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TENDER NO. KNL/HQ/T010/2014-2015

INTERNATIONAL TENDER FOR SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION AND
COMMISSIONING OF A MASS DIGITISATION BOOK/DOCUMENT SCANNER

FOR

KENYA NATIONAL LIBRARY SERVICE
P.O.BOX 30573-00100
NAIROBI

JANUARY 2015

JANUARY 14th, 2015

Invitation to Tender

Kenya National Library Services invites sealed documents from eligible candidates for **SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION AND COMMISSIONING OF A MASS DIGITISATION BOOK/DOCUMENT SCANNER**

The document can be viewed and downloaded from the knls website www.knls.ac.ke at no fee. Bidders must forward their particulars immediately for records and communication of any further tender clarifications or addenda. Enquiries can be made via email address: hodsupplychain@knls.ac.ke

Bidders are advised to regularly visit the knls website to obtain any additional information/addendum on the tender.

Interested eligible Bidders may obtain further information from *Kenya National Library Service Board* and inspect the bidding documents at the address given below from *9.00 a.m. - 1.00 p.m. and 2.00 p.m.- 4.00 p.m.* every day excluding weekends and public holidays. The document is available online on: www.knls.ac.ke

A complete set of bidding documents in *English* may be obtained from the Kenya National Library Service Board Supply Chain Office at 3rd Floor Mumias Road/Oldonyo Sabuk Road Junction, Buruburu, between 9.00 a.m. – 1.00 p.m. and 2.00 p.m. – 4.00 p.m. Upon payment of a nonrefundable fee of Kenya Shillings (**KES 1000/=** or an equivalent amount in a freely convertible currency. The method of payment will be in cash or banker's cheque payable to the, Kenya National Library Services. The document may be downloaded free of charge from knls website.

Bids must be delivered to the address below at or before **Tuesday 3rd February 2015**. Bids need to be secured by a **bid security**. The amount of Bid Security required is **Kenya Shillings 2 Million**. Late bids will be rejected. Bids will be opened in the presence of Bidders' representatives who choose to attend at the address below at **11.00 a.m. East African Time on Tuesday 3rd February 2015** at the *knls offices, conference room, Directors Wing*, Mumias Road/Oldonyo Sabuk Road Junction, Buruburu, Nairobi.

The attention of prospective Bidders is drawn to (i) the fact that they will be required to certify in their bids that all software is either covered by a valid license or was produced by the Bidder and (ii) that violations are considered fraud, which can result in ineligibility to be awarded the contract.

All Tenders in one original plus two copies and 1 CD ROM/Flash disk in PDF format, properly filled in and enclosed in plain envelopes must be delivered to the address below and marked as follows:

Bids should be submitted in a plain sealed envelope clearly marked:

**The Director
Kenya National Library Service**

Mumias Road/Oldonyo Sabuk Road Junction
P.O. Box 30573- 00100
Nairobi, Kenya
TEL NO.254-20-2725550/1
FAX NO. 254-20-2721749.; NAIROBI, KENYA.
Email: knls.ac.ke

TENDER NO. KNL/HQ/T010/2014-2015 - SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION AND COMMISSIONING OF A MASS DIGITISATION BOOK/DOCUMENT SCANNER FOR KENYA NATIONAL LIBRARY SERVICE BOARD and placed in the Tender Box situated at knls entrance, 3rd floor Mumias Road/Oldonyo Sabuk Road Junction or mailed so as to reach the above address on or before **Tuesday 3rd February 2015**, at 11.00am East African Time.

Bulky Tender Documents shall be submitted at the office of the Head of Supply Chain Management located on 3rd floor library section at Kenya National Library Service Head office-Buru Buru, Nairobi before 11.00 am East Africa time on **Tuesday 3rd February 2015**.

Late or incomplete tenders shall not be accepted.

Canvassing or lobbying for the tender shall lead to automatic disqualification.

General information

1. Eligible Tenderers

1.1 This Invitation for **SUPPLY, DELIVERY, INSTALLATION, and CONFIGURATION AND COMMISSIONING OF A MASS DIGITISATION BOOK/DOCUMENT SCANNER FOR KENYA NATIONAL LIBRARY SERVICE BOARD** is open to all tenderers eligible as described in the tender documents. Successful tenderers shall complete the supply of goods by the intended completion date specified in the tender documents.

1.2 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 Kenya National library 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.

1.3 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

2. Cost of Tendering

2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and Kenya National library, in no case is responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

The Tender Document

3. Contents

3.1 The tender document comprises the documents listed below and addenda issued accordance with clause 6 of these instructions to tenders.

- (i) Invitation for Tender- pre-qualification
- (ii) General information
- (iii) General Conditions of Contract
- (iv) Special Conditions of Contract
- (v) Technical Specifications
- (vi) Schedule of Requirements
- (vii) Methodology and Criteria of evaluation
- (viii) Tender Form
- (ix) Tender Security Form
- x) Contract Form
- xi) Performance Security Form

3.2 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the Tender documents. Failure to furnish all information required by the documents or to submit a document 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.

4. Clarification of Documents

3.1 A prospective tenderer requiring any clarification of the tender document may notify Kenya National library in writing or by cable (hereinafter, the term *cable* is deemed to include telex and facsimile) at the entity's address indicated in the Invitation for tenders. Kenya National library will respond in writing to any request for clarification of the tender documents, which it receives no later than fourteen (14) days prior to the deadline for the submission of tenders, prescribed by Kenya National library. Written copies of Kenya National library's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderer that have received the tender document.

5. Amendment of Documents

5.1 At any time prior to the deadline for submission of tenders, Kenya National library, 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.

5.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by cable, and will be binding on them.

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

Preparation of Tenders

6. Language of Tender

6.1 The tender documents prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and Kenya National library, shall be written in English language

7. Documents Comprising the Tender

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

a) A Tender Form.

b) Documentary evidence established that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted

15. Preliminary Examination

15.1 Kenya National library 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.

15.2 Kenya National library may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.

15.3 Prior to the detailed evaluation, pursuant to paragraph 20, Kenya National library 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. Kenya National library's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

15.4 If a tender is not substantially responsive, it will be rejected by Kenya National library and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

16. Evaluation and Comparison of Tenders

16.1 Kenya National library will evaluate and compare the tenders, which have been determined to be substantially responsive, pursuant to paragraph 15.

17. Contacting Kenya National library

17.1 No tenderer shall contact Kenya National library on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

17.2 Any effort by a tenderer to influence Kenya National library in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the Tenderer's tender.

Award of Contract

18. Post-qualification

18.1 Kenya National library will determine to its satisfaction whether the tenderer that is selected as having met the requirements is qualified

18.2 The determination will take into account the tenderer financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tender qualifications submitted by the tenderer, as well as such other information as Kenya National library deems necessary and appropriate.

18.3 An affirmative determination will be a prerequisite for qualification to the tenderer. A negative determination will result in rejection of the Tenderer's tender.

19. Kenya National library's Right to Vary quantities

19.1 Kenya National library 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.

20. Kenya National library's Right to accept or Reject any or All Tenders

20.1 Kenya National library 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 Kenya National library's action.

21. Notification of Pre-qualification

21.1 Prior to the expiration of the period of tender validity, Kenya National library will notify the successful tenderer in writing that they have been successful

22. Corrupt Fraudulent Practices

22.1 Kenya National library requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. In pursuance of this policy, Kenya National library: -

(a) Defines, for the purposes of this provision, the terms set forth below as follows:

(i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and

(ii) "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of Kenya National library, 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 Kenya National library of the benefits of free and open competition;

(b) 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;

(b) Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded any contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract.

22.2 Furthermore, tenderers shall be aware of the provision stated in the General Conditions of Contract
Section E. Special Conditions of Contract

Special conditions of Contract shall supplement the General Conditions of Contract.

Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

10. Termination for Default

10.1 Kenya National library may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part:

(a) If the tenderer fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by Kenya National library.

(b) If the tenderer fails to perform any other obligation(s) under the Contract.

(c) If the tenderer, in the judgment of Kenya National library has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

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

11. Resolution of Disputes

11.1 Kenya National library and the tenderer shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

11.2 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 adjudication in an agreed national or international forum, and/or international Arbitration.

12. Language and Law

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

13. Force Majeure

13.1 The tenderer 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.

5. Patent Rights

5.1 The tenderer shall indemnify Kenya National library against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Procuring entity's country

6. Inspection and Tests

6.1 Kenya National library or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications. Kenya National library shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.

6.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to Kenya National library.

6.3 Should any inspected or tested Goods fail to conform to the Specifications, Kenya National library may reject the Goods, and the tenderer shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to Kenya National library.

6.4 Kenya National library 's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival shall in no way be limited or waived by reason of the Goods having previously been

inspected, tested, and passed by Kenya National library or its representative prior to the Goods' delivery.

6.5 Nothing in paragraph 8 shall in any way release the tenderer from any warranty or other obligations under this Contract.

7. Payment

7.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in Special Conditions of Contract.

7.2 Payments shall be made promptly by Kenya National library as specified in the contract.

8. Assignment

8.1 The tenderer shall not assign, in whole or in part, its obligations to perform under this Contract, except with Kenya National library's prior written consent.

9. Subcontracts

9.1 The tenderer shall notify Kenya National library in writing of all subcontracts awarded under this Contract if not already specified in the tender. Such notification, in the original tender or later, shall not relieve the tenderer from any liability or obligation under the Contract.

General Conditions of Contract

I. Definitions

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

(a) "The Contract" means the agreement entered into between Kenya National library and the tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

(b) "The Contract Price" means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.

(c) "The Goods" means all of the equipment, machinery, and/or other materials, which the tenderer is required to supply to Kenya National library under the Contract.

(d) "Kenya National library" means the organization purchasing the Goods under this Contract.

(e) "The tenderer" means the individual or firm supplying the Goods under this Contract.

2. Application

2.1 These General Conditions shall apply in all Contracts made by Kenya National library for the procurement of goods.

3. Standards

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

4. Use of Contract Documents and Information

4.1 The Candidate shall not, without Kenya National library'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 Kenya National library in connection therewith, to any person other than a person employed by the tenderer in the performance of the Contract.

4.2 The tenderer shall not, without Kenya National library's prior written consent, make use of any document or information enumerated in paragraph 5.1 above.

4.3 Any document, other than the Contract itself, enumerated in paragraph 5.1 shall remain the property of Kenya National library and shall be returned (all copies) to Kenya National library on completion of the Tenderer's performance under the Contract if so required by Kenya National library.

4.4 The Supplier warrants that the System, including all Information Technologies, Materials, and other Goods supplied and Services provided, shall be free from defects in the design, engineering, Materials, and workmanship that prevent the System and/or any of its components from fulfilling the Technical Requirements or that limit in a material fashion the performance, reliability, or extensibility of the System and/or Subsystems. Exceptions and/or limitations, if any, to this warranty with respect to Software (or categories of Software), Commercial warranty provisions of products supplied under the Contract shall apply to the extent that they do not conflict with the provisions of this Contract.

4.5 The Supplier also warrants that the Information Technologies, Materials, and other Goods supplied under the Contract are new, unused, and incorporate all recent improvements in design that materially affect the System's or Subsystem's ability to fulfill the Technical Requirements.

OPENING AND EVALUATION OF BIDS

5.1 Opening of Bids

5.1.1 The Bidders' particulars will be read out in the presence of Bidders' representatives who choose to attend, on the ***Tuesday 3rd February 2015*** The Bidders' representatives who are present shall

sign a register as evidence for their attendance. The technical proposal shall be sealed separately from the financial proposal – clearly marked **DO NOT OPEN WITH TECHNICAL PROPOSAL**.

5.1.2 No Bid shall be rejected at Bid opening, except for late Bids, which shall be returned unopened to the Bidders.

5.1.3 The minutes for the Tender opening will be prepared.

Evaluation of Bids

- (a) The evaluation of the proposals will be carried out on the basis of their responsiveness to the above terms of reference.
- (b) The bids shall be evaluated on a weighted score basis whereby the Technical Bids will attract 80% of the marks and the Financial Bids will attract 20% of the marks.

KENYA NATIONAL LIBRARY SERVICES's evaluation of bids will take into account, the following factors:-

- Completeness of pre-qualification bid and mandatory requirements.
- Technical capability of the bidder to handle an assignment of this type.
- Methodology and work plan expected to be employed by the bidder to undertake the assignment.
- Conforming to all the terms and conditions of the procuring entity.
- Any other factor as may be deemed appropriate by the procuring entity.

EVALUATION CRITERIA

STAGE ONE

Preliminary evaluation of open Tenders

The evaluation committee shall first conduct a preliminary evaluation to determine whether –

- (a) The Tender has been submitted in the required format;
- (b) Any Tender security submitted is in the required form, amount and validity period;
- (c) The Tender has been signed by the person lawfully authorised to do so;
- (d) The required number of copies of the Tender have been submitted;

- (e) The Tender is valid for the period required; and
- (f) All required documents and information have been submitted.

Statutory / Mandatory requirements

1. Certificate of Company/Firm registration in the country of origin
2. Submission of audited balance sheets or, if not required by law of the Applicant's country, other financial statements acceptable **INTERNATIONALLY** , for the last two years to demonstrate an annual revenue of at least Kenya Shillings 10 million or an equivalent amount in a freely convertible currency
3. Manufacturers Authorization/Letter of authorization from the manufacturer
4. Duly signed and stamped warranty letter for 5 years for hardware

1.0	<u>TECHNICAL EVALUATION CRITERIA</u> <u>Criteria, sub-criteria, and point system for the evaluation of Technical Proposals are:</u>		
No:	SPECIFICATIONS.		Total Points.
1.	References and Brief Profile of the Lead Firm : Specific experiences of the Tenderer in similar Projects: At least five (5) local References and five (5) international References in similar Projects, with contact persons and telephone/email contacts. Bidding firm must indicate prior technical knowledge of the scanners.		30
2	Conformity to the Technical Specifications AND understanding the purpose and objectives of the assignment		50
3.	Manufacturers Authorization Forms.		10
4.	Qualifications and competence of the key staff for the assignment		10
5	TOTAL TECHNICAL SCORE		100

Tender Form

Date: _____

Tender No: _____

To:

.....

[Name and address of procuring entity]

Gentlemen and/or Ladies:

Ladies and Gentlemen,

1. Having read, examined and understood the Tender Document including all Addenda, the receipt of which is hereby duly acknowledged, we, the undersigned Tenderer, offer to supply, deliver, install and commission *(the latter two where applicable)* *(insert goods description)* in accordance and conformity with the said tender document and in particular the Schedule of Prices that are made part of this Tender.
2. We undertake, if our Tender is accepted, to deliver, install and commission the goods in accordance with the delivery schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the performance security of a licensed commercial Bank in Kenya in a sum equivalent to ten percent (10%) of the contract price for the due performance of the contract, in the form(s) prescribed by The Kenya National Library Services
4. We agree to abide by this Tender for a **period of 90 days** from the date fixed for tender opening as per the Tender Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. This Tender, together with your written acceptance thereof and your notification of award, shall not constitute a contract, between us. The contract shall be formed between us when both parties duly sign the written contract.
6. We understand that you are not bound to accept any Tender you may receive.

Yours sincerely,

Dated this _____ day _____ of 20 _____

[Signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of _

DECLARATION FORM

Date _____

To:
(KENYA NATIONAL LIBRARY SERVICES),

Ladies and Gentlemen,

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

- a) That I/ We have not been debarred from participating in public procurement by anybody, institution or person.
- b) That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement anywhere.
- c) That I/We or any director of the firm or company is not a person within the meaning of paragraph 3.2 of ITT (Eligible Tenderers) of the Instruction to Bidders.

Yours sincerely,

Name of Tenderer

Signature of duly authorized person signing the Tender

Name and Capacity of duly authorized person signing the Tender

Stamp or Seal of Tenderer

Contract Form

THIS AGREEMENT made the _____ day _____ of 20__ between *[name of Procurement entity]* of *[Country of Procurement entity]* (Hereinafter called "the Procuring entity") of the one part and..... *[Name of tenderer]* of..... *[City and country of tenderer]* (Hereinafter called "the tenderer") of the other part:

WHEREAS the Procuring entity invited tenders for certain goods....., *[brief description of goods]* and has accepted a tender by the tenderer for the supply of those goods in the sum Of..... *[Contract price in words and figures]* (Hereinafter called "the Contract Price")

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

3. 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 Schedule of Requirements;
 - (b) The Technical Specifications;
 - € The General Conditions of Contract;
 - (d) The Special Conditions of Contract; and
 - € The Procuring entity's Notification of Award.
3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Procuring entity to provide the goods and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provision of the goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

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

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

In the presence of _____

TECHNICAL SPECIFICATIONS

KENYA NATIONAL LIBRARY SERVICES intends to use its existing hardware infrastructure to run the document management system. This includes but not limited to:

1. Oracle database.
2. Hardware servers.
3. Storage infrastructure.
4. Existing network speeds.

Therefore the bidder should make an effort to contact the IT department on email:hodict@knls.ac.ke so as to familiarize with the current technology infrastructure.

1. This form **must** be used to respond to instructions to bidders. The Bidder's response is required to determine whether the system being quoted can meet the indicated requirement.
2. Column – **Bidder's Response on System Compliance (Y/N)** - which is to be used by the bidder to indicate whether or not that requirement, shall be met. Note that bidders **must respond** by filling the "Compliance (Y/N)" column against each requirement. A "Y" indicates that the bidder shall meet the requirement, while an "N" indicates that the bidder shall not meet the requirement
3. Column - **Bidder's Explanation** - briefly describes the requirement
4. Column - **Reference in the proposal** - which is to be used by the bidder to provide a reference (e.g. page number and section) to any attachment or evidence in the bidder's proposal, and may also be used by the bidder to clarify the response to that requirement, OR may be used by the bidder to provide a reference (e.g. page number and section) to the bidder's proposal for a change in business practices if the requirement is not met, OR may be used by the bidder to state their exception to that requirement, or a reference (e.g. page number and section) to a detailed description of that exception in the bidder's proposal.
5. Previous works are mandatory – to enable inspection

Technical Responsiveness Checklist				
COMPLIANCE MATRIX FOR MINIMUM SPECIFIC REQUIREMENTS FOR KNLS E BOOK SCANNER SPECIFICATIONS.				
Company	Kenya National Library Services			
Item	SPECIFICATION DESCRIPTION	BIDDER'S RESPONSE ON SYSTEM COMPLIANCE (Y/N)	BIDDERS EXPLANATION	REFERENCE CLASS IN THE PROPOSAL/BROCHURE
Book Scanner: Features	<p>Easy installation plug and play</p> <p>Print on any network printer</p> <p>Easy to use- single button scanning, built-in display, automatic laser-assisted profile detection and automatic format recognition. Also comes with a v-shaped cradle for better viewing angles of the document while scanning. Easy setup- The scanner can connect over your network using standard IP (Internet Protocol) addresses and can be operated by a standard browser without drivers or add-on cards.</p> <p>User statistics monitoring- It can let you manage and monitor the usage, statistics and settings of each scanner you own. The reports are automatically uploaded and available online from your web browser.</p> <p>Laser-assisted auto-focus and profile detection</p> <p>Remote maintenance and analysis</p>			

	<p>No warm up time- The book scanner is ready to scan anytime you are. Other scanners can require several minutes to warm up before use.</p> <p>Remote scanner management- You're in full control from any browser. Change and all scanner settings remotely or using a built-in touch screen.</p> <p>Room to grow- Firmware upgrades are available online and are directly downloadable to the scanner using a standard browser.</p> <p>The bulb/camera/CCD of the scanner is the only consumable. It can operate between 50000 hrs before it needs replacement. It therefore advisable to purchase a spare(MUST ATTACH PROOF and clearly show)</p> <p>SPEED: over to 2,500 pages/hour* (automatic mode)</p> <p>up to 1,000 pages/hour* (semi-automatic mode)</p> <p>PAGE TURNING: FULLY ROBOTIC , automatic with process monitoring (incl. double sheet control) or semi-automatic and manual</p> <p>LIGHTNING :user- and book-friendly LED lightning</p> <p>(without any exposure to heat, IR or UV)</p> <p>BOOK CRADLE: This will hold the book while scanning</p> <p>MUST ATTACH PROOF and clearly show).</p> <p>Warranty for 5 years</p>			
Document Format	<p>Maximum document size-24.4 x 16.9 inches (620 x 430 mm)</p> <p>DIN Formats- DIN A3 AND ABOVE</p> <p>Compatible with other most formats</p>			

	<p>such as PDF or PDF/A, JPEG and TIFFs</p> <p>PAPER QUALITY: All pages, also acid damaged and wavy pages</p> <p>COVERS:ALL COVERS SOFT AND RIGID</p> <p>BOOK AGE :14th century upto date</p> <p>MUST ATTACH PROOF and clearly show)</p>			
Performance specification	<p>Scan speed (24 bit)- Atleast 1.6 seconds for full bed at 300 dpi</p> <p>3.8 seconds for full bed at 400 dpi</p> <p>8.1 seconds for full bed at 600 dpi</p> <p>COLOUR DEPTH :36 BIT -64 BIT</p> <p>High duty cycle- The scanner is designed for high-volume, professional use. Its duty cycles far exceed that of desktop scanners.</p> <p>Clear, crisp, colorful scans- Fast scanning in B&W, grayscale and color, high-quality resolution of up to atleast 500 dpi.</p>			
Software requirements	<p>1. Image capture software</p> <ul style="list-style-type: none"> • Capture module/compress images /silent installation • Web access from remote sites/central administration scanning module • Platform – accommodate over 140 connectors /erps –ocr/icr • Automatic batch recovery –Disaster recovery • System and network load –reduced image size ,batch routing, 			

	<p>remote database validation, scripts, report and statistics, virtual rescan and licensing</p> <ul style="list-style-type: none"> • Indexing • OCR <p>Workflow Batch system</p> <ul style="list-style-type: none"> • fully integrated workflow of the digital content • capture ,store, search and retrieval, registration, document management control and access, free text searching, publishing • Index automatically • All the software module modules should in English 			
Compatibility	Compatible with Windows, Linux, Mac OS, Unix			
Technical specification	<p>Color Depth-36 bit color, 12 Bit gray scale</p> <p>Scan Output-24 bit color, 8 bit gray scale, bifocal, photo mode</p> <p>File Formats- JPEG, PNM, TIFF, TIFF G4 (CCITT), PDF (optional)</p> <p>Interface-1 GBit Fast Ethernet with TCP/IP based Scan2Net technology</p> <p>Interface camera/bulb/CCD, 20,100 pixels</p> <p>Camera - White LEDs, classified to IEC 60825-1: class 1, no IR/UV</p> <p>Light Source- emission</p>			
Options and functions	<p>Accessories-</p> <p>Software Options- Batch Scan Wizard (included)</p> <p>Upgrade to colour interface</p> <p>Online ICC profiling</p>			

	Functions -Book Fold Correction Scan2PDF and other formats Digital color balance Integrated ICC profiling Automatic black value Automatic white balance Web-based firmware updates			
Sales and Support Service	<ul style="list-style-type: none"> • Response time for on call service:-Maximum 24hrs • Response for mechanical service /repair :-Maximum 1 day 			
Warranty	Minimum 5 years			
EDITING EQUIPMENT/PROCESSING				
Laptop: Screen resolution Mac pro book (1 PIECE)	13.0-inch retina display (diagonal) LED-backlit display with IPS technology; 2560-by-1600 resolution at 220 pixels per inch with support for millions of colors. Native resolution: 2880 by 1800 pixels (Retina); scaled resolutions: 1920 by 1200, 1680 by 1050, 1280 by 800, and 1024 by 640 pixels			
Processor	2.5 GHz quad-core Intel Core i7 processor (Turbo Boost up to 3.2GHz) with 6MB shared L3 cache-Configurable to 2.3GHz quad-core Intel Core i7 (Turbo Boost up to 3.5GHz) with 6MB shared L3 cache or 2.6GHz quad-core Intel Core i7 (Turbo Boost up to 3.8GHz) with 6MB shared L3 cache			
Memory	Atleast 4GB of 1600MHz DDR3L onboard memory			
Storage	(500GB Pie-based flash storage configurable to 512 or 1tb)			
Graphics and video support	Intel Iris Pro Graphics and capable to support: Thunderbolt digital video output -Native Mini Display Port output DVI output using Mini Display Port to DVI Adapter (sold separately) VGA output using Mini Display Port to			

	VGA Adapter (sold separately) Dual-link DVI output using Mini Display Port to Dual-Link DVI Adapter (sold separately). HDMI video output- Support for 1080p resolution at up to 60Hz Support for 3840-by-2160 resolution at 30Hz Support for 4096-by-2160 resolution at 24Hz			
Connections and expansion	MagSafe 2 power port Two Thunderbolt 2 ports (up to 20 Gbps) Two USB 3 ports (up to 5 Gbps) HDMI port Headphone port SDXC card slot			
Wireless	802.11ac Wi-Fi wireless networking;3 IEEE 802.11a/b/g/n compatible Bluetooth 4.0 wireless technology			
Audio	Stereo speakers Dual microphones Headphone port Support for Apple phone headset with remote and microphone Support for audio line out (digital/analog)			
Keyboard and track pad	Full-size backlit keyboard with 78 (U.S.) or 79 (ISO) keys, including 12 function keys and 4 arrow keys (inverted "T" arrangement) with ambient light sensor Multi-Touch trackpad for precise cursor control; supports inertial scrolling, pinch, rotate, swipe, three finger swipe, four-finger swipe, tap, double tap, and drag capabilities			
Battery and power	Up to 9 hours wireless web Up to 9 hours iTunes movie playback Up to 30 days standby time Built-in 71.8-watt-hour lithium-polymer battery 60W MagSafe 2 Power Adapter with cable management system; MagSafe			

	2 power port			
Operating system	OS X Mavericks which includes: <ul style="list-style-type: none"> • AirDrop • AirPlay • Dictation • Gatekeeper • Notification Center • Facebook Integration • Twitter Integration • Multiple Display Support • Finder Tabs and Tags • iCloud • cloud Keychain • Dashboard • Mission Control • Spotlight Search • Safari Power Saver • App Nap • Power Nap • Compressed Memory • Built-in Sharing 			
Server: Processor 1 PIECE	MINIMUM SERVER SPECIFICATION – (Rack mounted) <ol style="list-style-type: none"> 1. Processor type: 1 processor :2 core 2. Processor: Intel® Xeon® processor (3.2 GHz) Quad Core 3. Gigabit Ethernet adapter 4. Hard disk capacity 5TB HDD, 5. 8GB (2x2GB) DDR3 Registered (RDIMM) Memory,expandable to 16 gb ram 6. DVD-RW Drive, 7. 750W Hot Plug Power Supply, 8. Storage Controllers: dynamic 			

	<p>smart array Controller (integrated SAS/SATA Hot-Plug Controller with RAID 0/1/1+0</p> <p>9. 20 inch monitor</p> <p>10. Windows OS server</p> <p>11. Keyboard + optic mouse</p> <p>12. UPS backups 2.0 smart kva or higher</p>			
Warranty	<p>Global Services renowned expertise for assistance with questions and troubleshooting; rapid replacement of failing parts</p> <p>3-year customer replaceable unit and onsite limited warranty, next business day 9x5, service upgrades available</p>			
External hard drives	Online sinology cloud storage box			
Capacity	4TB HDD			
3 pieces	DS 2014			
4 pieces	4 portable disks 1 TB each			
Training	<p>See attached appendix 1</p> <p>Kenya National Library Service would not be expected to become fully proficient in the proposed System before deployment and Training is undertaken. The course will be conducted by the Vendors Qualified Professional engineers .</p> <p>Training program by the vendor will be offered as elaborated in the training curriculum and in accordance with the pricing list for the number of users. They will be divided as System administrators and normal users. There will be 5 day training for the normal user and 3 day training for the administrators. The Vendor will provide an accreditation service that</p>			

	reviews, analyses, and accredits as completed, all tasks and activities required to obtain course completion. Training materials are all in English. During the training courses – the trainer will give enough training guides for the designated trainees whether in hard copy and soft copy, as per the requirements. The Training will cover topics as outlined in the summarized Training curriculum provided.			
Manufacturers authorization form	Must be attached			
Inspection	Demo will be undertaken/inspection of the equipment			

NOTE:

1. This form **must** be used to respond to instructions to bidders. The Bidder's response is required to determine whether the system being quoted can meet the indicated requirement.
2. Column – **Bidder's Response on System Compliance (Y/N)** - which is to be used by the bidder to indicate whether or not that requirement, shall be met. Note that bidders **must respond** by filling the "Compliance (Y/N)" column against each requirement. A "Y" indicates that the bidder shall meet the requirement, while an "N" indicates that the bidder shall not meet the requirement
3. Column - **Bidder's Explanation** - briefly describes the requirement
4. Column - **Reference in the proposal** - which is to be used by the bidder to provide a reference (e.g. page number and section) to any attachment or evidence in the bidder's proposal, and may also be used by the bidder to clarify the response to that requirement, OR may be used by the bidder to provide a reference (e.g. page number and section) to the bidder's proposal for a change in business practices if the requirement is not met, OR may be used by the bidder to state their exception to that requirement, or a reference (e.g. page number and section) to a detailed description of that exception in the bidder's proposal.
5. Previous works are mandatory – to enable inspections

SUMMARY OF REQUIREMENTS

- 1 E BOOK SCANNER -Hardware
- Softwares –Image capture and workflow
- **EDITING EQUIPMENTS/PROCESSING**
 - 1 Laptop
 - 1 Server
 - 4 online sinology cloud storage box
 - 4 storage disks 1 tb each

APPENDIX 1: DOCUMENT SCANNER TRAINING GUIDE LINE

All training and orientation of operators in the use of the scanning equipment will be by our staff done promptly during and after installation. We require base training on the following topics: -

- Introduction to document imaging and fundamentals
 - o Overview of Document management Systems
 - o Hardware and Software for DMS
- Scanner operation and administration
 - o Overview of scanning hardware (eye4 scanner)
 - o Environmental requirements for the scanning equipment
 - o The correct operation of scanning hardware
 - o Overview of related hardware and software in the running of the scanning hardware
 - o Administration of the scanning hardware via the control panel
- Operator Maintenance
 - o Scanning Hardware operator maintenance and the intervals for each type of maintenance
 - o Overview of the consumables for the scanning equipment
 - o Overview of the cleaning material for the scanning Hardware.
- User operations of DMS software (For software operators)
 - o Interaction with the different software user interface
 - Retrieval
 - Batching
 - Scanning
 - Process Initiation
- System Installation & Administration (For System Administrators)
 - o Requirements for installation of Hardware & Software
 - o User Administration
 - o System Design
 - o Installation of Hardware & Software
 - o System Monitoring and fine-tuning
 - o System upgrading and Scaling procedures
- System Troubleshooting
 - o First Line Support procedures (inclusive training on consumables replacement).
 - o Problem reporting procedures to 2nd line of support

Instructional Methods: Training will be conducted in form of groups in classes and on the job training. In order for member of staff to be proficient in scanning, they will be allowed an opportunity to learn during the back-file scanning whereby they will take part and gain hands-on experience in the course of the project. They will also be trained in a class setting for the case of equipment that has been acquired by KNLS. The participants will be provided with manuals (both digital and manual), videos and other resources in the web where they can gain more knowledge.

Training materials: provide the personnel to be trained with all relevant material that they would require to be able to use the systems they have acquired. Operator Manuals for operators, systems engineers' manuals and maintenance manuals will be provided. The training syllabus will be designed by the vendor for the personnel detailing the minimum requirements required for anyone to be trained on the system. The syllabus will need to be approved by KNLS Registrar and the members of staff identified for the training

2.5 Service Specifications

2.5.2 Technical Support:

2.5.2.1 Warranty Service: five (5) years warranty period is required.

2.5.2.2 User support / hot line: Call, email, on-site support is required. The response time should be reasonably quick depending on the problem.

2.5.2.3 Technical Assistance: Should be on-site and is required for complex occurrences e.g. Solutions inability to perform expected services like crashing.

(GUARANTEE)

Date:

To:

KENYA NATIONAL LIBRARY SERVICES,
P.O. Box 30573
Nairobi

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

KNOW ALL PEOPLE by these presents that **WE**.....ofhaving our registered office at..... are bound unto The Kenya National Library Services (*hereinafter called "KENYA NATIONAL LIBRARY SERVICES" which expression shall where the context so admits include its successors-in-title and assigns*) in the sum of for which payment well and truly to be made to the said KENYA NATIONAL LIBRARY SERVICES, Kenya National library binds itself, its successors, and assignees by these presents.

We undertake to pay you, upon your first written demand declaring the Tenderer to be in breach of the tender requirements and without cavil or argument, the entire sum of this guarantee being (*amount of guarantee*) as aforesaid, without you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

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

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

EITHER

SEALED with the)
COMMON SEAL)

of the said company) _____
thisday) company SEAL

of20....)

)

in the presence of :-)

)

_____)

and in the presence of:-)

)

_____)

OR

SIGNED by the **DULY AUTHORISED**
REPRESENTATIVE(S)/ ATTORNEY(S) of
Kenya National library

Name(s) and Capacit (ies) of duly authorized representative(s)/ attorney(s) of Kenya National library

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

NOTES TO TENDERERS

1. *Please note that no material additions, deletions or alterations regarding the contents of this Form shall be made to the Tender Security to be furnished by the Tenderer. If any are made, the Tender Security shall not be accepted and shall be rejected by KENYA NATIONAL LIBRARY SERVICES. For the avoidance of doubt, such rejection will be treated as non-submission of the Tender Security where such Security is required in the tender.*
2. *It is the responsibility of the Tenderer to sensitize its issuing Kenya National Library on the need to respond directly and expeditiously to queries from KENYA NATIONAL LIBRARY SERVICES. The period for response shall not exceed SEVEN (7) days from the date of KENYA NATIONAL LIBRARY SERVICES's query. Should there be no conclusive response by Kenya National library within this period, such Tenderer's Tender Security shall be deemed as invalid and the bid rejected.*

TENDER SECURITY FORM – (BID BOND)

(To be submitted On the Insurance Company's Letterhead or financial institution)

Date:

To:

KENYA NATIONAL LIBRARY SERVICES,
P.O. Box 30573
Nairobi

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

KNOW ALL PEOPLE by these presents that WE.....ofhaving our registered office at.....(*hereinafter called "the Insurer or financial institution" which expression shall where the context so admits include its successors-in-title and assigns*), are bound unto The Kenya National Library Services (*hereinafter called "KENYA NATIONAL LIBRARY SERVICES" which expression shall where the context so admits include its successors-in-title and assigns*) in the sum of for which payment well and truly to be made to the said KENYA NATIONAL LIBRARY SERVICES, the Insurer binds itself, its successors, and assignees by these presents.

We undertake to pay you, upon your first written demand declaring the Tenderer to be in breach of the tender requirements and without cavil or argument, the entire sum of this guarantee being (*amount of guarantee*) as aforesaid, without you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

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

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

EITHER

SEALED with the)

COMMON SEAL)

of the said INSURER/FINACIAL INSTITUTION) _____

thisday) INSURER'S/FINANCIAL INSTITUTION SEAL
of20....)
))
in the presence of :-)
_____)
_____)
and in the presence of:-)
_____)

OR

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

Name(s) and Capacit(ies) of duly authorized representative(s)/ attorney(s) of the Insurer

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

NOTES TO TENDERERS AND INSURERS/FINACIAL INSTITUTION

1. *Please note that no additions, deletions or alterations regarding the contents of this Form shall be made to the Tender Security to be furnished by the Tenderer. If any are made, the Tender Security shall not be accepted and shall be rejected by KENYA NATIONAL LIBRARY SERVICES. For the avoidance of doubt, such rejection will be treated as non-submission of the Tender Security where such Security is required.*
2. *It is the responsibility of the Tenderer to sensitize its issuing Insurer on the need to respond directly and expeditiously to queries from KENYA NATIONAL LIBRARY SERVICES. The period for response shall not exceed SEVEN (7) days from the date of KENYA NATIONAL LIBRARY SERVICES's query. Should there be no conclusive response by the Insurer within this period, such Tenderer's Tender Security shall be deemed as invalid and the bid rejected.*
3. *For the avoidance of doubt only Insurance Bonds from the listed Insurance companies will be accepted and not from brokers, agencies or other such firms.*

BUSINESS QUESTIONNAIRE FORM

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

Part 1 – General

Business Name.....

Location of business premises.....

Plot No.Street/ Road

Postal Address Postal Code

Tel No.....

Facsimile:.....

Mobile and CDMA No.....

E-mail:.....

Nature of your business

Registration Certificate No.....

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

Name of your BankersBranch... ..

*Names of Tenderer's contact person(s)

Designation/ capacity of the Tenderer's contact person(s)

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

.....

.....

Part 2 (a) Sole Proprietor

Your name in full

NationalityCountry of origin

*Citizenship details.....

Part 2 (b) Partnership

Give details of partners as follows: -

Names	Nationality	*Citizenship Details	Shares
-------	-------------	----------------------	--------

1.....

2.....

3.....

4.....

5.....

Part 2 (c) Registered Company

Private or Public

State the nominal and issued capital of company-

Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows

Name	Nationality	*Citizenship Details	Shares
------	-------------	----------------------	--------

1.....

2.....

3.....

4.....

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

Capacity of the duly authorized person.....

Signature of the duly authorized person.....

STANDARD FORMS
FORM OF TENDER

Date _____

Tender No. _____

To: _____

[Name and address of K/ls]

Gentlemen and/or Ladies:

1. Having examined the Tender documents including Addenda Nos. *[insert numbers]* the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION AND COMMISSIONING OF A MASS DIGITISATION BOOK/DOCUMENT SCANNER** for Kenya National Library Service in conformity with the said Tender documents for the sum of **Insert in separate financial proposal** 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 deliver install and commission the equipment and systems in accordance with the delivery schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to **10%** percent of the Contract Price for the due performance of the Contract , in the form prescribed by
.....(*Procuring entity*).
4. We agree to abide by this Tender for a period of **90 days** from the date fixed for Tender opening of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.
6. We understand that you are not bound to accept the lowest or any Tender that you may receive.

Dated this _____ day of _____ 20 _____

[signature]

[in the capacity of]

Duly authorized to sign Tender for an on behalf of _____

Official Rubber Stamp _____

MANUFACTURER'S AUTHORIZATION FORM

To [name of the Procuring entity]

WHEREAS [Name of the manufacturer] who are established and reputable manufacturers of [Name and/or description of the goods] having factories at [Address of factory] do hereby authorize [Name and address of Agent] to submit a tender, and subsequently negotiate and sign the Contract with you against Tender No. [Reference of the Tender] for the above goods manufactured by us.

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

[Signature for and on behalf of manufacturer]

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

Kenya National Library Service

To: _____

RE: TENDER No. _____

Tender Name _____

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

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 7 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 Director
Kenya National Library Service

FINANCIAL PROPOSAL

Notes on preparation of Financial Proposal

The Financial Proposal prepared by the bidder should list the costs associated with the assignment. These costs normally cover all costs as may be applicable. The costs should be broken down to be clearly understood by the procuring entity.

This Tender for Supply, Deliver, Install, configuration and Commissioning of mass digitization book/document scanner

The Financial Proposal shall be in Kenya Shillings or any other currency allowed in the request for proposal and shall take into account the tax liability and cost of insurances specified in the request for proposal.

The bidder may use additional paper if necessary to indicate the details of their costing.

The financial proposal should be prepared using the Standard forms provided in this part.

FINANCIAL PROPOSAL – STANDARD FORMS

These forms shall include;

- a. Financial Proposal submission form.
- b. Form of Tender
- c. Schedule of Requirements
- d. Summary of Costs.
- e. Proclamation form

FINANCIAL PROPOSAL SUBMISSION FORM

_____ (Date)

To:

(Name and Address of Client)

Ladies/Gentlemen:

We, the undersigned, offer to **SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION AND COMMISSIONING OF A MASS DIGITIZATION BOOK/DOCUMENT SCANNER** for Kenya National Library Service in accordance with your Tender Number.....dated (_____) (*Date*) and our Proposal. Our attached Financial Proposal is for the sum of (_____) (*Amount in words and figures*) inclusive of the taxes.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

_____ (*Authorized signature*)

_____ (*Name and Title of Signatory*)

_____ (*Name of Firm*)

_____ (*Address*)

FORM OF TENDER

Date _____

TENDER No. _____

To: _____

[Name and address of Knls]

Gentlemen and/or Ladies:

1. Having examined the Tender documents including Addenda Nos. *[insert numbers]* the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION AND COMMISSIONING OF AMASS DIGITIZATION BOOK/DOCUMENT SCANNER** for Kenya National Library Service in conformity with the said Tender documents for the sum of ----- 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 deliver install and commission the equipment and systems in accordance with the delivery schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to 10% percent of the Contract Price for the due performance of the Contract , in the form prescribed by
.....(*Procuring entity*).
4. We agree to abide by this Tender for a period of **90 days** from the date fixed for Tender opening of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.
6. We understand that you are not bound to accept the lowest or any Tender that you may receive.

Dated this _____ day of _____ 20 _____

[signature]

[in the capacity of]

Duly authorized to sign Tender for an on behalf of _____

Official Rubber Stamp _____

SCHEDULE OF REQUIREMENTS.

<u>Item No.</u>	<u>Description</u>	<u>Units</u>	<u>Unit cost (Kshs)</u>	<u>Total Vat and other levies (Kshs)</u>	<u>Total Costs (Kshs)</u>
1	Fully Automated book scanner	1			
2.	Laptop	1			
3.	Server	1			
4.	Online sinology cloud storage	4			
5.	Portable hard disks	4			
6.	Scanning software	1			
7.	User training	5			
	<u>TOTAL COST (Kshs).</u>				

SUMMARY OF COSTS

1	2	3	4	5	6	7
Item	Description	Country of origin	Quantity	Unit price	Total Price EXW per item (cols. 4x5)	Unit price of other incidents payable
<u>Total</u>						

Signature of tenderer _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

PROCLAMATION

I / We the undersigned, state that, ALL the information we have provided in this document is correct and that I / We hereby give The Kenya National Library Service (Knls) authority to seek any references it may deem vital while carrying out their evaluation.

Name.....Designation.....Signature.....

Name.....Designation.....Signature.....

Name.....Designation.....Signature.....

Official rubber