analytic geometry	Earl,W. Swokowski	Latest Ed.	9780534390501	3		
10	Foundation mathematics and statistics	Thomas, Bending	Latest Ed.	9781844806119	3		
11	Fundamentals of Logic Design	Charles, Roth	Latest Ed.	9780495667766	3		
12	Quantative Techniques 6th Edition	Terry, Lucey	Latest Ed.	9781844801114	3		
13	Triangular orthogonal Functions for the analysis of continous times systems	Anish, Deb	Latest Ed.	9780857289995	2		
14	Fracture Mechanics	Chin-Teh Sun	Latest Ed.	9780123850010	2		

15	Product Performance Evaluation using CAD/CAE: The Computer Aided Engineering Design Series	Kuang-Hua Chang	Latest Ed.	9780123984609	3		
16	Atkins Physical Chemistry	Peter, Atkins	Latest Ed.	9780198700722	3		
17	University Physics: Revised Edition	Benson, H	Latest Ed.	9780471006893	3		
18	Quantum Mechanics	G.S .Chaddha	Latest Ed.	9788122414561	3		
19	Analytical Methods of Optimization (Dover Books on Mathematics)	D. F. Lawden	Latest Ed.	9780486450346	3		
20	Barron's Ap Statistics With Cd-Rom, 6th Edition (Barron's Ap Statistics (W/Cd))	Martin, Sternstein Ph.D.	Latest Ed.	9781438071329	3		
21	Basic Mathematics Through Applications (4Th Edition)	Geoffrey Akst and Sadie Bragg	Latest Ed.	9780321500113	3		
22	Business Statistics In Practice	Bruce, L. Bowerman	Latest Ed.	9780071151429	2		
23	College Algebra 4Th Edi	Dugopolski, M.	Latest Ed.	9780321556011	2		
24	Contemporary Precalculus: A Graphing Approach, Media Update	Thomas W. Hungerford	Latest Ed.	9780495189909	3		

25	Differential Equations And Linear Algebra, 2/E (Hb)	Stephen, W. Goode	Latest Ed.	9780132637572	2		
26	Differential Equations, 3Rd Ed	Shepley, L. Ross	Latest Ed.	9788126515370	3		
27	Schaum's Outlines Statistics, 3/E	Spiegel M.R.	Latest Ed.	0071594469	4		
28	Spectral Computations For Bounded Operators (Applied Mathematics)	Ahues, Mario	Latest Ed.	9781584881964	2		
29	Statistics: From Data To Decision Second Edition	Ann E. Watkins and Richard L. Scheaffer	Latest Ed.	9780470458518	3		
30	The Basic Practice of Statistics, 5th Ed.	David, S. Moore	Latest Ed.	9781429224260	3		
31	Applied Statistics and Probability for Engineers	Douglas C. Montgomery and George C. Runger	Latest Ed.	0471204544	2		
32	Design And Analysis Of Experiments	Douglas C. Montgomery	Latest Ed.	0471316490	2		
33	An introduction to Probability theory and its application	William, Feller	Latest Ed.	8126518065	3		
34	Introduction to the Theory of Statistics	Mood and Graybill and Boes	Latest Ed.	070428646	3		
35	Probability and Statistics	Morris, H DeGreat	Latest Ed.	020111366 - x	2		

36	Probability and Statistical Inference	Nitis, Mukhopadhyay	Latest Ed.	0824703790	2		
37	Probability and Statistical Applications	Rinaldo, B. Schinazi	Latest Ed.	9780817682491	3		
38	Differential Equations	Shephey, L. Ross	Latest Ed.	0471814504	3		
39	Mathematical Statistics	Keith, Knight	Latest Ed.	1584888563	2		
40	Introduction to Mathematical Statistics (8th Edition) (What's New in Statistics)	Robert V. Hogg (Author), Joseph W. McKean (Author), Allen T. Craig (Author)	8th	9780134686998	2		
41	Numerical Methods for Scientists and Engineers	R. W. Hamming	Latest Ed.	486652416	2		
42	Numerical Methods for Engineers and Scientists	Joe, D. Hoffman	Latest Ed.	0824704436	2		
43	Vector Analysis and Introduction to Tenser Analysis	Murray, R. Spiegel	Latest Ed.	07060228 - x	4		
44	Numerical Methods	S R K Lyengar, R K Jain	Latest Ed.	8122426107	3		
45	Advanced Engineering Mathematics	Alan, Jeffrey	Latest Ed.	012382595 - x	2		
46	The elements of Real Analysis.	Bartle, R.G	Latest Ed.	471063916	2		

47	Schaum's Outline of General Topology	S .Lipschutz	Latest Ed.	70379882	3		
48	An introduction to number theory	Harold, M. S	Latest Ed.	0-262690608	3		
49	Theory of Groups of Finite Order	W. Burnside	Latest Ed.	486159442	3		
50	Complex Variables, (Schaum outline).	M. Spiegel	Latest Ed.	71615709	3		
COMPUTER SCIENCE							
1	Galois Theory 2nd Ed	E. Artin	Latest Ed.	486623424	1		
2	How to program 6th edition	Deltel.C		978-0-13-705966-9	1		
3	Fundamentals of programming using C. Downtown printing	Francis, Musembi		9966-05-212-7	2		
4	C: How to Program, 2nd Edition. Prentice Hall	H.M. Deitel and P.J. Deitel	Latest Edition	341-7600455	1		
5	Programming: Principles and Practice Using C++ Prentice Hall	Bjarne Stroustrup	2014	341-6780027	1		
6	C Programming Language, 2nd Edition	B.Kernighan's .D.M. Ritchie's	1988	345- 895840	1		
7	Computer Science. 5th Edition. Thomson Learning. ISBN-13: 9780826454607. ISBN: . 1996	French, C. S.	1996	826454607	1		

8	Computer Organization and Architecture: The Hardware/Software Interface. Rev. Ed. MA: Elsevier	D.A Henessy, J.L. and Patterson,	2007	978-0-421-49941-7	1		
9	Structured computer organization, Prentice - Hall French C.S, Handbook of computer science (5th Edition), O.P. Publications Limited	Tanenbaum, A.S		978-3-521-59941-7	2		
10	Operating Systems: Incorporating units and Windows, 4th ed. Thompson, IBN: Thompson	Ritchie. O.S		0-8264-6416-5	1		
11	System analysis and design 3rd ed. Mcgraw Hill	Lonnie, D. Bentley		978-0-07-110766-2	1		
12	System analysis and design, 3rd ed.	J.H.A. Katana		81-88458-92-9	2		
13	Systems Analysis and Design (3rd ed.). John Wiley and Sons, Inc.	Alan Dennis, Barbara Haley Wixom and Roberta M. Roth	2006	0471722570	1		
14	Systems Analysis and Design, 9th Edition	Shelly, Rosenblatt	2003	978-1133274056	2		
15	Data communication and networking. Tata Mcgraw	Behrouz, A. Forouzan		0-07-063414-9	1		

16	Local Area Network, Letts Educational	Peter, Hodson	1992	1-85805-230-0	1		
17	Concepts of data structure using	Tripathi ,rajeev and ranjan, kumar		978-93-80027-82-1.	1		
18	Fundamentals of Data Structures in C Oxford	Ellis, Howaractz, Sartaj Sahim and Susan Anderson-Fred	2005	6565657766	1		
19	Database Systems: Design, Implementation, and Management (Seventh Edition), Thomson Course Technology	Peter Rob and Carlos Coronel	2007	1-4188-3593-5	1		
20	Modern Database Management Systems; The Benjamin/Cummings publishing Company	Hoffer, Prescott, McFadden	2005	345-877763	2		
21	Database Systems Concepts (2nd Edition)	H. F. Korth and A. Silbershatz	2005	45- 9067-8872	2		
22	The C++ Programming Language. Addison-Wesley	Bjarne, Stroustrup	2013	978-0321563842	2		
23	C++ Programming in Easy Steps 4th Edition	Mark, McGrath	2011	9781840784329	1		
24	C++ Primer, Addison-Wesley Professional, 5th Edition	Stanley,B. Lippman	2012	978-0321714114	1		

25	Introduction to computers and information s Systems 5th Edition. The internet Edition (paperback). Prentice Hall College Division. ISBN-10: 0132556391	Larry E. L., Nancy L.,	2016	978-0132556392	2		
26	Introduction to Programming in Java, Addison-Wesley	Robert Sedgewick and Kevin Wayne	2008	978-0672337840	1		
27	Web Programming Step by Step 2nd Edition ,Brooks House, ISBN 764636473	Stepp, Marty, Jessica Miller, and Victoria Kirst	2005	978-1105578786	1		
28	Introduction to Health Economics (Understanding Public Health). Open University Press. ISBN-10: 0335218342.	Wonderling, D., Gruen, R. and Black, N.	2015	978-0335218349	1		
29	PHP and MySQL ,5th Edition ,Harvard University	Murach and Harris	2001	66347367	1		
30	Web Protocols and Practice: HTTP/1.1, Networking Protocols, Caching, and Traffic Measurement, , Professional 4th Edition	Balachander Krishnamurthy and Jennifer Rexford	2000	27837273	1		
31	O'Reilly and Associates: Web Database Applications with PHP, and MySQL, 2nd Edition ,Heinemann	Hugh E. Williams and David Lane	2007	6264764	1		

32	Web Programming: Building Internet Applications 3rd Edition, West Sussex: John Wiley and Sons	Chris,Bates	2006	978-0470017753	1		
33	Object-Oriented Analysis and Design, with Applications (2nd Ed.). Redwood SCS, Calif.: Benjamin/Cummings	Grady,Booch	1994	805353402	1		
34	A Book of Object-Oriented Knowledge : An Introduction to Object-Oriented Software Engineering, 2nd ed	Henderson-Sellers, B.		978-0135688908	1		
35	Object-Oriented Systems Analysis and Design, Prentice-Hall	Ronald, Norman	1996	013122946X	1		
36	Object-Oriented Modeling and Design. Englewood Cliffs, N.J.: Prentice-Hall	Rumbaugh, J, Blaha, M., Premerlani, W., Eddy, F., and Lorensen, W.	1991	136298419	2		
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189	Stylistic Criticism and the African Novel	Ngara, E.	1982	978-0435917203	2		
190	Imaginative Writing. N.Y. Penguin Academics.	Burroway, Janet.	2014	978-0134053240	2		
191	Creating Fiction Cincinnati, Ohio: Story press.	Checkoway, Julie ed.	2001	978-1884910517	2		
192	Theatre: The Lively Art; McGraw-Hill Humanities/social Sciences/Language	Edwin Wilson, Alvin Goldfarb	2009	B00LMTMTAM	2		
193	Theatre: Its Art and Craft; Rowman & Littlefield Publishers, Inc.	Stephen M. Archer	2009	978-0742539136	2		
194	Moving the Centre. The struggle for cultural freedoms. Nairobi E.A.E.P.	Ngugi Wa Thiong'o	2008	9780852555309	2		
195	Mother is Gold, A study in West African Literature. Britain: University press.	Adrian Roscoe	1971	978-0521080927	2		
196	Arrow of GOD, London: Heinemann.	Achebe C.	2016	B01LX8W40G	2		
197	Weep Not Child, London Heinemann.	Ngugi Wa Thiong'o	2012	9780143106692	2		

198	Paper Trail. New York: Harper Collins publishers	Dorris Michael	1994	978-0060169718	2		
199	A 'will to survive. New York: McGraw - Hill	Greymorning Stephen	2004	978-0072496383	2		
200	Hunger of Memory: The Education of Richard Rodriguez. N.Y: Bantam Books	Rodriguez, Richard	1982	978-0553272932	2		
201	Sturdy Black Bridges: Visions of Black Women in Literature. New York: Anchor Books	Bell Roseann, Beltye, Guy. Eds.	1996	978-0385133470	2		
202	Black Women Writers. New York Anchor Books	Evans Mars, Ed.	1984	978-0385171250	2		
203	Land without Thunder. Nairobi: EAPH	Ogot G.A.	2001	978-9966465887	2		
204	The Narrative Modes: Techniques of the Short Story. Cambridge, Eng: D.S Brewer	Bonheim, H.W.	2002	978-0859910866	2		
205	Short Story Theory at Crossroads. U.S. A Louisiana UP.	Lohafer, S and Clarey, J.E. eds	2009	978-0807115862	2		
206	Mtalaa wa Isimu: Fonetiki, fonologia mofolojia ya Kiswahili Nairobi: Longhorn	Mgullu, R	1999	978-9966497499	2		
207	Contemporary Linguistics: An Introduction. Oxford: Oxford University Press.	William D. O Grady	2003	978-0582246911	2		

208	Kamusi ya Kiswahili Sanifu-Toleo La Pili Da-es-salaam.	Tuki	1982	978-0195723694	2		
209	Maisha Kitendawili Nairobi: Jomokenyatta Foundation	Habwe, J.	2000	978-9966221728	2		
210	The Development of Language (5th Edition) Oxford: Oxford University Press.	Jean Berko Gleason (Author), Nan Bernstein Ratner	2016	978-0134161143	2		
211	Ufundishaji wa Fasihi: Nadharia na Mbinu Nairobi JomoKenya Foundation	Njogu, K na Chimerah, R	1999	978-9966221575	2		
212	Uhakiki wa Tamthilia na Maendeleo Yake.Nairobi. Jomo Kenyatta Foundation.	Wafula, R.M	1999	978-9966221520	2		
213	Uhakiki Wa Fasihi Misingi Na Vipengele Vyake. Nairobi. Phonex Publishers.	Wamitila . K. W.	2002	978-9966468338	2		
214	An Introduction in to Functional Grammar 3rd Edition London Edward Anord	Haliday M	2004	B011DBLDDW	2		
215	Kichocheo Cha Fasihi Simulizi Na Andishi. Nairobi. Focus publications Ltd.	Wamitila K.W.	2003	978-9966882738	2		
216	Historia ya Kiswahili	Massamba	Latest Ed.	9966221921	2		
217	Kiswahili. The Rise of National Language. Muthuen and Co. Ltd London.	Whitney W	1993	978-0751201888	2		

218	Kiswahili Lugha ya Taifa KLB	Mbaabu I	2016	B01CLHDM54	2		
219	Sentence in Kiswahili London, Longman.	Maw J	2002	978-0901877000	2		
220	Sarufi Fafanuzi Za Kiswahili Nairobi Longman Publishers Limited	Gichohi W.	2003	978-9966495136	2		
221	Ufundishaji wa Fasihi Nadharia na Mbinu. Jomo Kenyatta Foundation.	Njogu K and Chimera R	1999	978-9966221575	2		
222	Uhakiki wa tamthilia In Maendeleo Yake Nairobi: Jomo Kenyatta Foundation.	Wafula, R.M	1999	978-9966221520	2		
223	Damu Nyeusi Na Hadithi Nyingine. Nairobi. Macmillan Publishers	Walibora. K. Na Mohamed, S.A.	2007	B01CLHF3ME	2		
224	The Short Story; A critical Introduction. New York Longman.	Valerie Shaw	2014	B00M0FDYZ6	2		
225	Mwongozo Wa Mayai Waziri Wa Maradhi Na Hadithi Nyingine Nairobi : Longhorn Publishers	Matti G.	2005		2		
226	Mimba Ingali Mimba Na Hadithi Nyingine Focus Publishers Ltd	Mc Onyango. A. Mw.	2006	9879966010597	2		
227	Sociolinguistics. Cambridge. Cambridge University Press.	Hudson, R.A	1996	978-0521563499	2		

228	Sociolinguistics: An introduction. Harmodsworth Middlex. Penguine	Trudgil P	Latest Ed.	B00800HFZA	2		
229	Sociolinguistic Patterns Philadelphia University of Pensylvania.	Labov W	Latest Ed.	978-0812276572	2		
230	Historia ya Kiswahili Oxford University Press. Nairobi.	Chiragdin S & Mnyapala M	Latest Ed.	978- 9987564101	2		
231	A handbook of African Writers Ed J. Gibbs Oxford-Henszell	Gibbs J.	1986	978-3598106392	2		
232	The Technique of Modern Fiction Edward Anold Ltd. London.	Raban J.	Latest Ed.	978-0713153958	2		
233	Mwongozo Wa Mayai Waziri Wa Maradhi Na Hadithi Nyingine. Nairobi: Focus Publishers.	Wamitila K.	2005	9966882974	3		
					592		
		GRAND TOTAL			1132		

Amount in words: Kenya shillings (AS PER THE FORM OF TENDER)

NB: The bidder should indicate the period within which it can deliver the books.

Bidders Delivery time _____ weeks from the contract date.

Name _____

Signature _____

Date _____

Company Seal / Business Stamp

SECTION VI - STANDARD FORMS

Notes on the standard Forms

1. Form of TENDER- The form of Tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. Price Schedule Form -The price schedule form must similarly be completed and submitted with the tender.
3. Contract Form -The contract form shall not be completed by the tenderer at the time of submitting the tender. The contract form shall be completed after contract award and should incorporate the accepted contract price.
4. Confidential Business Questionnaire Form - This form must be completed by the tenderer and submitted with the tender documents.
5. Tender Security Form -When required by the tender document the tenderer shall provide the tender security either in the form included hereinafter or in another format acceptable to Kirinyaga University.
6. Performance security Form -The performance security form should not be completed by the tenderer at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to Kirinyaga University.

FORM OF TENDER

Date _____

The Vice Chancellor,

Kirinyaga University

P.O Box 143-10300

Kerugoya

Gentlemen and/or Ladies

- 1. Having examined the tender documents including Addenda No
(Insert number). The receipt of which is hereby duly acknowledged, we the undersigned, offer to provide goods in conformity with the tender documents at a total sum of Kshs.

.....

(Total tender amount in words and figures, and in words. Quotation to include all charges and taxes and be in Kenya shillings)

Or such other sum as may be ascertained with the schedule of prices attached herewith and made part of this Tender.

- 2. We undertake, if our Tender is accepted, to supply goods in accordance with the delivery schedule specified in the schedule of requirements.
- 3. We agree to abide by this Tender for a period of 120 days from the date fixed for tender opening as per the instructions to bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- 4. 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.

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

Dated this _____ day of _____ 20 _____

(Signature)

(In the capacity of)

Duly authorized to sign tender for and on behalf of _____

FIRM'S MANUFACTURER/ PUBLISHER AUTHORIZATION

TO: Kirinyaga University

WHEREAS _____

(Name of the firm)

Who are established and reputable firm of _____
(Name and/or description of the service)

Do hereby authorize _____

(Name and address of Agent)

To submit a tender, and subsequently negotiate and sign the Contract with you against tender No.

(Reference of the Tender)

for the above goods.

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

(Signature for and of behalf of the firm)

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

SELF-DECLARATION FORMS

ANTI-CORRUPTION DECLARATION

We (insert the name of the company) _____ declares and guarantees that no offer, gift or payment, consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone by our organization or agent, either directly or indirectly, as an inducement or reward for the award or execution of this procurement.

In the event the above is contravened we accept that the following to apply –

- a) The person shall be disqualified from entering into a contract for the procurement; or
- b) If a contract has already been entered into with the person, the contract shall be voidable at the option of EACC.
- c) The voiding of a contract by the procuring entity under subsection (b) does not limit any other legal remedy That EACC may have.

Name _____

Signature _____

Date _____

Company Seal / Business Stamp

ANTI-FRAUDULENT PRACTICE DECLARATION

We (insert the name of the company)
_____ declares and guarantees that no
person in our organization has or will be involved in a fraudulent practice in any
procurement proceeding.

Name _____

Signature _____

Date _____

Company Seal / Business Stamp

NON - DEBARMENT DECLARATION

We (insert the name of the company)
_____ declares and guarantees that no
director or any person who has any controlling interest in our organization has
been debarred from participating in a procurement proceeding.

Name _____

Signature _____

Date _____

Company Seal / Business Stamp

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part _____ General:

Business Name

.....

Location of business premises

.....

Plot No. Street/Road

Postal Address Tel. No.

Fax ...

Email

Nature of business

.....

Registration Certificate No.

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

Name of your bankers Branch

Part 2(a) - Sole Proprietor:

Your name in full Age

Nationality Country of origin

Citizenship details.....

Party 2(b) - Partnership

Give details of partners as follows

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.

Part 2(c) - Registered Company:

Private or public

.....

State the nominal and issued capital of the company -

Nominal Kshs.. ..

Issued Kshs.....

Give details of all directors as follows

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			
5.....			

Date.....Signature of Tenderer

If a citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration

CONTRACT FORM

THIS AGREEMENT made on the _day of _20_ between Kirinyaga University
(herein after called "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 university invited tenders for supply of goods to the University and
has accepted a tender by the tenderer for the above in the sum of

(Contract price in words and figures) hereinafter called "the contract price")

NOW THIS AGREEMENT WITNESS AS FOLLOWS

1. In this agreement words and expression shall have the same meanings as are
respective 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 price schedule submitted by the tenderer
 - (b) The Schedule of Requirements
 - (c) The Technical Specifications
 - (d) The General Conditions of Contract
 - (e) The Special Conditions of Contract: and
 - (f) The University's Notification of Award
3. In consideration of the payments to be made by the University to the tenderer as
hereinafter mentioned, the tenderer hereby covenants with the University to
provide the service and to remedy defects therein in conformity in all respects
with the provisions of the contracts.
4. The University hereby covenants to pay the tenderer in consideration of the
supply of the goods and remedying of defects therein, the Contract price or such
other sum as may become payable under the provision of the contracts at the
time and in the manner prescribed by the contract.

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

Signed sealed, delivered by
university)

_the _____ _ (for the

Signed sealed, delivered by
In the presence of _____

the _____ _ (for the tenderer)

TENDER SECURITY FORM
(To be on the Letterhead of the Bank)

Whereas _____ (hereinafter called
“the Tenderer”) has submitted its tender date _____ for the provision of
_____ (hereinafter called
“the Tender”).

KNOW ALL PEOPLE by these present that WE _____
_____ of _____ (hereinafter called “the Bank”),
are bound unto _____ (hereinafter called “the Employer”)
in the sum for which payment well and truly to be made to the said
Employer, the Bank binds itself , its successors, and assigns by these presents. Sealed with the Common
Seal of the said Bank this _____ day of _____ 2016.

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 Employer 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 Employer up to the above amount upon receipt of its first written demand, without the Employer having to substantiate its demand, provided that in its demand the Employer 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)

PERFORMANCE SECURITY FORM

To:

Kirinyaga University

WHEREAS [name of tenderer]

(Hereinafter called "the tenderer") has undertaken, in pursuance of Contract No.

[reference of number the contract]

dated to

20

supply

.....

[description of goods] (Hereinafter called "the Contract")

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for a 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 of money 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 of financial institution]

[Address]

[Date]

(Amend accordingly if provided by Insurance Company)

LETTER OF NOTIFICATION OF AWARD

The Vice Chancellor
Kirinyaga University
P.O. Box 143-10300
Kerugoya

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 FOR REVIEW

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

.....APPLICANT (Review Board)

AND

.....RESPONDENT (Procuring Entity)

Request for review of the decision of the..... (Name of the Procuring Entity ofdated the...day of20.....in the matter of Tender No.....of20..... for(Tender description).

REQUEST FOR REVIEW

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

- 1.
- 2.

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

- 1.
- 2.

SIGNED.....(Applicant) Dated on.....day of/ ...20.....

FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement

Administrative Review Board on.....day of 20.....

SIGNED

Board Secretary