



**THIKA WATER AND SEWERAGE COMPANY LIMITED
(THIWASCO)**

TENDER NO: THIWASCO/017/2020-2022

**PROJECT: PROVISION OF TAX AUDIT CONSULTANCY
SERVICES**

**MANAGING DIRECTOR
THIKA WATER AND SEWERAGE COMPANY LTD,
P.O. BOX 6103 - 00100, THIKA – KENYA.**

(2020-2022)

CLOSING DATE: 19th JUNE 2020 AT 2.00PM

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SECTION I- LETTER OF INVITATION

To All eligible bidders

Date:27th may 2020

Dear Sir/Madam,

- 1.1 Thika Water and Sewerage Company Limited invites proposals for the following consultancy services – *(Provision of Tax Audit Consultancy Services)* more details of the services are provided in the terms of reference herein.
- 1.2 The request for proposal (RFP) includes the following documents;
 - Section I - Letter of invitation
 - Section II - Information to Consultants
 - Section III - Terms of reference
 - Section IV - Technical proposal
 - Section V - Financial proposal
 - Section VI - Standard Forms
- 1.3 On receipt of this RFP please inform us
 - (a) that you have received the letter of invitation; and
 - (b) whether or not you will submit a proposal for the assignment

Yours sincerely.

THIWASCO/017/2020-2022

The Managing Director

Thika Water and Sewerage Company Ltd

SECTION II - INFORMATION TO CONSULTANTS

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SECTION II - INFORMATION TO CONSULTANTS

2.1 Introduction

- 2.1.1 Thika Water and Sewerage Limited Company (THIWASCO) will select an individual consultant among those invited to submit proposals or those who respond to the invitation for proposals in accordance with the method of selection detailed under this section and consistent with the regulations.
- 2.1.2 The consultants are invited to submit a technical proposal and a financial proposal for consulting services required for the assignment stated in the letter of invitation (Section I)
- 2.1.3 In the assignment where the procuring entity intends to apply standard conditions of engagement and scales of fees for professional services, which scale of fees will have been approved by a relevant authority, a technical proposal only may be invited and submitted by the consultants. In such a case the highest ranked individual consultant in the technical proposals shall be invited to negotiate a contract on the basis of the set scale of fees. The technical proposals will be the basis for contract negotiations and ultimately for a signed contract with the selected individual consultant.
- 2.1.4 The consultants must familiarize themselves with local conditions as regards the assignment and take them into account in preparing their proposals. To obtain adequate information on the assignment and on the local conditions, consultants are encouraged to liaise with the procuring entity regarding any information that they may require before submitting a proposal.

- 2.1.5 The client will provide the inputs and services specified in the special conditions of contract needed to assist the individual consultant to carry out the assignment.
- 2.1.6 The cost of preparing the proposal and negotiating the contract including any visit to the procuring entity are not reimbursable as a direct cost of the assignment. The procuring entity is not bound to accept any of the proposals submitted.
- 2.1.7 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

2.2 Clarification and amendment to the RFP documents

- 2.2.1 Individual consultant may request clarification of any of the RFP documents not later than Seven (7) days before the deadline for the submission of the proposals. Any request for clarification must be sent in writing by post, fax or email to the procuring entity's address indicated in the special conditions of contract. The procuring entity will respond by post, fax or email to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all individual consultants invited to submit proposals.
- 2.2.2 At any time before the deadline for submission of the proposals, the procuring entity may for any reason, either at its own initiative or in response to a clarification requested by an intended individual consultant amend the RFP. Any amendment shall be issued in writing, fax or email to all invited individual consultants and will be binding on them. The procuring entity may at its discretion extend the deadline for the submission of the proposals.
- 2.2.3 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the deadline for submission of tenders.
- 2.2.4 The procuring entity shall reply to and clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.3 Preparation of proposals

2.3.1 The individual consultant's proposal shall be written in English language.

2.3.2 In preparing the Technical proposal, the individual consultants are expected to examine the documents consisting the RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

2.3.3 While preparing the Technical proposal, the individual consultant must give particular attention to the following:

- (a) If an individual consultant considers that he/she does not have all the expertise required for the assignment he/she may suggest in the proposals other individual(s) who will assist in the assignment but they will not be party to the contract for the purpose of the performance of the assignment. An individual consultant will not propose other individual consultants invited to submit proposals for the assignment. Any individual consultant in contravention of this requirement shall automatically be disqualified.
- (b) For all the staff who will be involved in the exercise of the proposals to consultant must indicate their responsibility in the assignment and also the staff time as necessary.
- (c) The curriculum vitae (CV) of the staff proposed must be submitted with the proposal.

2.3.4 The Technical proposal shall provide the following information;

- (a) The individual consultants CV and a brief of any recent experience of assignment of a similar nature. For each assignment the brief should indicate the profiles of staff involved, contract amount and the individual consultant's involvement.
- (b) Any comments or suggestions on the Terms of Reference and a list of service and facilities requested to be provided by the procuring entity.
- (c) A description of the methodology and work plan for performing the proposed assignment.
- (d) Any additional information requested in the special conditions of contract.

2.3.5 The Technical proposal shall be separate from the financial proposal and shall not include any financial information.

2.4 Financial proposal

2.4.1 In preparing the financial proposal, the individual consultants are expected to take into account the time required in completing the assignment as outlined in the RFP documents. The financial proposal will therefore be quoted in fees per day or month. The financial proposal may also include other costs as necessary, which will be considered as reimbursable.

2.4.2 The Financial proposal should include the payable taxes.

2.4.3 The fees shall be expressed in Kenya Shillings.

2.4.4 The Financial proposal must remain valid for 90 days after the submission date. During this period the individual consultant is expected to keep available at his own cost any staff proposed for the assignment. The procuring entity will make best efforts to complete negotiations within this period. If the procuring entity wishes to extend the validity period of the proposals, the consultants who do not agree, have the right not to extend the validity of their proposals.

2.4.5 The financial proposal must comply with the law governing the profession of the consultant.

2.5 Submission, Receipt and opening of proposals

2.5.1 The technical proposal and the financial proposal (if required) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the individual consultants. Any such corrections must be initialed by the individual consultant.

2.5.2 For each proposal the individual consultants shall prepare the proposals in the number of copies indicated in the special conditions of contract. Each Technical proposal and financial proposal shall be

marked “ORIGINAL” or “COPY” as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.

2.5.3 The original and all copies of the Technical proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL”, and the original and all copies of the financial proposal in a sealed envelope duly marked “FINANCIAL PROPOSAL”. Both envelopes shall be placed in an outer envelope and sealed. This outer envelope shall bear the procuring entities address and other information indicated in the appendix to the instructions to consultants and clearly marked “DO NOT OPEN before (*day, date and time of submission of the proposal*)

2.5.4 The completed Technical and Financial proposals must be delivered at the submission address on or before the time and date of the submission of the proposals indicated in the appendix to the instructions to consultants. Any proposals received later than the closing date for submission of proposals shall be rejected and returned to the individual consultant unopened. For this purpose the inner envelope containing the technical and financial proposals will bear the address of the individual consultant submitting the proposals.

2.5.5 After the deadline for submission of proposals the outer envelope and the technical proposals shall be opened immediately by the opening committee. The financial proposals shall be marked with the individual consultants number allocated at the time of opening the outer envelope and the technical proposals but shall remain sealed and in the custody of a responsible officer of the procuring entity up to the time set for opening them.

2.6 **Evaluation of the Proposal (General)**

2.6.1 From the time the proposals are opened to the time of the contract award, if any individual consultant wishes to contact the procuring entity on any matter relating to his/her proposal, he/ she should do so in writing at the address indicated in the appendix to the instructions to consultants. Any effort by an individual consultant to influence the procuring entity’s staff in the evaluation of proposals companion proposals or awards of contract may result in the rejection of the individual consultant proposal.

2.6.2 The proposal evaluation committee shall have no access to the Financial Proposal, which in any case will remain sealed, until the technical evaluation is concluded or finalized.

2.7 Evaluation of Technical Proposals

2.7.1 The evaluation committee appointed by the procuring entity to evaluate the proposals shall carry out the evaluation of technical proposals following the criteria set out in the terms of reference based on the following points criteria

	<u>CRITERIA</u>	<u>POINTS</u>
(i)	CV of the individual consultant	30
(ii)	Specific experience of the individual consultant Related to the assignment	30
(iii)	Adequacy of methodology and work plan In response to the Terms of reference	<u>40</u>
	Total points	100

2.7.2 Any proposal which will be examined and found not to comply with all the requirements for submission of the proposals will be declared non responsive. All the proposals found to have complied with all the requirements for submission of proposal shall be declared responsive by the evaluation committee

2.7.3 Each responsive proposal will be given a technical score (ST). Any technical proposal which fails to achieve the total minimum score indicated in the appendix to the information to tenderers shall be rejected at this stage and will not proceed to the next stage of evaluation. The respective financial proposal will be returned to the individual consultant unopened.

2.8 Opening and Evaluation of Financial Proposals

2.8.1 After completion of the evaluation of Technical proposals the procuring entity shall notify the individual consultants whose proposal did not

meet the minimum technical score or were declared non responsive to the RFP and terms of reference. The notification will indicate that their financial proposals shall not be opened and will be returned to them UN opened after the completion of the selection process and contract award. At the same time, the procuring entity shall simultaneously notify the consultants who have secured the minimum technical score that they have passed the technical qualifications and inform them the date and time set by the procuring entity for opening their financial proposal. They will also be invited to attend the opening ceremony if they wish to do so.

2.8.2 The financial proposals shall be opened by the procuring entity in the presence of the individual consultants who choose to attend the opening. The name of the individual consultant, the technical score and the proposed fees shall be read out aloud and recorded. The evaluation committee shall prepare minutes of the opening of the financial proposals.

2.8.3 The formulae for determining the financial score (SF) unless an alternative formula is indicated in the appendix to the information to tenderers shall be as follows:

$Sf = 100 \times fm/f$ where
Sf is the financial score
Fm is the lowest fees quoted and
F is the fees of the proposal under consideration.

The lowest fees quoted will be allocated the maximum score of 100

2.8.4 The individual consultants proposals will be ranked according to their combined technical score (st) and financial score (sf) using the weights indicated in the appendix to the instructions to consultants. Unless otherwise stated in the appendix to the instructions to consultants the formule for the combined scores shall be as follows;

$$S = ST \times T\% + SF \times P\%$$

Where

S, is the total combined scores of technical and financial scores

St is the technical score

Sf is the financial score

T is the weight given to the technical proposal and

P is the weight given to the financial proposal

Note $P + T$ will be equal to 100%

The individual consultant achieving the highest combined technical and financial score will be invited for negotiations.

2.9 Negotiations

2.9.1 Negotiations will be held at the same address indicated in the appendix to the information to consultants. The purpose of the negotiations is for the procuring entity and the individual consultant to reach agreements on all points regarding the assignment and sign a contract.

2.9.2 The negotiations will include a discussion on the technical proposals, the proposed methodology and work plan, staff and any suggestions made by the individual consultant to improve the Terms of reference. The agreed work plan and Terms of reference will be incorporated in the description of the service or assignment and form part of the contract.

2.9.3 The negotiations will be concluded with a review of the draft contract. If negotiations fail, the procuring entity will invite the individual consultant whose proposal achieved the second highest score to negotiate a contract.

2.10 Award of Contract

2.10.1 The contract will be awarded before commencement of negotiations. After negotiations are completed the procuring entity will promptly notify the other individual consultants that they were unsuccessful and return the financial proposals of the individual consultants who did not pass technical evaluation.

2.10.2 The selected individual consultant is expected to commence the assignment on the date indicated in the appendix to the information to consultants or any other date agreed with the procuring entity.

2.11 Confidentiality

2.11.1 Information relating to evaluation of proposals and recommendations of contract award shall not be disclosed to the individual consultants who submitted the proposal or to other persons not officially concerned with the process, until the winning individual consultant has been notified that he/she has been awarded the contract.

ITC	Particulars of appendix to instructions to consultants																																										
24.4	Financial Validity: Financial proposals shall remain valid for 120 days																																										
2.5.2	Number of copies submitted: Consultants shall submit 2(two) copies of the technical proposal and 1(one) copy of the financial proposal.																																										
	Complete manual tender document may be obtained by interested candidates upon payment of a non-refundable fee of (Kshs.1,000.00) to (THIKA WATER AND SEWERAGE COMPANY LTD,EQUITY BANK ACCOUNT:0090294392028,EQUITY PLAZA,THIKA BRANCH).Tender documents code-027 or download the tender documents free of charge from the Thika Water and Sewerage Company Ltd Website www.thikawater.co.ke . Bidders who download the documents from the website MUST also forward their particulars immediately for records via email to procurement@thikawater.co.ke																																										
2.5.3	Day, date and time of submission of proposal: Friday,19 th June2020 at 2.00pm																																										
2.5.4	Submission address: Street Address: Thika Water and Sewerage Company Limited. Head office near Blue post Hotel along Haile Selassie Rd. City: Thika Address: P.O. Box 6103 – 01000 <u>THIKA</u> Country: Kenya Telephone: +254 720 418 444																																										
2.7.1	<p><u>Evaluation Criteria</u></p> <p>The following requirements must be met by the tenderer not withstanding other requirements in the tender document.</p> <p>a) Mandatory requirements</p> <table border="1"> <thead> <tr> <th>No</th> <th>Requirement</th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Provide copy of Company incorporation / Registration Certificate.</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Current valid Trade License/Local Authority Permit</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Provide a copy of Valid Company Tax compliance certificate.</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>Properly filled, stamped confidential business questionnaire</td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>Attach Certified Public Accountant, in possession of a valid Practicing Certificate and of good standing with the Institute of Certified Public Accountants (ICPAK).</td> <td></td> <td></td> </tr> <tr> <td>6</td> <td>Provide company profile relevant to the assignment</td> <td></td> <td></td> </tr> <tr> <td>7</td> <td>Submit two copies clearly marked technical and financial proposals</td> <td></td> <td></td> </tr> <tr> <td>8</td> <td>Certificate of Confirmation of Directors and Shareholding (upto date CR12) for limited company or/ an ID Card for Sole Proprietorship/partnership</td> <td></td> <td></td> </tr> <tr> <td>9</td> <td>Evidence of Financial Resources (lines/letter of credit) equal or above Ksh.1 Million from a bank or cash in account (Account</td> <td></td> <td></td> </tr> </tbody> </table>			No	Requirement	Yes	No	1	Provide copy of Company incorporation / Registration Certificate.			2	Current valid Trade License/Local Authority Permit			3	Provide a copy of Valid Company Tax compliance certificate.			4	Properly filled, stamped confidential business questionnaire			5	Attach Certified Public Accountant, in possession of a valid Practicing Certificate and of good standing with the Institute of Certified Public Accountants (ICPAK).			6	Provide company profile relevant to the assignment			7	Submit two copies clearly marked technical and financial proposals			8	Certificate of Confirmation of Directors and Shareholding (upto date CR12) for limited company or/ an ID Card for Sole Proprietorship/partnership			9	Evidence of Financial Resources (lines/letter of credit) equal or above Ksh.1 Million from a bank or cash in account (Account		
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	statement to be certified as true copy by commissioner of oaths) OR Audited accounts for the last two years with an annual turnover of Kshs. 5,000, 000 million and above.		
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Note: Noncompliance with any MANDATORY requirement will automatically result in disqualification

b). Technical Evaluation criteria

No	Parameters	Max Scores
b1	Provide a list of clients and certified recommendation letters, Lsos, invoices, completion certificates to which the company has offered similar services in the last 5 years.	30
	five letters (30)	
	Three letters (20)	
	One letter (10)	
b2	Experience of the key staffs	30
	Lead consultant-must possess a masters degree in finance /commerce /cpak attach certificate and cvs, must have specific experience of five years in tax audit (attach evidence) (16)	
	Consultant –must posses a degree in finance/ commerce/cpak attach certificate and cvs ,must have specific experience of three years in tax audit(attach evidence) (7)	
	Consultant –must posses a diploma in finance/commerce/cpak attach certificate and cvs ,must have specific experience of three years in tax audit(attach evidence) (7)	

c). proposed methodology and workplan as per the TOR

No	Parameters	Max Scores
C1	Adequacy of Statement of work proposal (10)	
	Adequacy of Implementation approach (10)	
	Indicate each consultant member role in the assignment (10)	
	Provide sample of previous work including results and deliverables (10)	
	Total	100

Note:

- (i) Bidders must meet all the mandatory requirements to qualify for general and technical requirements.
- (ii) The bidder quoting the lowest price having attained 70% technical score shall be recommended for financial evaluation.
- (iii) Any information provided by the bidder may be verified by the company as part of due diligence and if information is found to be false, the company may be disqualified

d) Financial Evaluation

Consultant achieving a minimum score of (70%) will proceed to financial evaluation.

2.7.3 Weight given to the Technical score (ST): 70% and financial (SF): 30%

2.10	Award of contract; consultant achieving the highest combined technical and financial score will be invited for negotiations In case of a tie competitive bidding shall be applied.
2.10.1	The amount of Performance Security shall be [10% of the contract price]

SECTION III - TERMS OF REFERENCE (TOR)

COMPANY INFORMATION

THIWASCO is incorporated under the companies Act (Cap. 486) responsible for the efficient and economical provision of water and sewerage services in its area of jurisdiction. It is domiciled in Kenya. Its main place of business is Kiambu County, Thika Sub County.

CONSULTANCY OBJECTIVE AND OUTPUT

The consultancy is directed towards the appointment of a Tax Consultant for a period of two years to carryout quarterly VAT Audits, follow up refunds with KRA and tax health checks once a year to determine the level of tax compliance.

Problems Definition: Thika Water and Sewerage Company is Zero Rated for VAT. Refunds request needs to be submitted within three months of the invoice date. The Company need to have a Tax Consultancy to ensure this does happen.

PURPOSE OF THE ASSIGNMENT

The purpose of this assignment is to contract a Tax Consultant who shall ascertain the VAT refunds claim and conduct a tax health check.

SCOPE OF WORK

The work involves the following: -

Act as a link between Kenya Revenue Authority (KRA) and the organization on all Tax matters.

Review internal controls of the organization Tax matters and advice the management accordingly.

Establish possible areas of non-compliance and device appropriate way of mitigating the same.

Represent the organization Tax litigation forum

Advice the organization in Tax litigation forums

Check and advice on Pay as You Earn (PAYE)

Check and advice on Withholding taxes

Check and advice on VAT and any other applicable Tax

Check and advice on annual company tax returns and assist in filing for subsequent years.

Review the Tax Ledger accounts and reconcile with available documents.

The ascertain VAT Input tax that is refundable by KRA and prepare the Auditors Certificate.

To follow up refunds with KRA and/or advice the company on the optimal strategy of utility refunds due to the company.

Conduct an overall tax health checks once a year within the two-year contract period and determine the level of tax compliance.

Advice the company on remedial measures in case of non-compliance.

DURATION AND TIMING

will be for a period of two years covering 8 quarters and shall be implemented against the budget allocated. The contract will be subject to extensions based on acceptable performance.

EXPERTISE REQUIRED

The consultant should possess the following: -

Must be a Certified Public Accountant, in possession of a Practicing Certificate and of good standing with the Institute of Certified Public Accountants (ICPAK).

Must be registered with the Kenya Revenue Authority

Must show evidence to have done a similar assignment for at least 3 years. (Attach copies of LPO, letter of award, certificate to clients)

Must be in possession of a current Tax Compliance Certificate from KRA.

Must demonstrate having experienced staff to handle the matters (Attach CV of staff)

MANAGEMENT OF THE ASSIGNMENT

The assignment will be managed by the Finance Manager, who will ensure that all required information is made available in a timely manner. Specifically, the Company shall provide details of all documents and reports required for this assignment.

SECTION IV - TECHNICAL PROPOSAL (TP)

Notes on the Preparation of Technical Proposal

The technical proposal shall be prepared and submitted by the consultants.

It shall contain the following:-

- (a) Submission letter
- (b) Particulars of the consultant including Curriculum vitae (CV)
- (c) Comments and suggestions of the consultant on the terms of reference, personnel, facility and other requirements to be provided by the procuring entity.
- (d) Description of the methodology and work plan for performing the assignment
- (e) Any proposed staff to assist in the assignment
- (f) Consultancy services activities times' schedule.

(To be prepared by the consultant as appropriate)

SECTION V- FINANCIAL PROPOSAL (FP)

Notes on the Preparation Financial Proposal

The financial proposal shall be prepared and submitted by the consultants. It shall contain the following.

- (a) Submission letter indicating total fees
- (b) Summary of costs
- (c) Breakdown of fees per activity
- (d) Breakdown of reimbursable costs/expenses per activity
- (e) Miscellaneous expenses

(To be prepared by the consultant as appropriate)

SECTION VI - STANDARD CONTRACT FORM

1. STANDARD CONTRACT FORM

INDIVIDUAL PROFESSIONAL CONSULTANTS (Lump-sum payments)

This Agreement, [hereinafter called “the Contract”) is entered into this _____
_____ [insert starting date of assignment], by and between.

_____ [Insert Client’s name] of [or whose
registered office is situated at] _____ [insert
Client’s address] (hereinafter called “the Client”) of the one part AND

_____ [Insert Consultant’s name] of
[or whose registered office is situated at] _____
_____ [insert Consultants address] (hereinafter called “the Consultant”) of
the other part.

WHEREAS the Client wishes to have the Consultant perform the services
[hereinafter referred to as “the Services”, and

WHEREAS the Consultant is willing to perform the said Services,

NOW THEREFORE THE PARTIES hereby agree as follows:-

1. **Services**
 - (i) The Consultant shall perform the Services Specified in Appendix A, “Terms of Reference and Scope of Service, “which is made an integral part Of this Contract.
 - (ii) The Consultant shall provide the personnel listed Appendix B, “Consultant’s Personnel,” to perform The Services.
 - (iii) The Consultant shall submit to the Client the Reports in the form and within the time periods Specified in Appendix C, “Consultant’s Reporting Obligations.”

(Appendices A, B, and C to be prepared as appropriate)

2. **Term** The Consultant shall perform the Services during the Period commencing on _____[insert starting date] and Through to _____ [insert completion date], or any other period(s) as may be subsequently agreed by The parties in writing.

3. **Payment** A. Ceiling
For Services rendered pursuant to Appendix A, the Client shall pay the Consultant an amount not to Exceed _____ [insert amount]. This amount Has been established based on the understanding That it includes all the Consultant’s costs and Profits as well as any tax obligation that may be Imposed on the Consultant.

B. Schedule of Payments
The schedule of payments is specified below (Modify in order to reflect the output required As described in Appendix C.)

the Kshs. _____ Upon the Client’s receipt of
Draft report, acceptable to the Client; and

the Kshs. _____ Upon the Client’s receipt of
Final report, acceptable to the Client.

Kshs. _____ Total

C. Payment Conditions
Payment shall be made in Kenya Shillings unless Otherwise specified not later than thirty (30) days Following submission by the Consultant of Invoices in duplicate to the Coordinator designated In Clause 4 here below. If the Client has delayed Payments beyond thirty (30) days after the due Date hereof, simple interest shall be paid to the Consultant for each day of delay at a rate three

Percentage points above the prevailing Central Bank of Kenya's average rate for base lending.

4. **Project Administration**

 - A. **Coordinator**
The Client designates _____
[Insert name] as Client's Coordinator; the Coordinator will be responsible for the Coordination of activities under this Contract, For acceptance and approval of the reports and of Other deliverables, by the Client and for receiving And approving invoices for payment.
 - B. **Reports**
The reports listed in Appendix C, "Consultant's Reporting Obligations," shall be submitted in the Course of the assignment and will constitute the Basis for the payments to be made under paragraph 3.
5. **Performance Standards**
The Consultant undertakes to perform the Services with the highest standards of professional and Ethical competence and integrity. The Consultant Shall promptly replace any employees assigned Under this Contract that the Client considers Unsatisfactory.
6. **Confidentiality**
The Consultant shall not, during the term of this Contract and within two years after its expiration Disclose any proprietary or confidential Information relating to the Services, this Contract Or the Client's business or operations without the Prior written consent of the Client.
7. **Ownership of Material**
Any studies, reports or other material, graphic, software or otherwise prepared by the Consultant For the Client under the Contract shall belong to And remain the property of the Client. The Consultant may retain a copy of such documents And software.

8. **Consultant Not To be Engaged In certain Activities** the Consultant agrees that during the term of this Contract and after its termination the Consultant and any entity affiliated with the Consultant shall be disqualified from providing goods, works or Services (other than the Services and any Continuation thereof) for any project resulting From or closely related to the Services.
9. **Insurance** The Consultant will be responsible for taking out Any appropriate insurance coverage.
10. **Assignment** The Consultant shall not assign this Contract or Sub-contract any portion of it without the Client's Prior written consent.
11. **Law Governing Contract and Language** The Contract shall be governed by the laws of Kenya and the language of the Contract shall be English language
12. **Dispute Resolution** Any dispute arising out of the Contract which cannot be amicably settled between the parties Shall be referred by either party to the arbitration And final decision of a person to be agreed Between the parties. Failing agreement to concur In the appointment of an Arbitrator, the Arbitrator Shall be appointed by the chairman of the Chartered Institute of Arbitrators, Kenya branch, On the request of the applying party.

For the Client

for the Consultant

Full name _____

Full name _____

Title _____

Title _____

Signature _____

Signature _____

Date _____

Date _____

2. 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) (i) our receipt of your notification to us of the name of the successful Bidder; or

(ii) twenty-eight days after the expiration of our Tender.

Signed:

..... [Insert
signature of person whose name and capacity are shown] In the capacity of

3. REQUEST FOR REVIEW FORM

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