



**COUNTY GOVERNMENT OF BUNGOMA**

**TENDER FOR PROVISION OF SERVICING AND  
MAINTENANCE OF PLANT, MACHINERY  
AND MOTOR VEHICLES**

**TENDER No. BGM/CNTY/RPW/031/2019-20  
NEG; 783850**

**FEB 2020**

<b>COUNTY EXECUTIVE COMMITTEE MEMBER</b>  <b>COUNTY GOVERNMENT OF BUNGOMA</b> <b>P.O BOX 437 – 50 200</b> <b>BUNGOMA</b>  _____	<b>COUNTY CHIEF OFFICER</b>  <b>COUNTY GOVERNMENT OF BUNGOMA</b> <b>P.O BOX 437 – 50 200</b> <b>BUNGOMA</b>  _____
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**TENDER FOR PROVISION OF SERVICING AND MAINTENANCE OF  
PLANT, MACHINERY AND MOTOR VEHICLES**

**(FRAMEWORK CONTRACT)**

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## SECTION I – INVITATION TO TENDER

**Tender Ref No:**

**TENDER NAME: PROVISION OF SERVICING AND MAINTENANCE OF PLANT, MACHINERY AND MOTOR VEHICLES (FRAMEWORK CONTRACT)**

- 1.1 The County Government of Bungoma invites sealed tenders from qualified service providers for **Provision of Servicing and Maintenance of Plant, Machinery and Motor Vehicles under Framework Contracting** in line with the Public Procurement guidelines for Framework Contracting, for a period of 24 months with the possibility of renewal.
- 1.2 A complete set of tender documents may be downloaded by interested Candidates from our Website County Government of Bungoma [www.bungoma.go.ke](http://www.bungoma.go.ke) and/or IFMIS Suppliers Portal: [www.supplier.treasury.go.ke](http://www.supplier.treasury.go.ke) free of charge.
- 1.3 The mandatory requirements: -  
The bidder should provide proof of compliance with thresholds specified in the document covering the following;
  - (i) **Certified** Copy of Certificate of Incorporation / Registration
  - (ii) **Certified** Copy of PIN/VAT Certificate.
  - (iii) **Certified** Copy of **Valid** Tax Compliance certificate (Will be confirmed through TCC checker with KRA)
  - (iv) **Certified** Copy of **Valid** Single Business Permit related to this line of Business) from County Governments
  - (v) Audited accounts for the last three (3) financial years
  - (vi) All tenders must be accompanied by a tender security of Kshs. 200,000.00 (Kenya Shillings Two Hundred Thousand only) in form of Bank Guarantee in the format provided in the tender document valid for at least 210 days from the closing day of the tenders.
  - (vii) **Valid Certified** copy of Certificate of Registration of Garages With MTCE
  - (viii) A letter of commitment confirming that prices quoted will be valid for a period of twelve (12) months.
  - (ix) Form of Tender duly filled, signed and stamped
  - (x) Proof of a Physical registered office address, Mobile Number and e-mail address
  - (xi) Duly filled signed and stamped Confidential Business Questionnaire
  - (xii) Bidders **must sequentially serialize** all pages for each bid document submitted.

Complete tender documents must be submitted through the **IFMIS SUPPLIER PORTAL** [www.Supplier.treasury.go.ke](http://www.Supplier.treasury.go.ke) as per the requirements contained in the tender documents so as to be received on or before the date and time indicated in the IFMIS **FRIDAY 20<sup>TH</sup> MARCH 2020 10:00 AM** bids shall be opened immediately thereafter in the presence of bidders or their representatives who may choose to attend at Ministry of Roads, Infrastructure and Public Works conference hall.

**NOTE:** Bidders who May experience challenges in accessing and uploading their tenders in the **IFMIS** tender portal should contact the IFMIS Helpdesk (email <http://ifmis.go.ke>, [Tel:0800721477/0204801801](tel:0800721477/0204801801)) at the treasury or contact Supply Chain Management Office located behind H.E the Governor's office County Government of Bungoma for assistance during official working hours. **(Monday-Friday 8:00am- 5:00Pm)**

**MANUAL SUBMISSIONS** will not be accepted. All tenders must be submitted through the IFMIS Platform.

**CHIEF OFFICER ROADS, INFRASTRUCTURE AND PUBLIC WORKS**

## SECTION II - INSTRUCTIONS TO TENDERERS

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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 Invitation to Tender. Successful tenderers shall complete the tender for **Provision of Servicing and Maintenance of Plant, Machinery and Motor Vehicles under Framework Contracting** by the intended completion date specified in the Schedule of Requirements Section VI.
- 2.1.2 County Government employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
- 2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the County Government to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation for tenders.
- 2.1.4 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

### **2.2 Eligible Goods**

- 2.2.1 All goods to be supplied under the contract shall have their origin in eligible source countries.
- 2.2.2 For purposes of this clause, “origin” means the place where the goods are mined, grown, or produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components
- 2.2.3 The origin of goods is distinct from the nationality of the tenderer.

### **2.3 Cost of Tendering**

- 2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and County Government, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

### **2.4. Contents of the Tender Document**

- 2.4.1 The tender document comprises the documents listed below and addenda issued in accordance with clause 2.6 of these instructions to Tenderers
- (i) Invitation to Tender
  - (ii) Instruction to tenderers
  - (iii) General Conditions of Contract
  - (iv) Special Conditions of Contract
  - (V) Schedule of requirements

- (vi) Technical specifications
- (vii) Tender Form and Price Schedules
- (viii) Tender Security Form
- (ix) Contract Form
- (x) Performance Security Form
- (xi) Bank Guarantee for Advance Payment Form
- (xii) Manufacturer's Authorization Form
- (xiii) Confidential Business Questionnaire

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

## **2.5 Clarification of Documents**

2.5.1 A prospective tenderer requiring any clarification of the tender document may notify County Government in writing or by post at the entity's address indicated in the Invitation to Tender. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven

(7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.

2.5.2 County Government shall reply to any clarifications sought by the tenderer within 7 days of receiving the request to enable the tenderer to make timely submission of its tender.

## **2.6 Amendment of Documents**

2.6.1 At any time prior to the deadline for submission of tenders, County Government, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment.

2.6.2 All prospective candidates that have received the tender documents will be notified of the amendment through an addendum and will be binding on them.

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

## **2.7 Language of Tender**

2.7.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchange by the tenderer and County Government, shall be



written in English language, provided that any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

## **2.8 Documents Comprising of Tender**

- 2.8.1 The tender prepared by the tenderers shall comprise the following components
- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 2.9, 2.10 and 2.11 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) Documentary evidence established in accordance with paragraph 2.2.1 that the goods and ancillary services to be supplied by the tenderer are eligible goods and services and conform to the tender documents; and
  - (d) Tender Security furnished in accordance with paragraph 2.14

## **2.9 Tender Forms**

- 2.9.1 The tenderer shall complete the Tender Form and the appropriate Price Schedule furnished in the tender documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.

## **2.10 Tender Prices**

- 2.10.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the goods it proposes to supply under the contract
- 2.10.2 Prices indicated on the Price Schedule shall include all costs including taxes, insurances and delivery to the premises of the entity.
- 2.10.3 Prices quoted by the tender shall be fixed during the Tender's performance of the contract and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22
- 2.10.4 The validity period of the tender shall be **120** days from the date of opening of the tender.

## **2.11 Tender Currencies**

- 2.11.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the Appendix to Instructions to Tenderers.

## **2.12 Tenderers Eligibility and Qualifications**

- 2.12.1 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 its tender is accepted.

- 2.12.2 The documentary evidence of the tenderers eligibility to tender shall establish to County Government's satisfaction that the tenderer, at the time of submission of its tender, is from an eligible source country as defined under paragraph 2.2.1
- 2.12.3 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall be established to County Government's satisfaction;
- (a) that, in the case of a tenderer offering to supply goods under the contract which the tenderer did not manufacture or otherwise produce, the tenderer has been duly authorized by the goods' Manufacturer or producer to supply the goods.
  - (b) that the tenderer has the financial, technical, and production capability necessary to perform the contract;
  - (c) that, in the case of a tenderer not doing business within Kenya, the tenderer is or will be (if awarded the contract) represented by an Agent in Kenya equipped, and able to carry out the Tenderer's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.

### **2.13 Goods Eligibility and Conformity to Tender Documents**

- 2.13.1 Pursuant to paragraph 2.2 of this section, the tenderer shall furnish as part of its tender, documents establishing the eligibility and conformity to the tender documents of all goods which the tenderer proposes to supply under the contract
- 2.13.2 The documentary evidence of the eligibility of the goods shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.
- 2.13.3 The documentary evidence of conformity of the goods to the tender documents may be in the form of literature, drawings, and data, and shall consist of:
- (a) a detailed description of the essential technical and performance characteristic of the goods;
  - (b) a list giving full particulars, including available source and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period of one (1) year, following commencement of the use of the goods by County Government; and
  - (c) a clause-by-clause commentary on County Government's Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.
- 2.13.4 For purposes of the documentary evidence to be furnished pursuant to paragraph 2.13.3(c) above, the tenderer shall note that standards for workmanship, material, and goods, as well as references to brand names or catalogue numbers designated by the Procurement entity in its Technical Specifications, are intended to be descriptive only and not restrictive. The tenderer may substitute alternative standards, brand names, and/or catalogue numbers in its tender, provided that it demonstrates to the Procurement entity's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

## **2.14 Tender Security**

- 2.14.1 The tenderer shall furnish, as part of its tender, a tender security for the amount specified in the Appendix to Invitation to Tenderers.
- 2.14.2 The tender security shall be in the amount as indicated on the tender notice
- 2.14.3 The tender security is required to protect County Government against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.14.7
- 2.14.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of a bank guarantee or a bank draft issued by a reputable bank located in Kenya or abroad, or a guarantee issued by a reputable insurance company in the form provided in the tender documents or another form acceptable to County Government and valid for thirty (30) days beyond the validity of the tender.
- 2.14.5 Any tender not secured in accordance with paragraph 2.14.1 and 2.14.3 will be rejected by County Government as non-responsive, pursuant to paragraph 2.22
- 2.14.6 Unsuccessful Tenderer's tender security will be discharged or returned as promptly as possible as but not later than thirty (30) days after the expiration of the period of tender validity prescribed by County Government.
- 2.14.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.27 and furnishing the performance security, pursuant to paragraph 2.28

### **2.14.8 The tender security may be forfeited:**

- (a) if a tenderer withdraws its tender during the period of tender validity specified by County Government on the Tender Form; or
- (b) in the case of a successful tenderer, if the tenderer fails:
  - (i) to sign the contract in accordance with paragraph 2.27 or
  - (ii) to furnish performance security in accordance with paragraph 2.28

## **2.15 Validity of Tenders**

- 2.15.1 Tenders shall remain valid for **120 days** or as specified in the Invitation to tender after the date of tender opening prescribed by County Government, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by County Government as non-responsive.
- 2.15.2 In exceptional circumstances, County Government 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 2.14 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender

## **2.16 Format and Signing of Tender**

- 2.16.1 Bidders shall prepare two copies of the tender, clearly marking each “ORIGINAL TENDER” and “COPY OF TENDER,” as appropriate. In the event of any discrepancy between them, the original shall govern.
- 2.16.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the tender. All pages of the tender, except for un-amended printed literature, shall be initialed by the person or persons signing the tender.
- 2.16.3 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.

## **2.17 Sealing and Marking of Tenders**

- 2.17.1 The Tenderer shall submit their original bid in a sealed and duly marked envelop with Tender Number.
- 2.17.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”.
- 2.17.4 If the outer envelope is not sealed and marked as required by paragraph 2.17.2, County Government will assume no responsibility for the tender’s misplacement or premature opening.

## **2.18 Deadline for Submission of Tenders**

Tenders must be submitted through the portal at the address specified under paragraph 2.17.2 no later than **(FRIDAY 20<sup>TH</sup> MARCH 2020 10:00 AM)**

- 2.18.1 County Government may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.6, in which case all rights and obligations of County Government and candidates previously subject to the deadline will therefore be subject to the deadline as extended

## **2.19 Modification and Withdrawal of Tenders**

- 2.19.1 The tenderer may modify or withdraw its tender after the tender’s submission, provided that written notice of the modification, including substitution or

Withdrawal of the tenders, is received by the Procuring prior to the deadline prescribed for submission of tenders.

- 2.19.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.17. A withdrawal notice may also be sent by cable, telex but followed by a signed confirmation copy, postmarked NOT later than the deadline for submission of tenders.
- 2.19.3 No tender may be modified after the deadline for submission of tenders.
- 2.19.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.14.7
- 2.19.5 County Government may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.19.6 County Government shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

## **2.20 Opening of Tenders**

County Government will open all tenders in the presence of tenderers' representatives who choose to attend, of **(FRIDAY 20<sup>TH</sup> MARCH 2020 10:00 AM)** and in the location specified in the Invitation to Tender.

The tenderers' representatives who are present shall sign a register evidencing their attendance.

- 2.20.1 The tenderers' names, tender modifications or withdrawals, tender prices, discounts and the presence or absence of requisite tender security and such other details as County Government, at its discretion, may consider appropriate, will be announced at the opening.
- 2.20.2 County Government will prepare minutes of the tender opening.

## **2.21 Clarification of Tenders**

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

## **2.22 Preliminary Examination**

- 2.22.1 County Government will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.
- 2.22.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the total price shall prevail, and the unit price shall be corrected accordingly. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures, the amount in words will prevail
- 2.22.3 County Government may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or effect the relative ranking of any tenderer.
- 2.22.4 Prior to the detailed evaluation, pursuant to paragraph 2.23 County Government 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. County Government's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 2.22.5 If a tender is not substantially responsive, it will be rejected by County Government and may not subsequently be made responsive by the tenderer by correction of the non-conformity.

## **2.23 Conversion to Single Currency**

- 2.23.1 Where other currencies are used, County Government will convert these currencies to Kenya Shillings using the selling exchange rate on the date of tender closing provided by the Central Bank of Kenya.

## **2.24 Evaluation and Comparison of Tenders**

- 2.24.1 County Government will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.22.4
- 2.24.2 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.
- 2.24.3 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

## **2.25 Preference**

- 2.25.1 Preference where allowed in the evaluation of tenders shall not exceed 15%

## **2.26 Contacting County Government**

2.26.1 Subject to paragraph 2.21 no tenderer shall contact County Government on any matter related to its tender, from the time of the tender opening to the time the contract is awarded.

2.26.2 Any effort by a tenderer to influence County Government in its decisions on tender, evaluation, tender comparison, or contract award may result in the rejection of the Tenderer's tender.

## **2.27 Award of Contract**

### **(a) Post-qualification**

2.27.1 In the absence of pre-qualification, County Government will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.27.2 The determination will take into account the tenderer financial and technical. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.12.3 as well as such other information as County Government deems necessary and appropriate.

2.27.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event County Government will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

### **(b) Award Criteria**

2.27.4 County Government will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

### **(c) Procuring entity's Right to Vary quantities**

2.27.5 County Government reserves the right at the time of contract award to increase or decrease the quantity of goods originally specified in the Schedule of requirements without any change in unit price or other terms and conditions

### **(d) Procuring entity's Right to Accept or Reject Any or All Tenders**

County Government 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 County Government's action

## **2.28 Notification of Award**

- 2.28.1 Prior to the expiration of the period of tender validity, County Government will notify the successful tenderer in writing that its tender has been accepted.
- 2.28.2 The notification of award will constitute the formation of the Contract but will have to wait until the contract is finally signed by both parties
- 2.28.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.30, County Government will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.14

## **2.29 Signing of Contract**

- 2.29.1 At the same time as County Government notifies the successful tenderer that its tender has been accepted, County Government will send the tenderer the Contract Form provided in the tender documents, incorporating all agreements between the parties.
- 2.29.2 The parties to the contract shall have it signed within 60 days from the date of notification of contract award unless there is an administrative review request.
- 2.29.3 Within thirty (30) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to County Government.

## **2.30 Performance Security**

- 2.30.1 Within Twenty-One (21) days of the receipt of notification of award from County Government, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to County Government.
- 2.30.2 Failure of the successful tenderer to comply with the requirements of paragraph 2.29 or paragraph 2.30 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event County Government may make the award to the next lowest evaluated Candidate or call for new tenders.

## **2.31 Corrupt or Fraudulent Practices**

- 2.31.1 County Government requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations, the following terms are defined as follows;
- (i) "corrupt practice" means the offering, giving, receiving, or soliciting of anything
  - (ii) of value to influence the action of a public official in the procurement process or in contract execution; and
  - (iii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of County Government, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive County Government of the benefits of free and open competition;



- 2.31.2 County Government will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 2.31.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

## Appendix to Instructions to Tenderers

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

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
2.1.1	This Invitation for Tenders is OPEN to qualified firms engaged in <b>Provision of Servicing and Maintenance of Plant, Machinery and Motor Vehicles under Framework Contracting</b> Contracting as described in the Invitation to Tender. Successful tenderers shall maintain and service the authorities vehicles under Framework Contracting on an – as – and - when required basis for a period of twenty four (24 months) from the effective date of signing the contract as Specified in the Schedule of Requirements Section VI.
2.10.4	The validity period of the tender shall be <b>120</b> days from the date of Tender opening.
2.14.1	The tenderer shall furnish, as part of its tender, a tender security for the amount of Kshs. 200,000.00 (Kenya Shillings Two Hundred Thousand only) in form of Bank Guarantee in the format provided in the tender Document valid for at least 210 days from the closing day of the tenders.
2.16.1	Bidders shall prepare submit one original and one copy of tender Document, clearly marking as appropriate.
2.18.1	<b>FRIDAY 20<sup>TH</sup> MARCH 2020 10:00 AM)</b>
2.20	As in 2.18.1 above
2.24	As below
2.27.4	The tender shall be awarded to the <b>LOWEST EVALUATED Bidder PER LOT.</b>
2.30	Performance security shall be 10% of the contract sum in the form of Bank Guarantee from a reputable Bank in Kenya.

## EVALUATION CRITERIA

**Table 1: PRELIMINARY REQUIREMENTS (MANDATORY)**

No.	Documents to be submitted	Yes/ No
1	<b>Certified</b> Copy of Certificate of Incorporation / Registration	
2	<b>Certified</b> Copy of KRA PIN/VAT Certificate	
3	<b>Certified</b> Copy of <b>Valid</b> Tax Compliance certificate (Will be confirmed through TCC checker with KRA)	
4	<b>Certified</b> Copy of <b>Valid</b> Single Business Permit related to this line of Business) from County Governments	
5	Audited accounts for the last three (3) financial years (2018, 2017 and 2016)	
6	All tenders must be accompanied by a tender security of Kshs. 200, 000.00 (Kenya Shillings Two Hundred Thousand only) in form of Bank Guarantee in the format provided in the tender document valid for at least 150 days from the Closing day of the tenders.	
7	<b>Valid Certified</b> copy of Certificate of Registration of Garages With MTCE	
8	Proof of a Physical registered office address, Mobile Number and e-mail address	
9	A letter of commitment confirming that prices quoted will be valid for a period of twelve (12) months.	
10	Duly filled, signed and stamped Forms provided in the Tender Document	
11	Bidders <b>must sequentially serialize</b> all pages for each bid document submitted.	

## TECHNICAL EVALUATION CRITERIA

**Table 2: TECHNICAL EVALUATION CRITERIA**

No.	Requirements	Max. Score
1	Firms General experience i) Over three (3) years - <b>20 Marks</b> ii) Three years - <b>15 Marks</b> iii) Two (2) years – <b>10 Marks</b> iv) One (1) year - <b>5 Marks</b>	20
2	Reference letters from at least 3 clients ( Ministries or Government Agencies ): i) Reference letters from more than 3 clients – <b>20 Marks</b> ii) Reference letters from 3 clients – <b>15 Marks</b> iii) Reference letters from 2 clients – <b>10 Marks</b> iv) Reference letter from 1 client – <b>5 Marks</b>	20
3	Provision of Credit Facility (At least 30 Days Credit period from receipt of monthly statement):	10
4	Evidence of branches or dealers in the stated 8 No. Regions: i) Evidence of branches in 8 regions – <b>20 Marks</b> ii) Evidence of branches in 6-7 Regions – <b>15 Marks</b> iii) Evidence of branches in 4-5regions – <b>10 Marks</b> iv) Evidence of branches in less than 4 regions – <b>5 Marks</b>	20
5	Provide a Letter of Reference from the bank or Audited financial Statements/accounts for the last three years.	10
6	A letter of commitment confirming duration of time to deliver service from notification by the client: i) Delivery of service within one day from date of receipt of Local Purchase Order (LPO) – <b>20 Marks</b> ii) Delivery of service within two days from date of receipt of Local Purchase Order (LPO) – <b>15 Marks</b> iii) Delivery of service in more than two days from date of receipt of Local Purchase Order (LPO) – <b>10 Marks</b> iv) Delivery of service in more than three days from date of receipt of Local Purchase Order (LPO) – <b>5 Marks</b>	20
	Total	100

**NOTE:** The minimum pass mark to qualify for award shall be **70%**. Applicants who will not meet this minimum pass mark shall be disqualified at this stage.

### **3. FINANCIAL EVALUATION**

To qualify for financial evaluation, the bidder must score a minimum of 70 points (70%).

The weights are as follows: -

$$\mathbf{T \text{ (Technical)} = 70}$$

$$\mathbf{P \text{ (Financial)} = 30}$$

#### **Financial Score**

The formula for calculating the financial scores is:  $\mathbf{Sf = 100 * Fm/F}$  Where: **Sf** is the total financial score of the proposal. **Fm** is the highest financial proposal score. **F** is the total financial score of the proposal under consideration.

#### **Combined Technical and Financial Score**

The formula for calculating the total combined scores is  $\mathbf{S = St * T\% + Sf * P\%}$ . Where: **S** is the combined technical and financial score; **St** is the technical score; **T** is the weight of the technical score (**70**); **Sf** is the financial score; and **P** is the weight of the financial score (**30**).

### 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 County Government and the Bidder, 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 Bidder under the Contract for the full and proper performance of its contractual obligations
- (c) “The Services” means services to be provided by the Bidder including any documents, which the Bidder is required to provide to County Government under the Contract.
- (d) “County Government” means the organization procuring the services under this Contract
- (e) “The Contractor” means the organization or firm providing the services 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 services provided 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 County Government’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 County Government 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 County Government'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 County Government and shall be returned (all copies) to County Government on completion of the contract's or performance under the Contract if so required by County Government.

### 3.5. **Patent Rights**

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

### 3.6 **Performance Security**

3.6.1 If performance security is applicable the contractor or service provider is required to submit it within twenty-eight (28) days of receipt of the notification of Contract award, the successful bidder shall furnish to County Government the performance security where applicable in the amount specified in SCC

3.6.2 The proceeds of the performance security shall be payable to County Government as compensation for any loss resulting from the Bidder's failure to complete its obligations under the Contract.

3.6.3 The performance security if applicable shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to County Government 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 County Government 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 services and Documents**

3.7.1 Delivery of the services shall be made by the Bidder in accordance with the terms specified by County Government in the schedule of requirements and the special conditions of contract

### 3.8. **Payment**

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

Support of work –proof of payment shall be done by attaching Job Cards, Email print outs and any other appropriate documentation.

Inspection and Acceptance committee appointed by the Chief Officer shall certify and approve invoice and all supporting documents



All other conditions of payments in Finance Manual Policy and Procedures shall apply

**3.9. Prices**

3.9.1 Prices charged by the service provider for Services performed under the Contract shall not; with the exception of any price adjustments authorized in SCC vary from the prices quoted by the Bidder in its Tender.

**3.10. Assignment**

3.10.1 The Contractor OR service provider shall not assign, in whole or in part, its obligations to perform under this Contract, except with County Government's prior written consent.

**3.11. Termination for Default**

3.11.1 County Government 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 services within the period(s) specified in the Contract, or within any extension thereof granted by County Government.
- (b) If the Contractor fails to perform any other obligation(s) under the Contract
- (c) If the Contract in the judgment of County Government has engaged in corrupt or fraudulent practices in competing for or in executing the contract

3.11.2 In the event County Government terminates the contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those un-delivered and the Contractor shall be liable to County Government for any excess costs for such similar services. However, the contractor shall continue performance of the contract to extent not terminated.

**3.12. Termination for Insolvency**

3.12.1 County Government 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 County Government.

**3.13. Termination for Convenience**

3.13.1 County Government 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 County Government may elect to cancel the services and pay to the contractor an agreed amount for partially completed services.

### **3.14 Resolution of Disputes**

3.14.1 County Government 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 it's 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 shall supplement the general conditions of contract, wherever there is a conflict between the GCC and the SCC, the provisions of the SCC herein shall prevail over those in the GCC.
- 4.2 **Special conditions of contract with reference to the general conditions of contract.**

General Conditions of contract reference	Special conditions of contract
Paragraph 3.6	10% of the contract sum in the form of Bank Guarantee from a reputable Bank in Kenya
Paragraph 3.7	<p>With guidance from County Government Administration Department, the dealer shall:</p> <ol style="list-style-type: none"> <li>1. Carry out A Service to our fleet after every 5,000 Kms</li> <li>2. Carry out B Service to our fleet after every 20,000kms</li> <li>3. Carry out C Service to our fleet after every 40,000Kms</li> <li>4. Carry out additional service and repairs on a need to need basis for each of the aforementioned classes of services</li> <li>5. Carry out diagnosis of defects and issue a quotation for repairs for prior authorization.</li> </ol> <p>6. Carry out body work repairs, panel beating and spray painting as may be authorized.</p> <p>The servicing and maintenance should provide for any additional vehicles which the Authority may add to its fleet.</p>
Paragraph 3.8.1	Payments shall be made on invoices within thirty (30) days from the date of Receipt accompanied by corresponding post-inspection reports
Paragraph 3.9	There shall be no price adjustment and variations in this contract
Paragraph 3.14	If both parties have been unable to resolve disputes amicably the provisions of The Arbitration Act of the laws of Kenya shall apply.
Paragraph 3.17	The applicable law is the Law of Kenya
Paragraph 3.18	<p>The Address of the Client is:            Chief Officer            P.O Box 437 – 50 200            Bungoma</p> <p>The Address of the Contractor is:            Managing Director:            P.O Box .....</p> <p>Fax:            Email: ....</p>

## **SECTION V – DESCRIPTION OF SERVICES**

### **1.0 RATIONALE FOR SERVICE**

The County Government plans to engage an eligible motor vehicle service provider to be servicing and maintaining her motor vehicles on framework basis. The service provider will be servicing the vehicles after every 5,000 kms after being informed by the County Government on the need. This is to ensure that the vehicles are well maintained and meet the required safety standards.

### **2.0 OBJECTIVE**

The County Government is seeking the services of a service provider with requisite level of expertise and experience to service and maintain her fleet of Plant, machinery and motor vehicles for a period of two years.

### **3.0 SPECIFIC TASKS**

With guidance from County Government Administration Department, the dealer shall:

- i) Carry out A Service to our fleet after every 5,000 Kms
- ii) Carry out B Service to our fleet after every 20,000kms
- iii) Carry out C Service to our fleet after every 40,000Kms
- iv) Carry out additional service and repairs on a need to need basis for each of the aforementioned classes of services
- v) Carry out diagnosis of defects and issue a quotation for repairs for prior authorization.
- vi) Carry out towing and freight services when necessary as may be authorized. (Indicate price per Kilometer)

## **4.0 SCOPE OF WORK FOR THE SUPPLIER FIRM**

### **4.1 A – Service**

- i) Drain and refill engine oil
- ii) Replace oil filter
- iii) Check and clean air cleaner element
- iv) Check gear box oil and top up if necessary
- v) Check differential oil and top-up if necessary
- vi) Check battery level and specific gravity – top up if necessary
- vii) Clean battery terminal
- viii) Check and adjust tyre pressure including spare tyre
- ix) Check operation of headlight, parking lights, indicators, hazards and all lights
- x) Check operation of power windows, side mirrors and central locking
- xi) Check operation of blower fan, air conditioning, audio
- xii) Check operation of instrument cluster and cigarette lighter
- xiii) Check operation of all windows, door locks and lubricate
- xiv) Check operation of all wipers, windscreen washers and horn
- xv) Fill windscreen washer bottle
- xvi) Check coolant level, radiator condition and V-belts
- xvii) Check operation of all seat slides and adjusters
- xviii) Check condition of brakes
- xix) Check condition of all tyres
- xx) Check condition of shock absorbers
- xxi) Check idling rpm and adjust as necessary
- xxii) Defect report

### **4.2 B – Service (As in “A”- Service +)**

- i) Replace fuel filter\*
- ii) Replace spark plugs\*
- iii) Replace air cleaner element
- iv) Drain and refill gear box and differential oils
- v) Inspect for oil and brake fluid leaks
- vi) Check steering and CV dust covers for damage or leaks
- vii) Check all brakes including removal of drums and disc pads
- viii) Cleaning brake linings and disc pads
- ix) Adjust all brakes
- x) Check and top-up steering fluid if necessary
- xi) Inspect wheel bearing, grease and adjust if necessary
- xii) Check and adjust wheel alignment
- xiii) Check and adjust ignition timing\*
- xiv) Check diesel injector pumps for leaks
- xv) Check exhaust system
- xvi) Clean engine
- xvii) Road test vehicles
- xviii) Replacement of FR/FL Shock absorbers

**\* Only to applicable models as per manufacture’s specifications**

### **4.3 C – Service (As in “B”- Service +)**

- i) Drain and refill brake fluid
- ii) Drain and refill engine coolant
- iii) Rotate tyres

## **5) WEARING PARTS REPAIRS PROCESS**

The repair service is based on actuals for the Vehicles as outlined at the time of the repairs. The recommended parts will be replaced when necessary and County Government will be requested to authorize items needing replacement by issuing a purchase order. Repairs required will be identified during routine servicing for which County Government will be requested to raise a purchase order.

## **6) ACCIDENT AND INCIDENTAL REPAIRS**

Any accident and incidental repairs required outside the routine service and wearing parts replacement will be notified to County Government who shall raise a purchase order for the necessary work. Such repairs will not be undertaken until supplier has received written approval, in the form of a local purchase order, from County Government.

The Service provider shall be liable for any accident repairs undertaken by unauthorized contractors including repairs to chassis, pillars or panels necessary to restore the Vehicles to safe operating status.

A committee shall be appointed by the Chief Officer to undertake a Pre-Inspection and Post-Inspection of the vehicle before and after the repairs. The same committee shall certify and approve the invoice and all supporting documents.

### **6.0 DELIVERABLES:**

1. Submit a quotation for approval before commencement of work.
2. Perform the task as per the quotation and approved LPO/LSO.
3. Issue a monthly statement together with supporting invoices for all the works done during the respective month.
4. Provide a defect report for the Plant, Machinery and Motor vehicle before and after service

## **7.0 REQUIRED QUALIFICATIONS AND EXPERIENCE OF THE FIRM**

The firm must be a registered Garage within Kenya. The bidder **MUST** have an outlet/agent in Western Region.

## **8.0 DURATION OF THE ASSIGNMENT**

The assignment will take of two years' renewable based on performance

## **9.0 SUPERVISION OF WORK**

The firm will be contracted under the County Government's terms and supervised by the Administration Department under the instruction of the Chief Officer, solely for the purpose of delivering the above outputs, within the agreed time frame.

County Government as the Client shall provide necessary support to the firm in order to execute the assignment during the duration of the work.

**10.0 PLANT MACHINERY AND MOTOR VEHICLE INVENTORY AS AT JANUARY 2020**

<b>S/N</b>	<b>REG. No's</b>	<b>MAKE</b>	<b>RATING</b>
1.	GKA15AY	Roller-Power Plus	CV302D111
2.	GKA514R	DOZER-KOMATSU	DC65EX-15
3.	KCA977F	GRADER -NEWHOLLAND	F170B-VHB
4.	KCA 349P	GRADER - NEWHOLLAND	F170B-VHB
5.	KAW833Z	TIPPER-FAW	CA32P1K211YA80
6.	KBZ 997D	TIPPER KBZ 997D-FUSO	
7.	KCD 294G	ROLLER -BOMAG	BW211D-4
8.	KCD 728G	GRADER -NEWHOLLAND	FI70B-VHB
9.	KCA 976F	EXCAVATOR -NEW HOLLAND	E265B
10.	KBZ 950D	ROLLER	BW211D-40
11.	39CG028A	PRIME MOVER -MAN	TGS-33.400
12.	ZE-8536	LOW LOADER	RT-EA
13.	39CG047A	FIRE ENGINE TLF-20/90-10(D-89531)	TGS-33.360.26W6766
14.	KAB 086Q	FIRE ENGINE -RENAULT	
15.	GKA400M	TIPPER	DAEWOOD NOVUS
16.	KBW323V	PICKUP -TOYOTA	KUN25R-PRMDHN
17.	39CG042A	PICKUP -TOYOTWA	KUN2SR-PRMDHN-HILUXTURBO CARB
18.	GKA045M	PICK-UP-MUSSO T.CAB	290S
19.	KCD 315G	TOYOTA D/CABIN	
20.	KAW 781Z	LANDROVER FIRE ENGINE	
21.	39CGO41A	LAND CRUISER	

**Note: The Authority may acquire additional vehicles during the contract period and the same rates should apply based on the same make /model**

## SECTION VI - STANDARD FORMS

### Notes on the standard Forms

1. **Price Schedule Form** - The price schedule form must similarly be completed and submitted with the Tender.
2. **Form of Tender** - The form of Tender must be completed by the Bidder and submitted with the Tender documents. It must also be duly signed by duly authorized representatives of the Bidder.
3. **Contract Form** - The contract form shall not be completed by the Bidder at the time of submitting the Tender. The contract form shall be completed after contract award and should incorporate the accepted contract price.
4. **The performance security and bank guarantee for advance payment** – The forms should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance/entity and bank guarantee for advance payment forms in accordance with the forms indicated herein or in another form acceptable to the procuring entity and pursuant to the – conditions of contract.
5. **Confidential Business Questionnaire Form** - This form must be Completed by the Bidder and submitted with the Tender documents.
6. **Written Power of Attorney Form** - The form of written power of attorney must be completed and submitted with the Tender.
7. **Fraud and Corruption Form** - The form of Fraud and Corruption must be completed and submitted with the Tender.
8. **Declaration Form** - The form of Declaration must be completed and submitted with the Tender.
9. **Letter of Notification of Award**- This will be issued by County Government upon successful negotiation.
10. **Public Procurement Administrative Review Board Form - Form RB 1**



We undertake, if our Tender is accepted, to offer Services for Servicing and Maintenance of Plant, Machinery and Motor vehicles in accordance with the rates specified herein above.

Name .....

Name of signatory: .....

In the capacity of: .....

Authorized Signature: .....

Company Rubber Stamp/Seal.....

**6.2 FORM OF TENDER**

To.....

Date: .....

Name and address of procuring entity

Tender No.

Tender Name

Gentlemen and/or Ladies: -

1. Having examined the Tender documents including ..... the receipt of which is hereby duly acknowledged, we the undersigned, offer to provide Services for Servicing and Maintenance of Plant, Machinery and Motor Vehicles under this Tender in conformity with the said Tender document for the sum of ..... [Total Tender amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to offer Services for Maintenance and Repair of the motor vehicles in accordance with the conditions of the Tender.
3. We agree to abide by this Tender for a period of ..... [number] days from the date fixed for Tender opening of the Instructions to Tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract between us subject to the signing of the contract by both parties.
5. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this ..... day of ..... 2020

[Signature] ..... [In the capacity of].....

Duly authorized to sign Tender for and on behalf of

.....

**6.3 LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

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

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within **21 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

**6.4 CONTRACT FORM**

THIS AGREEMENT made the ..... day of .....2020 between County Government

[country of Procurement entity] (hereinafter called Employer) of the one part and [name of tenderer] of [city and Country of tenderer] (hereinafter called “the tenderer”) of the other part:

WHEREAS County Government invited tenders for the **Provision of Servicing and Maintenance of Plant, Machinery and Motor Vehicles under Framework Contracting**, has accepted a tender by the tenderer for the supply of the services in the sum of

\_\_\_\_\_ [Contract price in words in figures] (Hereinafter called “the Contract Price”).

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
  - (a) the Tender Form and the Price Schedule submitted by the tenderer;
  - (b) the Schedule of Requirements
  - (c) the Details of Service
  - (d) the General Conditions of Contract
  - (e) the Special Conditions of Contract; and
  - (f) County Government’s Notification of Award
3. In consideration of the payments to be made by County Government to the tenderer as hereinafter mentioned, the tenderer hereby covenants with County Government to provide the services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

County Government hereby covenants to pay the tenderer in consideration of the provision of the services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

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

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for Employer)

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

## 6.5 TENDER SECURITY FORM

Whereas [*name of Bidder*] (hereinafter called <the tenderer> has submitted its bid dated [*date of submission of bid*] for the provision of insurance services (hereinafter called <the tender>

KNOW ALL PEOPLE by these presents that WE [*name of bank*] of [*name of country*], having our registered office at County Government (hereinafter called <Employer> in the sum of [*state the amount*] 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 County Government on the Form; or
2. If the tender, having been notified of the acceptance of its tender by County Government 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 tenders.

We undertake to pay to County Government up to the above amount upon receipt of its first written document to County Government will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the conditions, specifying the occurred condition(s)

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

[Authorized Signatories and official stamp of the Bank]

*(Amend accordingly if provided by Insurance Company)*

**6.6 PERFORMANCE SECURITY FORM**

To: .....  
*[Name of procuring entity]*

WHEREAS ..... *[name of tenderer]*  
(Hereinafter called “the tenderer”) has undertaken, in pursuance of Contract No. \_\_\_\_\_  
*[reference number of the contract]* dated \_\_\_\_\_ 20 \_\_\_\_\_ to supply  
.....  
*[description of insurance services]* (Hereinafter called “the Contract”)

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for 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)*

## 6.7 CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part 1                      General:

Business Name .....

Location of business premises .....

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

Postal Address ..... Tel. No. ....Fax .....

Email .....

Nature of business ..... Registration

Certificate No. .... Maximum value of

business which you can handle at any one time in Kshs. .... Name of your

bankers ..... Branch .....

Your name in full ..... Age .....

Nationality ..... Country of origin .....

Citizenship details.....

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 Bidder .....

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



**6.8 FORM OF WRITTEN POWER OF ATTORNEY**

The Bidder shall state here below the name(s) and address of his representative(s) who is/are authorized to receive correspondence and act on his behalf in connection with the Bid.

.....  
(Name of Bidder's Representative in block letters)

.....  
(Address of Bidder's Representative)

.....  
(Signature of Bidder's Representative)

Alternate:

.....  
(Name of Bidder's Representative in block letters)

.....  
(Address of Bidder's Representative)

.....  
(Signature of Bidder's Representative)

**NOTE: TO BE FILLED BY ALL BIDDERS.**

## 6.9 FRAUD & CORRUPTION FORM

- 1 If the Employer determines that the Contractor has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the Employer may, after giving 14 days' notice to the Contractor, terminate the Contractor's employment under the Contract.
- 2 Should any employee of the Contractor be determined to have engaged in corrupt, fraudulent, collusive, coercive, or obstructive practice during the execution of the Works, then that employee shall be removed.
- 3 For the purposes of this Sub-Clause:
  - (i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - (ii) "fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
  - (iii) "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - (iv) "Coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
- 4 The Contractor declares that:
  - a) They did not engage in any action to influence the Project implementation process to the detriment of the Employer, in particular no collusive practice took place nor will take place, and

The bidding proceedings, contract award, and execution have not and will not be subject to any corrupt practice as defined in the United Nations Convention to combat corruption dated 31 October 2003.

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

Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_

duly authorized to sign Tenders for and on behalf of  
\_\_\_\_\_ [Name of Tenderer] of

\_\_\_\_\_ [Address of Tenderer]

\_\_\_\_\_ [Seal or Stamp of Tenderer]

**6.10 DECLARATION FORM**

Date \_\_\_\_\_

To \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The tenderer i.e. (Name and address) \_\_\_\_\_  
\_\_\_\_\_ declare the following:

- a) Has not been debarred from participating in public procurement.
  
- b) Has not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement.

\_\_\_\_\_                                  \_\_\_\_\_                                  \_\_\_\_\_  
Title    Signature    Date

(To be signed by authorized representative and officially stamped)

**6.11 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 County Government of

.....dated the...day of .....20.....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 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

DATE: JAN,2020

S/ No	Machine Type	Make	Chassis No.	Faulty Items/ service	ITEM QTY	UNIT COST	TOTAL COST
1	Roller	Power Plus	CCN302D118 1010140	STEERING WHEEL	1		
				DASHBOARD ASSEMBLY	1		
				INDICATOR SWITCH	1		
				ALTERNATOR ASSEMBLY	1		
				CABIN MOUNTINGS	4		
				OPERATOR SEAT ASSY	1		
				CHOKE CABLE	1		
				FAN BELT	1		
				INJECTOR PUMP SERVICE/REPAIR	1		
				OIL FILTER	1		
				FUEL FILTER	2		
				FUEL/WATER SEPARATOR	1		
				TYRES	2		
				WHEEL STUDS	24		
				GENERAL WIRING			
				INDICATORS SET	1		
				COMBINATION SWITCH	1		
GENERAL CABIN REPAIR							
2	DOZER	KOMATSU		TRACK SHOE	78		
				HYDRAULIC PUMP ASSY	1		
				BOLTS AND NUTS FOR TRUCK	312		
				SPOOL VALVE ASSY	1		
				RIPPER SHANK	1		
				PIN FOR RIPPER SHANK	3		
				PIN FOR RIPPER RAM	10		
				DOZER CENTRE PIN	1		
				ELECTRIC INJECTOR NOZZLE	6		
				RIGHT HAND SIDE DOOR GLASS	1		
				MUFFLER ASSY	1 SET		
				DOZER LIFTING CYLINDER SEAL	2		
				DOZER CUTTING EDGE	1		
				DOZER SIDE CUTTER	2		
				HEAD LAMP	2		
				COMPUTER SYSTEM FAULTY-REPAIR AND TEST			
				RIPPER TIPS	3		
PIN GATES	3						
RETAINER	3						
3	GRADER	NEWHOLLAND		HYDRAULIC PUMP ASSY	1		
				CHARGER PUMP ASSY	1		
				FUEL PIPE SET	1		
				ELECTRIC NOZZLE	6		
				BATTERIES	2		
				FUEL FILTER	2		
				TRANSMISSION FILTER	1		
				HYDRAULIC MAIN FILTER	1		
AIR CLEANER INNER AND OUTER	1						

				WINDSCREEN FRONT AND UPPER SIDE	1		
				FOOT BRAKE VALVE ASSY	1		
				RIGHT HAND SIDE LIFTING CYLINDER SEAL	2		
				CENTRE SHIFT CYLINDER ASSY	1		
				WORM GEAR	1		
				SHAFT	1		
				LAMP COMPLETE SET	6		
				BRAKE LIGHTS	2		
				INDICATOR LIGHTS	2		
				WATER RESERVOIR TANK	1		
				WEAR STRIP GUIDES	2		
				SPACERS	6		
				SHIMS	15		
				CUTTING EDGE 15 HOLE	1		
				CUTTING EDGE 13 HOLE	1		
				END PITS 6 HOLE	2		
				BOLTS AND NUTS	40		
4	GRADER	NEWHOL LAND		O- RING KIT COMPLETE	1 SET		
				WORM GEAR	1		
				SHAFT	1		
				STEERING LEEN WHEEL BUSHES	2		
				KING PIN BUSHES LOWER&UPPER	4		
				CUTTING EDGE 13&15 HOLES	2		
				END BITS 6 HOLES	2		
				BOLTS AND NUTS	40		
				GUIDES	9		
				SPACERS	6		
				SHIMS	6		
				WEAR STRIP LOWER	2		
				LIFTING CYLINDER BALL JOINT	1		
				FRONT WINDSCREEN UPPER	1		
				FRONT WINDSCREEN LOWER	1		
				TILTING CYLINDER BUSHES AND PINS	4		
				TYERS SIZE 14.00-24 12 PLY	6		
				RIPPER SHOE PIN	3		
				BONNET SHOCK ABSORBER	1		
				REAR LAMP	1		
				BATTERIES P/N 84478381 12V	2		
				HAND BRAKE PADS	SET		
				AIR CLEANER	SET		
				FUEL FILTER	2		
				HYDRAULIC FILTER MAIN	1		
				TRANSMISSION FILTER	1		
	OIL FILTER	1					
	FAN BEARING	SET					
	HEAD LAMP	4					
5	TIPPER	FAW	8AD01904	CLUTCH PLATE	1		
				PRESSURE PLATE	1		
				RELEASE BEARING	1		

			RADIATOR EXPANSION TANK	1		
			BATTERIES N150A	2		
			ATF CONTAINER	1		
			TALKSHAFT SEAL	1		
			TAIL LAMP AND WIRING	2		
			CHEVRON&ROUND REFLECTOR	SET		
			DRIVER BACKSEAT GLASS	1		
			BOLTS AND NUTS FOR GROSS MEMBER	10		
			CHASSIS RUBBER BUFF	6		
			SPRING RIDER BASE	4		
			CHASSIS SPACERS	4		
			UNIVERSAL JOINT	2		
			CHASSIS BOLT AND NUT	12		
			REAR BRAKE BOOSTER	1		
			HANDBRAKE VALVE	1		
			STEERING TIE ROD ENDS	2		
			CABIN SHOCK	2		
			DIFF GENERAL SERVICE			
			MADIDI VALVE	1		
			GEAR SELECTOR RIGHT HAND SIDE	1		
			DRIVER RIGHT BACK SEAT GLASS	1		
			DRIVER AND PASSENGER SEAT	2		
			TYRES SIZE 315/80R22.5	11		
			FRONT INDICATORS LIGHT	2		
			SUN FIZER	1		
			FRONT ROUND REFLECTOR	2		
			GEAR SELECTOR BUSH	1		
6	TIPPER	FUSO	CLUTCH PLATE	1		
			PRESSURE PLATE	1		
			REFACING FLYWHEEL	1		
			STANDS BOTH LEFT AND RIGHT	2		
			IGNITION KEY	1		
			MUDGUARD LH AND RH	2		
			BATTERY COVER	1		
			DOOR LOCKS LEFT AND RIGHT	2		
			STABILIZER ASSY FRONT	SET		
			TYRES SIZE 12R20	11		
			REAR STABILIZER ARM CONNECTOR	2		
			REAR STABILIZER LOWER BUSH	2		
			TAIL LAMP	2		
			REVERSE LAMP	1		
			SIDE INDICATORS AND BULBS	4		
			MUDFLAP	4		
7	ROLLER	BOMAG	TAIL LAMP	1		
			AIR CLEANER	SET		
			MAJOR SERVICE-HYD			
			TYRES SIZE 23.1-26R3	2		
			INDICATOR/HEADLAMP	2		
			WIPPER BLADE	SET		

				WIPPER WATER FAILED			
				AIR CONDITIONER FAILED			
				RIGHTHAND SIDE WINDOW GLASS	1		
8	GRADER	NEWHOL LAND	HBZN0170HE AF04669	PIRELL TYRES SIZE 17.5-25 16 PLY	6		
				LIFTING CYLINDER BALL JOINTS	3		
				WEARING GUIDES	6		
				SPACERS	6		
				SHIMS	15		
				LOWER WEAR STRIPS	SET		
				CUTTING EDGES HOLES 13 AND 15	2 SET		
				BOLTS AND NUTS	40		
				END PITS	4		
				VAN BELTS	1		
				AIR CONDITIONS BELT	1		
				RADIATOR RESERVOIR TANK	1		
				BOTTOM RADIATOR HOSE PIPE	1		
				WORM GEAR	1		
				GEAR SHAFT	1		
				HEAD LAMPS	2		
				LEFT HAND SIDE DOOR GLASS	1		
				INDICATOR BULBS	8		
				GENERAL SERVICE			
				UNIVERSAL JOINT	2		
RIPPER SHANKS	3						
RIPPER TIPS	2						
PINS GATE	3						
RETAINER	3						
9	EXCAVATOR	NEWHOL LAND		BOOM CYLINDER ASSY	1		
				BUCKET TIPS	5		
				PIN	5		
				RETAINER	5		
				COTTER PIN	1		
				STEEL HYDRAULIC PIPE ADAPTOR	1		
				LAMP FOR BOOM	1		
				SIDE MIRROR	1		
				RIGHT HAND SIDE PANEL BEATING			
				MAJOR SERVICE			
				CHAIN GUIDE	2		
10	ROLLER			HEAD LAMP ASSY	2		
				SIDE MIRRORS	2		
				LEFT HAND SIDE DOOR GLASS	1		
				BONNET LOCK/KEYS	SET		
				TAIL INDICATOR LAMPS	SET		
				GENERAL SERVICE			
				WHIPPER BLADES	1		
OIL FILTER	2						



				FUEL FILTER	2		
				HYDRAULIC FILTER ELEMENT	1		
				OPERATOR SEAT GENERAL REPAIR			
				CABIN MOUNTINGS	4		
				AIR FILTER ELEMENTS	2		
				HYDRAULIC PIPE PLASTIC CLAMP	4		
				TYRES SIZE 23.1-26 R3-12PLY NOT COMPLETELY WORN OUT	2		
				ALLEN KEY BOLTS NO.6	6		
11	PRIME MOVER	MAN		SHOCK ABSORBER	2		
				AIR CLEANER	1		
				OIL FILTER PAPER TYPE	1		
				FUEL FILTER PAPER TYPE	1		
				INDICATORS	2 SET		
12	LOWLOADER	RT EA		FUNE WHEEL CAP	2		
				INDICATORS	2		
				DIGITAL TAIL LAMP	2		
				CHEVRON AND ROUND REFLECTOR	2		
13	FIRE ENGINE	TLF 20/90-10(D-89531)		FIRE PUMP-ZIEGLER AZ-LOCK			
				PANEL BEATING REAR SIDE			
				AZ-1382 LADDER ASSY	3		
				FIRE ENGINE PUMP SERVICE			
				GENERATOR RAIL LOCK			
				FLAP SHOCK ABSORBER	8		
				SIDE INDICATORS	3		
				HEADLAMP INDICATOR BULBSSCALING LADDER LOWER SECTIONS	3		
				FRONT SHOCK ABSORBER	1		
				STEERING WHEEL MONITOR	2		
				MONITOR PIPE REPAIR	1		
				TOP COVER CIRCLIP	1		
				ALARM SIREN	1		
				HORSE REEL PIPE/JOINING	1		
				INHALT WATER CONTENT GAUGE	1		
				SECURE HORSE REEEL STAND	1		
				AIR CLEANER PIPE SUSPENDING			
				GEAR BOX OIL SAE 10			
				FRONT MUDGUARD LEFT HAND SIDE	1 PC		
				LEFT HAND SIDE INDICATOR	1		
				LEFT HAND SIDE MIRROR COVER	1		
				GENERAL SERVICE			
14	FIRE ENGINE	RENAULT TURBO SIDES		OIL FILTER			
				FUEL FILTER			
				DIFF OIL			
				SPEEDOMETRE			
				SIDE INDICATOR	2		
				REPAIR OF SLIDINNG DOORS	6		
				WATER PUMP ASSY	1		

				AIR CLEANER			
				ENGINE OVERHAUL			
				GENERAL BODY WORKS			
				CABIN PUMP			
				TYRES SIZE 10.00-20	10		
				FRONT WINDSCREEN	1		
				SIDE GLASS	2		
				THROATTLE PADDLE	1		
				FOOTBREAK VALVE	1		
				DRIVER AND PASSENGER SEAT	2		
				FUSE BOX COVER	1		
				IGNITION SWITCH AND KEYS	1		
				TOOL BOX REPAIR	1		
				TAIL LAMP	2		
				CHEVRON	2		
				ROUND REFLECTOR	4		
				BATTERIES N150A	2		
				INDICATORS	4		
				WIRING			
				STANDS	2		
15	TIPPER	TIPPER DAEWO OD NOVUS					
				STABILIZER LINKS	2		
				ARM BUSHES	SET		
				TIE ROD ENDS	2		
				UNIVERSAL JOINT	SET		
				TOP COVER SEAL			
				BRAKE PADS	SET		
				REAR BRAKE LININGS	2		
				FRONT SHOCK ABSORBER	2		
				REAR SHOCK ABSORBER	2		
				FRONT BUMBERS	1		
				OIL FILTER	1		
				FUEL FILTER	1		
				FLOW MUD	4		
				SITCOVERS	3		
				CHEVRON	2		
				ROUND REFLECTORS	4		
				TAIL BRAKE LIGHTS	1		
				REAR GRILL	1		
				BODY WORKS AND SPRAY			
				AIR CONDITIONER BREATHER	1		
				COMPLETE FRONT SHAFT BOOTS	4		
				CLUTCH ADJUSTMENTS			
				AIR CONDITONE CLEANER			
				SIDE MIRROR LHS	1		
16	PICK-UP		AHTFR22G10 60730				
				SUSPENSION BUSHES	SET		
				LOWER AND UPPER BALL JOINT	SET		
				FRONT SHOCK ABSORBER	2		
				REAR SHOCK ABSORBER	2		
				ROUND REFLECTOR	4		
				CHEVRON	2		
17	PICK-UP		AHTFR229806 106				
				SUSPENSION BUSHES	SET		
				LOWER AND UPPER BALL JOINT	SET		
				FRONT SHOCK ABSORBER	2		
				REAR SHOCK ABSORBER	2		
				ROUND REFLECTOR	4		
				CHEVRON	2		
18	PICK-UP	MUSSO T.CAB					
				AIR CONDITIONER BREATHER	1		
				COMPLETE FRONT SHAFT BOOTS	4		
				CLUTCH ADJUSTMENTS			
				AIR CONDITONE CLEANER			
				SIDE MIRROR LHS	1		
				SUSPENSION BUSHES	SET		
				LOWER AND UPPER BALL JOINT	SET		
				FRONT SHOCK ABSORBER	2		
				REAR SHOCK ABSORBER	2		
				ROUND REFLECTOR	4		
				CHEVRON	2		

			RIVATES	100		
			CLUTCH PLATE	1		
			PRESSURE PLATE	1		
			INJECTOR NOZZLES	4		
			TURBO CHARGER	1		
			FLYWHEEL REFACING	1		
19	FIRE ENGINE	land rover				
			OIL FILTER			
			FUEL FILTER			
			DIFF OIL			
			SPEEDOMETRE			
			SIDE INDICATOR	2		
			REPAIR OF SLIDINNG DOORS	6		
			WATER PUMP ASSY	1		
			AIR CLEANER			
			SUSPENSION BUSHES	SET		
			LOWER AND UPPER BALL JOINT	SET		
			FRONT SHOCK ABSORBER	2		
			REAR SHOCK ABSORBER	2		
			ROUND REFLECTOR	4		
			CHEVRON	2		
			RIVATES	100		
			CLUTCH PLATE	1		
			PRESSURE PLATE	1		
			INJECTOR NOZZLES	4		
			TURBO CHARGER	1		
FLYWHEEL REFACING	1					

20	Ambulance	Land cruiser	STABILIZER LINKS	2		
			ARM BUSHES	SET		
			TIE ROD ENDS	2		
			UNIVERSAL JOINT	SET		
			TOP COVER SEAL			
			BRAKE PADS	SET		
			REAR BRAKE LININGS	2		
			FRONT SHOCK ABSORBER	2		
			REAR SHOCK ABSORBER	2		
			FRONT BUMBERS	1		
			OIL FILTER	1		
			FUEL FILTER	1		
			FLOW MUD	4		
			SITCOVERS	3		
			CHEVRON	2		
			ROUND REFLECTORS	4		
			TAIL BRAKE LIGHTS	1		
			REAR GRILL	1		
			BODY WORKS AND SPRAY			