



KENYA NATIONAL LIBRARY SERVICE

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NAIROBI

NAIROBI, KENYA

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TENDER NO. KNL/HQ/T001/2015-2016

**SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF CORPORATE AND LIBRARY
FURNITURE**

SUBMISSION DEADLINE:

15TH OCTOBER 2015 AT 11:00AM

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SECTION I INVITATION TO TENDER

TENDER REF NO.: TENDER NO. KNL/HQ/T001/2015-2016

TENDER NAME: SUPPLY, DELIVERY AND INSTALLATION OF CORPORATE AND LIBRARY FURNITURE.

1. Kenya National Library Service (knls) is a state corporation whose mandate is to promote, establish, equip, manage, maintain and develop libraries in Kenya.
2. Kenya National Library Service invites sealed tenders from eligible, qualified and competent firms for the **SUPPLY, DELIVERY AND INSTALLATION OF CORPORATE AND LIBRARY FURNITURE** as per specifications as detailed in the tender documents.
3. Tendering will be conducted through the Bidding procedures specified in the Public Procurement and Disposal Act, 2005 and the Public Procurement and Disposal Regulations, 2006 and Amendment Regulations (2013) Nos. 106 and 114 and are open to all Tenderers as defined in the Regulations.
4. Interested firms should obtain the Tender documents from the Supply Chain Department on 3rd floor, **Mumias Road/Oldonyo Sabuk Road Junction, Buru Buru- Nairobi** upon payment of a non-refundable fee of Kshs. **1,000.00** either in cash or bankers cheque or downloaded free of charge from Kenya National Library Service website : www.knls.ac.ke or Treasury portal www.supplier.treasury.go.ke
5. Bidders are advised to regularly visit the knls website to obtain any additional information/ addendum on the tender.
Tender documents shall be accompanied by the following **statutory/mandatory** requirements for preliminary evaluation: -
 1. Certificate of Company/Firm registration
 2. Tax compliance certificate
 3. Duly filled, signed and stamped Confidential Business Questionnaire
 4. Must provide evidence of having a show room and samples

5. Written undertaking that once awarded the bidder will provide after sales service.
 6. Must submit colored digital photo of fully assembled brochures of the products
 7. Audited accounts for three years within (2012-2015)
 8. Details of directorship/ownership with respective shareholding and details of citizenship
 9. Proof of Manufacturers Authorisation/dealership.
 10. Original bid bond / tender security of Kshs. **Five hundred thousand** valid for 120 days from the date of closing the tender from a reputable source and reserved group to fill declaration group.
 11. Proven physical location and address of the firm
 12. Statement of verification that the Firm is not debarred in the Matter of Public Procurement and Disposal Act 2005.
 13. Form of tender –**in technical proposal don't insert the bid price**
 14. Power of Attorney in case of joint venture
6. Tenderers shall be required to submit a **Tender Security amounting to Kshs. 500,000.00** in the form of a Banker's guarantee or an Insurance Company Guarantee issued by an approved insurance firm, letter of credit or guarantee by a deposit taking microfinance institution, Sacco society, the Youth Enterprise Development Fund or the Women Enterprise Fund valid for **120 days** from the date of tender opening in the format provided in the tender document.
7. All Tenders in **one original plus one (1) copy**, properly filled in, and enclosed in plain envelopes must be delivered to the address below and addressed as follows:
8. Completed tender documents in plain sealed outer envelope **enclosing separately sealed** and clearly marked inner envelopes of **'technical'** and **'financial' bids** (in **"original"** and **"copy"** **PROPERLY BOUND**) ALL clearly marked: **TENDER NUMBER: KNL/HQ/T001/2015-2016:Tender for the SUPPLY, DELIVERY , INSTALLATION and COMMISSIONING OF CORPORATE AND LIBRARY FURNITURE** as per instructions in the tender documents and addressed to:-

The
Director
Kenya National Library Service
P.O. Box 30573 - 00100
NAIROBI

Tender Documents should be deposited in the Tender Box on 3rd Floor, Should be deposited in the Tender Box situated on the 3rd floor, **Mumias Road/Oldonyo Sabuk Road Junction, Buruburu, Nairobi, on or before 11.00 a.m. local time on 15th October, 2015.** Tender documents will be opened immediately thereafter at the Conference Room on 3rd floor, Director's Wing Mumias Road/Oldonyo Sabuk Road Junction, Buruburu, Nairobi in the presence of Bidders representatives who choose to attend.

Prices quoted should be net inclusive of all taxes and must be in Kenya Shillings, and shall remain valid for 90 days from the closing date of the tender.

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 supply of goods by the intended completion date specified in the Schedule of Requirements Section VI.

2.1.2. Knls 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 Knls 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 the Knls, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2.4. 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) Instructions 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 the Knls in writing or by post at the following address:

Director

Kenya National Library Service
P.O. Box 30573 -00100

NAIROBI

Tel: +252 20 2725550/1

Email: knls@knls.ac.ke

Knls 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 PPOA. 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 The Knls shall reply to any clarifications sought by the tenderer within three (3) 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, Knls, 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 in writing or by post 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, Knls, 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 the Knls, 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 the Knls's satisfaction that the tenderer, at the time of submission of its tender, is from an eligible source country as defined under paragraph 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 the Knls 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 two (2) years, following commencement of the use of the goods by the Knls; and
 - (c) a clause-by-clause commentary on the Knls 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 equipment, 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 of 500,000.00.
- 2.14.3 The tender security is required to protect the Knls 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 the Knls 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 the Knls 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, but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the Knls.
- 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 the Knls 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 the Knls, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Knls as non-responsive.
- 2.15.2 In exceptional circumstances, the Knls 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**

2.17 The tenderer shall prepare **'two copies each'** of the **'technical proposal'** and **'financial proposal'**, **(in separate envelopes) properly bound** and clearly marking each **"ORIGINAL FINANCIAL PROPOSAL"**, **"ORIGINAL TECHNICAL PROPOSAL"** and **"COPY OF FINANCIAL PROPOSAL AND COPY OF TECHNICAL PROPOSAL,"** as appropriate. In the event of any discrepancy between them, the original shall govern

- 2.16.1 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 unamended printed literature, shall be initialed by the person or persons signing the tender.

- 2.16.2 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 seal the original tender in an inner envelope and an outer envelope. The inner envelope shall itself contain two envelopes, Original and Copy

Marking and Contents

- 2.17.2 The tender document shall: -

2.17.2.1 have contents pages clearly indicating Sections and Page Numbers the document has 102 pages

2.17.2.2 have pages in the whole document numbered in the correct sequence and

2.17.2.3 Contain the following documents; clearly marked and arranged in the following order;

- (i) Technical Specifications of the Corporate and Library furniture items quoted for in the tabulated form below:

No	Item Description	Written Technical Specifications	Digital photo of fully assembled item

- (ii) Detailed program of training to be offered to the Knls if any at both the dealer's premises and at the Knls premises
- (iii) After Sales support plan for a defects liability period of 6 months
- (iv) Any other item and information which the Tenderer considers may support his technical proposal
- (v) Completed Form of Tender
- (vi) Schedule of Prices

- 2.17.3 The inner and outer envelopes shall: -

(a) Be addressed to the Knls at the address given in the Invitation to tender as follows:

Director

Kenya National Library Service
P.O. Box 30573 -00100
NAIROBI
Tel: +252 20 2725550/1
Email: knls@knls.ac.ke

Note: The outer envelope shall not bear the name and identification of the Bidder

(b) Bear, tender number and name in the Invitation for Tenders and the words, "DO NOT OPEN BEFORE 11:00HOURS on 15th October, 2015"

2.17.4 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".

2.17.5 If the outer envelope is not sealed and marked as required by paragraph 2.17.4, the Knls will assume no responsibility for the tender's misplacement or premature opening.

2.18 Deadline for Submission of Tenders

2.18.1 Tenders must be received by the Knls at the address specified under paragraph 2.17.4 no later than 11:00 HOURS on 15th October, 2015

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

2.19.6 The Knls 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

2.20.1 The Knls will open all tenders in the presence of tenderers' representatives who choose to attend, at **11:00 HOURS** on **15th October, 2015** and in the location specified in the Invitation to Tender.

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

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

2.20.4 The Knls 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 the Knls 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 the Knls in the Knls tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.22 Preliminary Examination

2.22.1 The Knls 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 quantify, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures the amount in words will prevail

2.22.3 The Knls 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 the Knls 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. Knls 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 the Knls 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, the Knls 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 The Knls will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.22

2.24.2 The tender evaluation committee shall evaluate the tender within 15 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 Knls**

2.26.1 Subject to paragraph 2.21 no tenderer shall contact Knls 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 Knls 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, the Knls 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, technical, and production capabilities. 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 the Knls 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 the Knls 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 The Knls 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) **Knls Right to Vary quantities**

2.27.5 The Knls 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) **Knls Right to Accept or Reject Any or All Tenders**

2.27.6 The Knls reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the Knls action

2.28 **Notification of Award**

2.28.1 Prior to the expiration of the period of tender validity, the Knls 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, the Knls 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 the Knls notifies the successful tenderer that its tender has been accepted, the Knls 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 30 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 the Knls.

2.30 **Performance Security**

- 2.30.1 Within Thirty (30) days of the receipt of notification of award from the Knls, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Knls.
- 2.30.2 Failure of the successful tenderer to comply with the requirements of paragraph 2.27 or paragraph 2.28 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Knls may make the award to the next lowest evaluated Candidate or call for new tenders.

2.31 **Corrupt or Fraudulent Practices**

2.31.1 The Knls 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 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 the Knls, 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 the Knls of the benefits of free and open competition;

2.31.2 The Knls 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	Eligible tenderers shall be registered and competent Firms
2.6.1	The tender shall close on 15 th October, 2015 at 11.00a.m local time and location indicated on the Tender Advertisement.
2.14.1	Tenderers shall be required to submit a Tender Security amounting to Kshs. 500,000.00 in the form of a Banker's guarantee or an Insurance Company Guarantee issued by an Approved insurance firm, letter of credit or guarantee by a deposit taking microfinance institution, Sacco society, the Youth Enterprise Development Fund or the Women Enterprise Fund valid for 120 days from the date of tender opening in the format provided in the tender document.

2.17

Bulky tender documents shall be received in properly sealed envelopes as per instruction at the Principal Supply Chain Officer office on 3rd Floor; and entered in a register for receipt of bulk documents and signed for by the delivering person provided they are delivered earlier than **one (1) hour before** the closing time, after which the tenderer shall be required to place the tender documents at the tender box designated area.

Only tenderers that are responsive to the **mandatory requirements and have attained the pass mark of 75% in the technical evaluation shall have their financial submission considered.**

The Tender submission shall have a table of contents, Page Numbers and have pages in the whole document numbered in the correct sequence, serialized and signed/initialed in each page. Initial tender document is running from page (1-102) **MANDATORY**)

Tenderers Shall also submit the following

- i. Certificate of Company/Firm registration
- ii. Tax compliance certificate
- iii. Duly filled, signed and stamped Confidential Business Questionnaire
- iv. Must provide evidence of having a show room
- v. Written undertaking that once awarded the bidder will provide after sales service.
- vi. Must submit colored digital photo of fully assembled brochures of the products
- vii. After Sales support plan for a defects liability period of 6 months
- viii. Adherence to technical specifications as outlined under clause 5.2
- ix. Audited accounts for two years within (2012-2015)
- x. Details of directorship/ownership with respective shareholding and details of citizenship
- xi. Proof of Manufacturers Authorisation/dealership.
- xii. Original bid bond / tender security of Kshs. **Five hundred thousand** valid for 120 days from the date of closing the tender from a reputable source and reserved group to fill declaration group.
- xiii. Form of Tender (in technical and financial proposal as described)
- xiv. Proven physical location and address of the firm
- xv. Statement of verification that the Firm is not debarred in the Matter of Public Procurement and Disposal Act 2005.
- xvi. Power of Attorney in case of joint venture

	The Bidders will be evaluated on compliance to above Requirements and those responsive will be subjected to the financial evaluation.
2.24	<p>Technical proposals shall be subjected to the following evaluation criteria:</p> <ul style="list-style-type: none"> • Strength of Tenderer's Audited Financial accounts. A complete set of Audited Accounts for the last two years. i.e positive balance sheet – 10Mks • List of clients and evidence of supply to at least four (4) corporate clients for amount not less than 5 million in each of the past three years 2012,2013,2014 (or 2015) (Attach Purchase Orders, Contract documents, Invoices, etc) together with names and addresses of contact persons where supply has been made – 20Mks • Adequacy of Proposal for supply management for duration of the contract to include staffing, sourcing, stocking, delivery, after sales support, training, customer care policy and supply risk mitigation to be employed for this contract.– 20Mks • Specifications and Information Brochures of the items quoted for and details of their country of origin – 50Mks <p>Candidates will require to score a minimum of 75% to proceed to the next stage of evaluation</p> <p>Award shall be to the most responsive lowest bidder</p>
2.27	Contract may be awarded in whole OR partially on evaluated line items.

SECTION III: GENERAL CONDITIONS OF CONTRACT

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SECTION III - GENERAL CONDITIONS OF CONTRACT

3.1

Defi nitio ns

- 3.1.1 In this Contract, the following terms shall be interpreted as indicated:-
- (a) "The Contract" means the agreement entered into between the Knls 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 the Knls under the Contract.
 - (d) "The Knls" means the organization purchasing the Goods under this Contract.
 - (e) "The Tenderer" means the individual or firm supplying the Goods under this Contract.

3.2A pplic atio n

- 3.2.1 These General Conditions shall apply in all Contracts made by the Knls for the procurement installation and commissioning of equipment

3.3 Country of origin

3.3.1 For purposes of this clause, "Origin" means the place where the Goods were mined, grown or produced.

3.3.2 The origin of Goods and Services is distinct from the nationality of the tenderer

3.4 St an da rd s

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

3.5 Use of Contract Documents and Information

3.5.1 The tenderer shall not, without Knls prior written consent, disclose the Contract, or any provision therefore, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Knls in connection therewith, to any person other than a person employed by the tenderer in the performance of the Contract.

3.5.2 The tenderer shall not, without the Knls prior written consent, make use of any document or information enumerated in paragraph 3.5.1 above

3.5.3 Any document, other than the Contract itself, enumerated in paragraph 3.5.1 shall remain the property of the Knls and shall be returned (all copies) to the Knls on completion of the Tenderer's performance under the Contract if so required by the Knls

3.6 Patent Rights

3.6.1 The tenderer shall indemnify the Knls 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 Knls's country

3.7 Performance Security

3.7.1 Within thirty (30) days of receipt of the notification of Contract award, the successful tenderer shall furnish to Knls the performance security in the amount specified in Special Conditions of Contract.

3.7.2 The proceeds of the performance security shall be payable to the Knls as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.

3.7.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Knls and shall be in the form of a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in Kenya or abroad, acceptable to the Knls, in the form provided in the tender documents.

3.7.4 The performance security will be discharged by the Knls and returned to the Candidate not later than thirty (30) days following the date of completion of the Tenderer's performance obligations under the Contract, including any warranty obligations, under the Contract

3.8 Inspection and Tests

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

3.8.2 The inspections and tests may be conducted in 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 the Knls.

3.8.3 Should any inspected or tested goods fail to conform to the Specifications, the Knls may reject the equipment, and the tenderer shall either replace the rejected equipment or make alternations necessary to make specification requirements free of costs to the Knls.

3.8.4 The Knls 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 equipment having previously been inspected, tested and passed by the Knls or its representative prior to the equipment delivery.

3.8.5 Nothing in paragraph 3.8 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.9 Packing

3.9.1The tenderer shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.

3.9.2The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract

3.10 **Delivery and Documents**

3.10.1Delivery of the Goods shall be made by the tenderer in accordance with the terms specified by Knls in its Schedule of Requirements and the Special Conditions of Contract

3.11 **Insurance**

3.11.1The Goods supplied under the Contract shall be fully insured against loss or damage incidental to manufacturer or acquisition, transportation, storage, and delivery in the manner specified in the Special conditions of contract.

3.1 2P ay me nt

3.12.1The method and conditions of payment to be made to the tenderer under this Contract shall be specified in Special Conditions of Contract

3.12.2Payments shall be made promptly by the Knls as specified in the contract

3.13 **Prices**

3.13.1Prices charged by the tenderer for goods delivered and services performed under the Contract shall not, with the exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices by the tenderer in its tender.

3.13.2Contract price variations shall not be allowed for contracts not exceeding one year (12 months)

3.13.3Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.

3.13.4 Price variation request shall be processed by the Knls within 30 days of receiving the request.

3.14. **Assignment**

3.14.1 The tenderer shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Knls prior written consent

3.15 **Subcontracts**

3.15.1 The tenderer shall notify Knls 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

3.16 **Termination for default**

3.16.1 Knls 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 periods) specified in the Contract, or within any extension thereof granted by the Knls

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

(c) if the tenderer, in the judgment of the Knls has engaged in corrupt or fraudulent practices in competing for or in executing the Contract

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

3.17 **Liquidated Damages**

3.17.1. If the tenderer fails to deliver any or all of the goods within the period(s) specified in the contract, the Knls shall, without prejudice to its other remedies under the contract, deduct from the contract prices liquidated damages sum equivalent to 0.5% of the delivered price of the delayed items up to a maximum deduction of 10% of the delayed goods. After this the tenderer may consider termination of the contract.

3.18 **Resolution of Disputes**

3.18.1 The Kns and the tenderer shall make every effort to resolve amicably by direct informal negotiation and disagreement or dispute arising between them under or in connection with the contract

3.18.2 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.

3.19 **Language and Law**

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

3.20 **Force Majeure**

3.20.1 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.

**STATEMENT OF VERIFICATION THAT NOT DEBARRED IN THE MATTER OF THE PUBLIC
PROCUREMENT AND DISPOSAL ACT 2005**

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

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of
..... (Name of the Company) who is a Bidder in respect of **Tender Document
for Supply,Delivery,installation and Commissioning of Corporate and Library Furniture** - To
supply goods, render goods and/or carry out works for Kenya National Library Service and duly
authorized and competent to make this statement.

2. THAT the aforesaid Bidder has not been debarred from participating in procurement proceeding
under Part IX.

3. THAT the aforesaid Bidder will not engage in any corrupt practice and has not been requested to
pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents
of knls, which is knls

4. THAT the aforesaid Bidder, its servants and/or agents have not offered any inducement to any
member of the Board, Management, Staff and/or employees and/or agents of knls.

5. THAT what is declared here in above is true to the best of my knowledge information and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

1.1 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 deliver, install and commission (..... (insert equipment description) in conformity with the said tender documents for the sum of **In separate financial proposal** (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 deliver install and commission the equipment 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 percent of the Contract Price for the due performance of the Contract , in the form prescribed by (Knls).
4. We agree to abide by this Tender for a period of [number] days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. 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 you may receive.

Dated this _____ day of _____ 20 _____

[Signature]

[in the capacity of]

Duly authorized to sign tender for an on behalf of _____

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

4.1. Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, between the GCC and the SCC, the provisions of the SCC herein shall prevail over these in the GCC.

42. Special conditions of contract as relates to the GCC

REFERENCE OF GCC	SPECIAL CONDITIONS OF CONTRACT
3.7.1	Amount of Performance Security shall be Kenya Shillings 500,000.00. Period of Validity is from Within 15 days of the date of the Letter of acceptance, until expiry of contract.
3.8	knls or its appointed representatives shall reserve the right to conduct inspection and acceptance tests at the dealer's premises
3.10	This shall be a rate based contract for supply, delivery, installation and commissioning of corporate office and Library furniture.
3.12.1	The terms of payment shall be within 30 days from the date of inspection and acceptance of the goods and upon receipt of an official invoice
3.13.1	There shall be no price adjustments
3.17.1	Percentage of contract value to be paid or deducted for each week of delay shall be 1% Maximum percentage of Contract Value which payments or deductions shall not exceed 10%
3.18.1	Resolution of disputes shall be through arbitration. Appointment of arbitrator to be conducted as per the Arbitration Act
3.21.1	For Notices, the procurement entity's address is: Director Kenya National Library Service P.O. Box 30573 -00100 NAIROBI Tel: +252 20 2725550/1 Email: knls@knls.ac.ke

SECTION V - TECHNICAL SPECIFICATIONS

5.1 General

5.1.1 These specifications describe the requirements for goods. Tenderers are requested to submit with their offers the detailed specifications, drawings, catalogues, etc. for the products they intend to supply

5.1.2 Tenderers must indicate on the specifications sheets whether the equipment offered comply with each specified requirement.

5.1.3 All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. The Knls reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products.

5.1.4 The tenderers are requested to present information along with their offers as follows:

- (i) Shortest possible delivery period of each product
- (ii) Information on proper representative and/or workshop for back-up service/repair and maintenance including their names and addresses.

5.2 PARTICULARS

As per the Price of schedule below

SECTION V1 - SCHEDULE OF REQUIREMENTS

SCPECIFICATION SCHEDULE

PROPOSED FURNITURE FOR KNLS

	PRELIMINARIES			
	Minimum Quality & Green Requirement Standards for MDF (Attach certificates & Test Reports)			
	Certification from relevant recognised bodies (ISO9001/4001; Greenguard etc) Formaldehyde Emission: Class E1 Thickness: 17mm Density: 0.55 g/cm3 Moisture content: 6% Bonding strenght: 24 N/mm2 Internal Bond: 0.48 N/mm2 Screw holding strength - edge: 445 N Screw holding strength - surface: 700 N GROUND FLOOR			
CODE	DESCRIPTION	QTY	RATE	TOTAL(KSHS)
	GROUND FLOOR			
	MAKTABA			
C1	STRAIGHT DESK WITH PEDESTAL W1200 X D800 X H745	5		
C2	STRAIGHT DESK WITH PEDESTAL W1600 X D800 X H745	2		
	Materials Top Panel : 22t Particle Board(PB) + Double-sided LPM + 4 sides 2.5t PVC (Core) Edge · Side Panel : 22t PB + Double-sided LPM + 2 sides 1.2t PVC Edge, 1 side 0.6t PVC Edge 1.6t C/G color Punched Steel Plate, Pressed Cover and Height			

· Modesty Panel : 15t PB + Double-sided LPM + 1 side 0.6t PVC Edge

· Supporting frame: 20X40 rectangular pipe (2T)

Function

- Vertical wire management system with punched steel plate on both sides of the desk
- Horizontal wire management system with cable clips under the work top
- Easy to open / replace cable dust cover panels and wire caps on both sides
- Modesty panel on back the edge of the worktop



MOBILE PEDESTAL W405 X D560 X H555

Materials


- Top Panel : 22t Particle Board (PB) + Double-sided LPM + 4 sides 2t PVC (Core) Edge
- Back & Side : 15t PB + Double-sided LPM + 3 sides 0.6t PVC Edge
- Bottom Panel : 18t PB + Double-sided LPM + 2 sides 0.6t PVC Edge

· Drawer : Plastic Injection Molding

Function

- To have a pencil tray, normal drawer and deep storage
- To include divider in inner drawer for sectioning.
- Various sizes of hanging files can be stored such as A4, A3, B4, LETTER and LEGAL.
- File drawer has ANTI-TILT auxiliary caster to prevent the drawer from falling inward.
- The drawer to have a plastic moulding buns on the front and anti-tilt auxiliary casters on the back, making it easier to fix, rotate and move.



CA1	OPEN SHELF CABINET W800 X 414 X 2253	1		
CA2	OPEN SHELF CABINET W800 X 414 X 2253	4		
	<p>Materials</p> <ul style="list-style-type: none"> · Top panel : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish · Bottom panel : 22t PB + double-sided LPM + 2-sided 1t ABS edge finish · Shelf : 22t PB + double-sided LPM + 2-sided 1t ABS edge finish · Side panel : 18t PB + double-sided LPM + 4-sided 2t ABS edge finish · Back panel : 4.5t MDF + double-sided PP <p>Function</p> <ul style="list-style-type: none"> • 6 shelf open cabinet • For standard box files; to have the first and fifth shelves height adjustable • To have height adjustable rubber buns for leveling on uneven surfaces • To have connecting holes with connecting bolts for straight line configurations • To have silver line easthetic edging for white version 			
CC1	FILING CABINET W420 X D590X H1010	6		
	<p>Materials</p> <ul style="list-style-type: none"> · Top Panel : 22t Particle Board (PB) + Double-sided LPM + 4 sides 2t PVC (Core) Edge 			




- Back & Side : 15t PB + Double-sided LPM + 3 sides 0.6t PVC Edge
- Bottom Panel : 18t PB + Double-sided LPM + 2 sides 0.6t PVC Edge
- Key band : 18t PB + 3 sides 1.2t PVC Edge
- Front panel : 18t PB + 4 sides 1.2t PVC Edge
- Drawer : Plastic Injection Molding

Function


- 3 drawer cabinet for hanging files.
- To have height adjustable rubber buns for leveling on uneven surfaces
- To have ANTI-TILT auxiliary caster to prevent the drawer from falling inward.
- To have central locking key system.
- To have frames that can be easily moved.
- To be able to store various sizes of hanging files such as A4, B4, LETTER, LEGAL.
- To have ball bearing rail which reduces noise when opening and closing the drawers



CD1	THREE SEATER SOFA W1680 X D745 X H755	1		
	Materials <ul style="list-style-type: none"> · Body : E1 grade Plywood + lumber + Band (less than 14% of water content dried wood/ Italian band) · Sponge : Density 35 / 25 high resiliency sponge · Finish : Artificial leather · Frame : Aluminum diecasting polishing 			
	Function <ul style="list-style-type: none"> · 3 seater amenity sofa finished with artificial leather 			

	<ul style="list-style-type: none"> · To come in compact size, suitable for lounge - 1680×735×755 (W×D×H) · Excellent high resiliency sponge that immediately regains shape when not in use · Excellent in durability (E1 grade plywood) · Excellent in stability with band · Noise reducing rubber glides on legs 			
CD2	COMBINE 442mm 	137; seat height -	1	
	Materials <ul style="list-style-type: none"> · Backrest : Backseat Plywood + Steel backpost + Steel bracket + Injection mold cover + Molded Sponge + Fabric · Frame : Φ32 rounded pipe + Side bracket(press forming) + middle bracket (press forming) · Base : Φ12 wire + Steel bracket + Glider bracket + Injection mold glider + Height adjustable injection mold · Others : Aluminum die-casting armrest or aluminum die-casting connector Function <ul style="list-style-type: none"> · 3 seater lobby chair in high quality durable and resilient G1 artificial leather · Excellent high resiliency sponge that immediately regains shape when not in use · Modular, minimalist and efficient design and construction to maximize space use · Light and effective aluminum support frame based on a truss shape · Noise reducing rubber glides on legs · Light and compact design with SQUARE shaped seats and backrests. 			

CBDB

C1	STRAIGHT DESK W1200 X D800 X H745	19		
C2	STRAIGHT DESK W1600 X D800 X H745	5		
C3	STRAIGHT DESK W1800 X D800 X H745	1		
C4	STRAIGHT DESK W1800 X D800 X H745	9		
C5	L TYPE DESK W1800 X D1200 X H745	1		
C6	STRAIGHT DESK W1200 X D800 X H745 -	5		
C7	STRAIGHT DESK W800 X D600 X H720	1		
	<p>Materials</p> <p>Top Panel : 22t Particle Board(PB) + Double-sided LPM + 4 sides 2.5t PVC (Core) Edge</p> <p>· Side Panel : 22t PB + Double-sided LPM + 2 sides 1.2t PVC Edge, 1 side 0.6t PVC Edge</p> <p>1.6t C/G color Punched Steel Plate, Pressed Cover and Height</p> <p>· Modesty Panel : 15t PB + Double-sided LPM + 1 side 0.6t PVC Edge</p> <p>· Supporting frame: 20X40 rectangular pipe (2T)</p> <p>Function</p> <p>· Vertical wire management system with punched steel plate on both sides of the desk</p> <p>· Horizontal wire management system with cable clips under the work top</p> <p>· Easy to open / replace cable duct cover panels and wire caps on both sides of the desk</p> <p>· Modesty panel situated 160mm deep from back the edge of the worktop</p> 			
C8	PARTITIONED TABLE W1625 X D670 X H1220	1		
	<p>Materials</p> <p>· Top Surface : 22t Particle Board(PB) + Upside HPM + Downside PVC</p> <p>+ 4-sided 2t PVC edge</p>			

- Modesty Panel : 18t Particle Board(PB) + Double-sided LPM + 4-sided 1.2t PVC edge
- Side Panel : 22t Particle Board(PB) + Double-sided LPM + 2-sided 1.2t PVC edge
- Glass Divider : 8t High-density translucent etched glass

- Side Panel Pipe : Ø42.2 Round pipe (1.4T)
- Middle Pipe : Ø42.2 Round pipe(1.4T) + 30X60 Rectangular pipe(1.4T)



Function


- 2 pax compartmentalized study table that maximizes user privacy and focus
- To have height-adjustable legs for leveling on uneven surfaces
- To have modesty panel divider attached under the table
- High-density plastic holders in silver spray finish to support dividers.

- Round finished edges and corners



CA1	FILING CABINET W900 X D414X H846	1		
	Materials <ul style="list-style-type: none"> · Side panel : 18t PB + double-sided LPM + 4-sided 2t ABS edge finish · Top panel : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish · Bottom panel : 22t PB + double-sided LPM + 2-sided 1t ABS edge finish · Key band : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish · Fixed band : 18t PB + double-sided LPM + 1-sided 1t ABS edge finish · Front panel : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish · Back panel : 4.5t MDF + double-sided PP Function <ul style="list-style-type: none"> · Anti-tilt system : only one drawer can be drawn out at once. · When connecting cabinet, connecting bolt keep them together tightly and stably. 			

	<ul style="list-style-type: none"> · Maximized utilization of space: hanging file drawer with full-extension rail. (A4, B4, LETTER, LEGAL) · Aluminium die casting leg body and plastic injection molded leg leveler are solid and sleek. · Hanging file frame or basket available. · WE, BE, MC (body & worktop, & front panel are same color) WWUA, WWSWM, WWLT, WWDT, WWEL (WW:body color / UA, SWM, LT, DT, EL: top panel & front panel) · Ergonomic design for door handle <ul style="list-style-type: none"> · Silver line edge for WW(top panel) 			
CA3	 <p>4 SHELF CLOSED CABINET WW00 X 414 X 1525</p>	1		
	<p>Materials</p> <ul style="list-style-type: none"> · Top panel : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish · Bottom panel : 22t PB + double-sided LPM + 2-sided 1t ABS edge finish · Shelf : 22t PB + double-sided LPM + 2-sided 1t ABS edge finish · Side panel : 18t PB + double-sided LPM + 4-sided 2t ABS edge finish · Back panel : 4.5t MDF + double-sided PP · Door : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish <p>Function</p> <ul style="list-style-type: none"> · shelf lockable door cabinet · For standard box files; to have the first and fifth shelves height adjustable · To have height adjustable rubber buns for leveling on uneven surfaces · To have connecting holes with connecting bolts for straight line configurations · To have silver line easthetic edging for white version 			


CA4	CONNECTABLE SYSTEM SHELVING - DOUBLE SIDED	5		
CA5	CONNECTABLE SYSTEM SHELVING - DOUBLE SIDED	8		
	<p>Starter - W940 X D400 X H2276</p> <p>Adder - W899 X D400 X H2276</p> <p>Ender - W899 X D400 X H2276</p> <ul style="list-style-type: none"> · Top board : 1.0t STEEL · Frame : 40x50x2t STEEL Pipe · Side frame : Extruded aluminium · Side panel : 5t one-side powder coating, enhanced glass <p>· Nameplate : 1.0t STEEL</p> <p>· Shelf : 1.0t STEEL</p> <p>Function</p> <ul style="list-style-type: none"> • 6 shelf double sided book shelf with shelf support bar under each shelf • To have signboard on side panel • To have height-adjustable shelves and movable book end supports • To have detachable magnet type nameplate • To have module slope shelves at the bottom for easy book identification. • To have double post design for more robust stability • To have lattice aluminium frame and various material panels. • To have superior quality scratch proof silver stripe glass panel on the sides white tone finish for overall frame. • Double structure with top plate of the woodgrain added on top of the iron top plate. · To have capacity for an optional sliding shelf 			
				



Glass side



CA6	CONNECTABLE SHELVING DOUBLE SIDED OVERAL SIZE 2740 X 580 X 2276	1		
CA7	CONNECTABLE SHELVING DOUBLE SIDED	33		
	Starter - W940 X D580 X H2276			
	Adder - W899 X D400 X H2276			
	Ender - W899 X D400 X H2276			
	<p>Top board : 1.0t STEEL</p> <ul style="list-style-type: none"> · Frame : 40x50x2t STEEL Pipe · Side frame : Extruded aluminium · Side panel : 5t one-side powder coating, enhanced glass · Nameplate : 1.0t STEEL · Shelf : 1.0t STEEL <p>Function</p> <ul style="list-style-type: none"> • 6 shelf double sided book shelf with shelf support bar under each shelf • To have signboard on side panel • To have height-adjustable shelves and movable book end supports • To have detachable magnet type nameplate • To have module slope shelves at the bottom for easy book identification. 			

	<ul style="list-style-type: none"> • To have double post design for more robust stability • To have lattice aluminum frame and various material panels. • To have superior quality scratch proof silver stripe glass panel on the sides • White tone finish for overall frame. • Double structure with top plate of the woodgrain added on top of the iron top plate. • To have capacity for an optional sliding shelf 			
				
CA8	OPEN CABINET - W800 X D414 X H797	1		
CA9	OPEN CABINET - W800 X D414 X 1161	1		
	Materials <ul style="list-style-type: none"> • Top panel : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish • Bottom panel : 22t PB + double-sided LPM + 2-sided 1t ABS edge finish • Shelf : 22t PB + double-sided LPM + 2-sided 1t ABS edge finish • Side panel : 18t PB + double-sided LPM + 4-sided 2t ABS edge finish • Back panel : 4.5t MDF + double-sided PP • Door : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish 			

Function

- shelf lockable door cabinet
- For standard box files; to have the first and fifth shelves height adjustable
- To have height adjustable rubber buns for leveling on uneven surfaces
- To have connecting holes with connecting bolts for straight line configurations
- To have silver line aesthetic edging for white version



CA 10: FILLING SHELF WITH DRAWERS W900*D414*1225


Materials

- Side panel: 18tPB+ double sided LPM + 4-sided 2t ABS edge finish
 - Top panel: 18tPB+ double sided LPM + 4-sided 1t ABS edge finish
 - Bottom panel : 22t PB+ double sided LPM +2 sided 1t ABS edge finish
 - Top band: 15t PB+ double sided LPM +2 sided 1t ABS edge finish
 - Key band: 18t PB+ double sided LPM +4 sided 1t ABS edge finish
- Fixed band : 18t PB + double-sided LPM + 1-sided 1t ABS edge finish
- Front panel : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish
- Back panel : 4.5t MDF + double-sided PP

	<p>Function</p> <ul style="list-style-type: none"> · Anti-tilt system : only one drawer can be drawn out at once. · When connecting cabinet, connecting bolt keep them together tightly and stably. <ul style="list-style-type: none"> · Maximized utilization of space: hanging file drawer with full-extension rail. (A4, B4, LETTER, LEGAL) · Aluminium die casting leg body and plastic injection molded leg leveler are solid and sleek. · Hanging file frame or basket available. · WE, BE, MC (body & worktop, & front panel are same color) WWUA, WWSWM, WWLT, WWDT, WWEL (WW:body color / UA, SWM, LT, DT, EL: top panel & front panel) <ul style="list-style-type: none"> · Ergonomic design for door handle · Silver line edge for WW(top panel) 			
CE1/AH1	BOOK TROLLEY W890 X D485 X H1080	26		
	<p>Materials</p> <ul style="list-style-type: none"> · Top Surface : 22t Particle Board(PB) + Upside HPM + Downside PVC + 4-sided 2t PVC edge 			
	<ul style="list-style-type: none"> · Divider : 18t Particle Board(PB) + Double-sided LPM + 4-sided 1.2t PVC edge · Side Panel : 22t Particle Board(PB) + Double-sided LPM + 2-sided 1.2t PVC edge · Side Panel Pipe : Ø42.2 Round pipe (1.4T) · Middle Pipe : Ø42.2 Round pipe(1.4T) + 30X60 Rectangular pipe(1.4T) <p>Function</p> <ul style="list-style-type: none"> · 2 shelf study book trolley · To have rubberized gurney wheels that move silently with foot lever stoppers. · To have divider attached under each shelf for better organization. · High-density durafoam hand grips for ease and comfort of use. · Round finished edges and corners. 			





C13	STRAIGHT DESK W1800 X D800 X H720	1		
	<p>Materials</p> <p>Top Panel : 22t Particle Board(PB) + Double-sided LPM + 4 sides 2.5t PVC (Core) Edge</p> <p>· Side Panel : 22t PB + Double-sided LPM + 2 sides 1.2t PVC Edge, 1 side 0.6t PVC Edge</p> <p>1.6t C/G color Punched Steel Plate, Pressed Cover and Height</p> <p>· Modesty Panel : 15t PB + Double-sided LPM + 1 side 0.6t PVC Edge</p> <p>· Supporting frame: 20X40 rectangular pipe (2T)</p> <p>Function</p> <p>· Vertical wire management system with punched steel plate on both sides of the desk</p> <p>· Horizontal wire management system with cable clips under the work top</p> <p>· Easy to open / replace cable duct cover panels and wire caps on both sides of the desk</p> <p>· Modesty panel situated 160mm deep from back the edge of the worktop</p>			
				
	MOBILE PEDESTAL W405 X D560 X H555			
	<p>Materials</p> <p>· Top Panel : 22t Particle Board (PB) + Double-sided LPM + 4 sides 2t PVC (Core) Edge</p> <p>· Back & Side : 15t PB + Double-sided LPM + 3 sides 0.6t PVC Edge</p>			

- Bottom Panel : 18t PB + Double-sided LPM + 2 sides 0.6t PVC Edge

- Key band : 18t PB + 3 sides 1.2t PVC Edge

- Front panel : 18t PB + 4 sides 1.2t PVC Edge

- Drawer : Plastic Injection Molding

Function

- 2/3 drawer mobile pedestal

- To have a pencil tray, normal drawer and deep storage

- To include divider in inner drawer for sectioning.

- Various sizes of hanging files can be stored such as A4, A3, B4, LETTER and LEGAL.

- File drawer has ANTI-TILT auxiliary caster to prevent the drawer from falling inward.

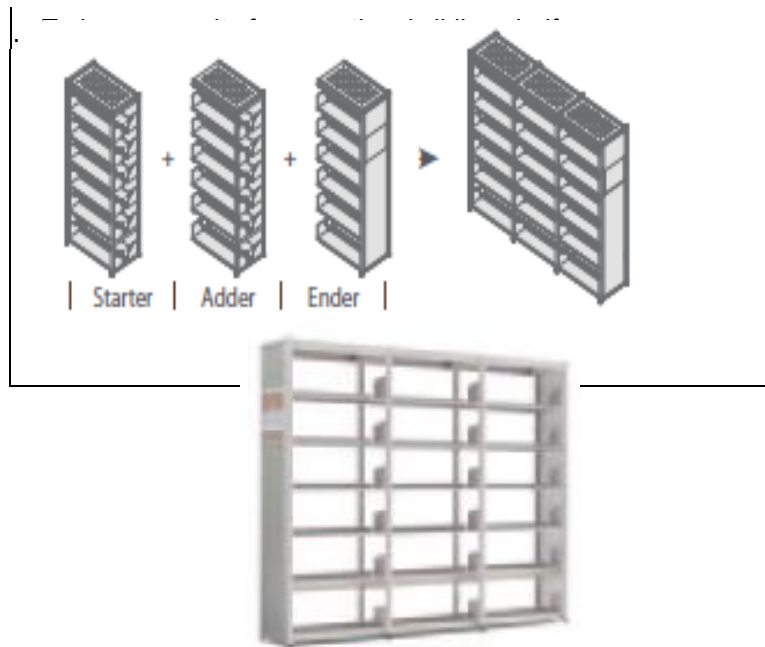
- The drawer to have a plastic moulding buns on the front and anti-tilt

- auxillary casters on the back, making it easier to fix, rotate and move.



CA11	CONNECTABLE SYSTEM SHELVING - DOUBLE SIDED	26		
	Starter - W940 X D580 X H2276			
	Adder - W899X D580 X H2276			
	Ender - W899 X D580 X H2276			
	Materials <ul style="list-style-type: none"> · Top board : 1.0t STEEL · Frame : 40x50x2t STEEL Pipe · Side frame : Extruded aluminium · Side panel : 5t one-side powder coating, enhanced glass · Nameplate : 1.0t STEEL · Shelf : 1.0t STEEL Function <ul style="list-style-type: none"> · 6 shelf double sided book shelf with shelf support bar under each shelf 			

- To have signboard on side panel
- To have height-adjustable shelves and movable book end supports
- To have detachable magnet type nameplate
- To have module slope shelves at the bottom for easy book identification.
- To have double post design for more robust stability
- To have lattice aluminium frame and various material panels.
- To have superior quality scratch proof silver stripe glass panel on the sides
- White tone finish for overall frame.
- Double structure with top plate of the woodgrain added on top of the iron top plate.



• Door : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish

Function

- 4 shelf open cabinet with lockable lower section
- For standard box files; to have the open shelf height adjustable
- To have height adjustable rubber buns for leveling on uneven surfaces

- To have connecting holes with connecting bolts for straight line configurations
- Door lock to include open and close indicator
- Ergonomic aluminium die casted handle; flush with the door surface - must not protrude
- To have a locking system with a stop strip installed to the inner door.
- To have an exclusive hinge(Axle) for office furniture with great durability and an opening angle of 230° (one-touch clip system, direction adjustable).
- To have silver line easthetic edging for white version



CA13

CABINET - OPEN - W800 X D414 X H1525

1

Materials

- Side panel : 18t PB + double-sided LPM + 4-sided 2t ABS edge finish
- Top panel : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish
- Bottom panel : 22t PB + double-sided LPM + 2-sided 1t ABS edge finish

- Top band : 15t PB + double-sided LPM + 2-sided 1t ABS edge finish
- Key band : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish
- Fixed band : 18t PB + double-sided LPM + 1-sided 1t ABS edge finish
- Front panel : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish
- Back panel : 4.5t MDF + double-sided PP

Function




- Anti-tilt system : only one drawer can be drawn out at once.
- When connecting cabinet, connecting bolt keep them together tightly and stably.

- Maximized utilization of space: hanging file drawer with full-extension rail. (A4, B4, LETTER, LEGAL)
- Aluminium die casting leg body and plastic injection molded leg leveler are solid and sleek.
- Hanging file frame or basket available.
- WE, BE, MC (body & worktop, & front panel are same color)
WWUA, WWSWM, WWLT, WWDT, WWEL (WW:body color / UA, SWM, LT, DT, EL: top panel & front panel)
- Ergonomic design for door handle

- Silver line edge for WW(top panel)

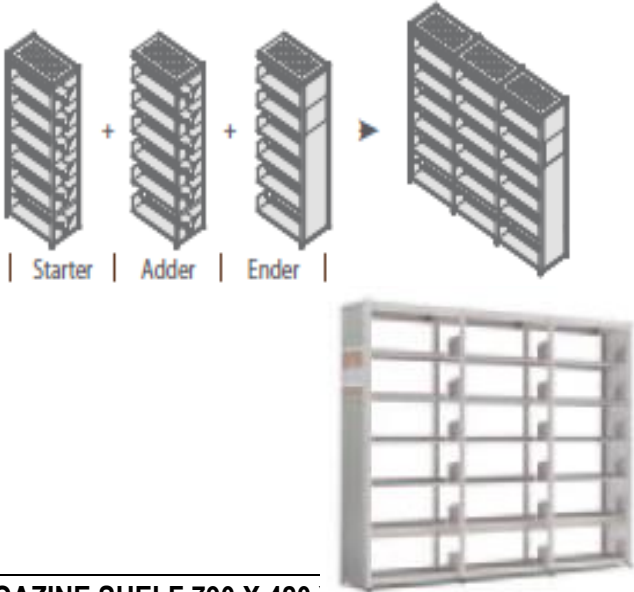


CC1	FILING CABINET W420 X D590X H1010	1		
CC2	FILING CABINET W420 X D590X H1010	1		
CC3	FILING CABINET W420 X D590X H1010	1		
<p>Materials</p> <ul style="list-style-type: none"> · Top Panel : 22t Particle Board (PB) + Double-sided LPM + 4 sides 2t PVC (Core) Edge · Back & Side : 15t PB + Double-sided LPM + 3 sides 0.6t PVC Edge · Bottom Panel : 18t PB + Double-sided LPM + 2 sides 0.6t PVC Edge · Key band : 18t PB + 3 sides 1.2t PVC Edge · Front panel : 18t PB + 4 sides 1.2t PVC Edge · Drawer : Plastic Injection Molding <p>Function</p> <ul style="list-style-type: none"> • 3 drawer cabinet for hanging files. • To have height adjustable rubber buns for leveling on uneven surfaces • To have ANTI-TILT auxiliary caster to prevent the drawer from falling inward. • To have central locking key system. 				

	<ul style="list-style-type: none"> • To have frames that can be easily moved. • To be able to store various sizes of hanging files such as A4, B4, LETTER, LEGAL. • To have ball bearing rail which reduces noise when opening and closing the drawers 			
CD1	THREE SEATER SOFA W1680 X D745 X H755	1		
CD2	ONE SEATER SOFA W700 X D745 X H755	1		
	Materials <ul style="list-style-type: none"> • Body : E1 grade Plywood + lumber + Band (less than 14% of water content dried wood/ Italian band) • Sponge : Density 35 / 25 high resiliency sponge • Finish : Artificial leather • Frame : Aluminum diecasting polishing Function <ul style="list-style-type: none"> • 3 seater amenity sofa finished with artificial leather • To come in compact size, suitable for lounge - 1680×735×755 (W×D×H) • Excellent high resiliency sponge that immediately regains shape when not in use 			
	<ul style="list-style-type: none"> • Excellent in durability (E1 grade plywood) • Excellent in stability with band • Noise reducing rubber glides on legs  			

CE1	BOOK TROLLEY W890 X D485 X H1080	11		
	<p>Materials</p> <ul style="list-style-type: none"> · Top Surface : 22t Particle Board(PB) + Upside HPM + Downside PVC + 4-sided 2t PVC edge · Divider : 18t Particle Board(PB) + Double-sided LPM + 4-sided 1.2t PVC edge · Side Panel : 22t Particle Board(PB) + Double-sided LPM + 2-sided 1.2t PVC edge · Side Panel Pipe : Ø42.2 Round pipe (1.4T) · Middle Pipe : Ø42.2 Round pipe(1.4T) + 30X60 Rectangular pipe(1.4T) <p>Function</p> <ul style="list-style-type: none"> · 2 shelf study book trolley · To have rubberized gurney wheels that move silently with foot lever stoppers. · To have divider attached under each shelf for better organization. · High-density durafoam hand grips for ease and comfort of use. <ul style="list-style-type: none"> · Round finished edges and corners. 			
	MEZZANINE FLOOR			
AD1	CONNECTABLE SYSTEM SHELVING - DOUBLE SIDED	26		
	Starter - W940 X D580 X H2276			
	Adder - W899X D580 X H2276			
	Ender - W899 X D580 X H2276			
	<p>Materials</p> <ul style="list-style-type: none"> · Top board : 1.0t STEEL <ul style="list-style-type: none"> · Frame : 40x50x2t STEEL Pipe · Side frame : Extruded aluminium · Side panel : 5t one-side powder coating, enhanced glass 			



	<ul style="list-style-type: none"> Nameplate : 1.0t STEEL Shelf : 1.0t STEEL <p>Function</p> <ul style="list-style-type: none"> 6 shelf double sided book shelf with shelf support bar under each shelf To have signboard on side panel To have height-adjustable shelves and movable book end supports To have detachable magnet type nameplate To have module slope shelves at the bottom for easy book identification. To have double post design for more robust stability To have lattice aluminium frame and various material panels. To have superior quality scratch proof silver stripe glass panel on the sides White tone finish for overall frame. Double structure with top plate of the woodgrain added on top of the iron top plate. To have capacity for an optional sliding shelf 			
AD2	MAGAZINE SHELF 790 X 420 x 2120	1		
	<p>Materials</p> <ul style="list-style-type: none"> Side Panel: 18t Particle board(PB) + Double-sided LPM + 4-sided 1.0t ABS edge 			

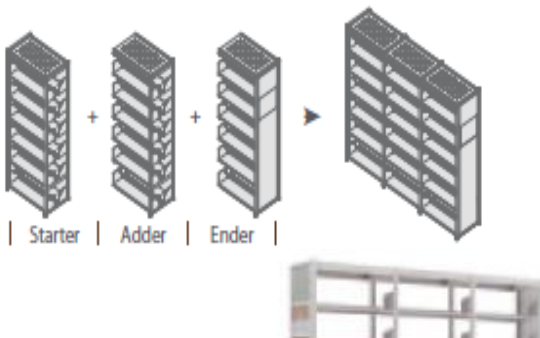
- Top Surface: 22t Particle board(PB) + Double-sided LPM + 4-sided 1.0t ABS edge
- Surface: 18t Particle board(PB) + Double-sided LPM + 1-sided 1.0t ABS edge
- Bottom Tile: 18t Particle board(PB) + Double-sided LPM + 1-sided 1.0t ABS edge
- Bottom Panel: 22t Particle board(PB) + Double-sided LPM +1-sided 1.0t ABS edge
- Shelf: 22t Particle board(PB) + Double-sided LPM + 1-sided 1.0t ABS edge
- Back Panel: 4.5t MDF +P.P
- Door Frame: Aluminum frame
- Magazine Box: ABS + PC


Function

- Magazine rack/shelving in melamine finish with urethane edges size W900 x D390 x H1195H
- To come in with natural wood finish.
- To have open and shut cable access duct on the table surface

- To have semi-transparent plastic cover enabling the users to check the items inside.
- To have name plate that doubles as a handle for the shelf.
- To feature SMOVE mechanism with minimal noise when opening/closing the doors.
- To have an exclusive hinge(Axle) for office furniture with great durability and an opening angle of 230° (one-touch clip system, direction adjustable).
- To have semi-transparent plastic door and Aluminium frame.
- To have a locking system with a stop strip and noiseless anti-bang installed to the inner door.
- To have ample cabinet storage behind the magazine display panel / door.



AD5	CONNECTABLE SYSTEM SHELVING - DOUBLE SIDED	84		
	Starter - W940 X D580 X H2276			
	Adder - W899X D580 X H2276			
	Ender - W899 X D580 X H2276			
	<p>Materials</p> <ul style="list-style-type: none"> · Top board : 1.0t STEEL · Frame : 40x50x2t STEEL Pipe · Side frame : Extruded aluminium · Side panel : 5t one-side powder coating, enhanced glass · Nameplate : 1.0t STEEL · Shelf : 1.0t STEEL <p>Function</p> <ul style="list-style-type: none"> • 6 shelf double sided book shelf with shelf support bar under each shelf • To have signboard on side panel • To have height-adjustable shelves and movable book end supports • To have detachable magnet type nameplate • To have module slope shelves at the bottom for easy book identification. • To have double post design for more robust stability • To have lattice aluminium frame and various material panels. • To have superior quality scratch proof silver stripe glass panel on the sides • White tone finish for overall frame. • Double structure with top plate of the woodgrain added on top of the iron top plate. <p>T</p> 			

AD7	DOUBLE SIDED- H2276	13		
AD8	DOUBLE SIDED-H1532	6		
AD8a	DOUBLE SIDED-H1532	6		
AD9	DOUBLE SIDED-H1532	2		
AD10	DOUBLE SIDED-H1532	4		
	 <p>DOUBLE SIDED DIMENSIONS Starter - W940 X D580 X H2276 Adder - W889 X D580 X H2276 Ender - W889 X D580 X H2276</p>			
AD11	OPEN SHELF CABINET - W900 X D414X H846	5		
AD12	OPEN SHELF CABINET - W900 X D414 X H846	4		
	Materials · Side panel : 18t PB + double-sided LPM + 4-sided 2t ABS edge finish · Top panel : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish · Bottom panel : 22t PB + double-sided LPM + 2-sided 1t ABS edge finish · Top band : 15t PB + double-sided LPM + 2-sided 1t ABS edge finish · Key band : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish			

- Fixed band : 18t PB + double-sided LPM + 1-sided 1t ABS edge finish
- Front panel : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish
- Back panel : 4.5t MDF + double-sided PP

Function




- Anti-tilt system : only one drawer can be drawn out at once.
- When connecting cabinet, connecting bolt keep them together tightly and stably.
- Maximized utilization of space: hanging file drawer with full-extension rail. (A4, B4, LETTER, LEGAL)
- Aluminium die casting leg body and plastic injection molded leg leveler are solid and sleek.
- Hanging file frame or basket available.
- WE, BE, MC (body & worktop, & front panel are same color)
WWUA, WWSWM, WWLT, WWDT, WWEL (WW:body color / UA, SWM, LT, DT, EL: top panel & front panel)
- Ergonomic design for door handle
- Silver line edge for WW(top panel)





AD13	TV STAND W800 X D607 X H620	1		
	Materials <ul style="list-style-type: none"> · Top Panel: 22t Particle Board(PB) + Double-sided LPM + 4 sides PUR-Edge · Bottom Panel: 18t PB + Double-sided LPM + 1.0t ABS Edge · Side/Back Panel: 15t PB + Double-sided LPM + 1.0t ABS Edge · Key Band/Front Panel: 18t PB + Double-sided LPM + 1.0t ABS Edge · Rail: 3-level Ball Bearing Rail Function <ul style="list-style-type: none"> · Open TV cabinet with glass doors 			

<ul style="list-style-type: none"> · Ergonomic aluminium die casted handle. · To have a locking system with a stop strip and noiseless anti-bang installed to the inner door. · To have silver line easthetic edging for white version 			
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AD14	TAPES CABINET-W930 X D290 X 1860	1		
Materials <ul style="list-style-type: none"> · Top panel : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish · Bottom panel : 22t PB + double-sided LPM + 2-sided 1t ABS edge finish · Shelf : 22t PB + double-sided LPM + 2-sided 1t ABS edge finish · Glass door : 5t tempered glass + 4-sided corner tempered finish Function <ul style="list-style-type: none"> • Multimedia cabinet for Tapes / CD / DVD storage 930 x 290 x 1860 • To come with glass door lock device in chome finish. • To have Lift CD holders that have an automatic push to pop-out mechanism. • To have minimum 18 CD holders each storing 20 CDs; total 360 CDs per unit 				
<div>    </div> <div> Glass door lock device with clean chrome finish </div>			CD holder that can hold numerous CDs tidily Lift stored CD and pops it out automatically	

AD15a	FILING CABINET W600 X D414X H1525	1		
	<p>Materials</p> <ul style="list-style-type: none"> · Top panel : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish · Bottom panel : 22t PB + double-sided LPM + 2-sided 1t ABS edge finish · Shelf : 22t PB + double-sided LPM + 2-sided 1t ABS edge finish · Side panel : 18t PB + double-sided LPM + 4-sided 2t ABS edge finish · Back panel : 4.5t MDF + double-sided PP · Door : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish <p>Function</p> <ul style="list-style-type: none"> • 4 shelf open cabinet with lockable door. • For standard box files; to have the open shelf height adjustable • To have height adjustable rubber buns for leveling on uneven surfaces • To have connecting holes with connecting bolts for straight line configurations · Door lock to include open and close indicator · Ergonomic aluminium die casted handle; flush with the door surface - must not protrude • To have a locking system with a stop strip and noiseless anti-bang installed to the inner door. • To have an exclusive hinge(Axle) for office furniture with great durability and an opening angle of 230° (one-touch clip system, direction adjustable). · To have silver line easthetic edging for white version 			
				

AD15b	OPEN SHELF CABINET - W900 X D414 X H846	1		
AD15c	OPEN SHELF CABINET - W900 X D414 X H846	1		
	Materials <ul style="list-style-type: none"> · Side panel : 18t PB + double-sided LPM + 4-sided 2t ABS edge finish · Top panel : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish · Bottom panel : 22t PB + double-sided LPM + 2-sided 1t ABS edge finish · Top band : 15t PB + double-sided LPM + 2-sided 1t ABS edge finish · Key band : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish · Fixed band : 18t PB + double-sided LPM + 1-sided 1t ABS edge finish · Front panel : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish · Back panel : 4.5t MDF + double-sided PP Function			
	<ul style="list-style-type: none"> · Anti-tilt system : only one drawer can be drawn out at once. · When connecting cabinet, connecting bolt keep them together tightly and stably. · Maximized utilization of space: hanging file drawer with full-extension rail. (A4, B4, LETTER, LEGAL) · Aluminium die casting leg body and plastic injection molded leg leveler are solid and sleek. · Hanging file frame or basket available. · WE, BE, MC (body & worktop, & front panel are same color) WWUA, WWSWM, WWLT, WWDT, WWEL (WW:body color / UA, SWM, LT, DT, EL: top panel & front panel) <ul style="list-style-type: none"> · Ergonomic design for door handle · Silver line edge for WW(top panel) 			
AD15d	2 SHELF STORAGE CABINET W800 X D414 X H797	1		
	Materials <ul style="list-style-type: none"> · Top panel : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish 			

- Bottom panel : 22t PB + double-sided LPM + 2-sided 1t ABS edge finish
- Shelf : 22t PB + double-sided LPM + 2-sided 1t ABS edge finish
- Side panel : 18t PB + double-sided LPM + 4-sided 2t ABS edge finish
- Back panel : 4.5t MDF + double-sided PP
- Door : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish

Function

- 4 shelf lockable door cabinet
- For standard box files; to have the first and fifth shelves height adjustable
- To have height adjustable rubber buns for leveling on uneven surfaces
- To have connecting holes with connecting bolts for straight line configurations
- To have silver line easthetic edging for white version



AD16





3 SEATER COMPUTER TABLE WITH GLASS PARTITIONS & CPU HOLDER W2400 X D670 X H1220

3

Materials

- Top Surface : 22t Particle Board(PB) + Upside HPM + Downside PVC
- + 4-sided 2t PVC edge
- Modesty Panel : 18t Particle Board(PB) + Double-sided LPM + 4-sided 1.2t PVC edge
- Side Panel : 22t Particle Board(PB) + Double-sided LPM + 2-sided 1.2t PVC edge
- Glass Divider : 8t High-density translucent etched glass
- Side Panel Pipe : Ø42.2 Round pipe (1.4T)
- Middle Pipe : Ø42.2 Round pipe(1.4T) + 30X60 Rectangular pipe(1.4T)

Function

	<ul style="list-style-type: none"> · 3 pax compartmentalized study table that maximizes user privacy and focus · To have height-adjustable legs for leveling on uneven surfaces · To have modesty panel divider attached under the table · High-density plastic holders in silver spray finish to support dividers. · Round finished edges and corners · To have a discrete hole-type cable access outlet located on the desk surface · To have a horizontal cable duct for tidy cable management · To have a vertical cable duct with a cover that neatly covers the cables · To have a simply designed glass holder for safe attachment of the glass screen · To have a PC box below of inner size W140 X D505 X H450 (350) 			
	    <p>CPU holder</p> <p>vertical cable duct</p> <p>horizontal cable duct</p>			
AD17	TV STAND W800 X D607 X H620	1		
	Materials <ul style="list-style-type: none"> • Top Panel: 22t Particle Board(PB) + Double-sided LPM + 4 sides PUR-Edge • Bottom Panel: 18t PB + Double-sided LPM + 1.0t ABS Edge • Side/Back Panel: 15t PB + Double-sided LPM + 1.0t ABS Edge • Key Band/Front Panel: 18t PB + Double-sided LPM + 1.0t ABS Edge 			

- Rail: 3-level Ball Bearing Rail
- Function**
- Open TV cabinet with lockable drawer.
 - Ergonomic aluminium die casted handle.
 - To have a locking system with a stop strip and noiseless anti-bang installed to the inner door.
 - To have silver line easthetic edging for white version



AE1	4 PAX DOUBLE SIDED READING TABLE WITH WOODEN PARTITIONS W1625 X D1155 X H1220	62		
AE1a	4 PAX DOUBLE SIDED READING TABLE WITH WOODEN PARTITIONS W1625 X D1155 X H1220	4		
AE1b	3 PAX SINGLE SIDED READING TABLE WITH WOODEN PARTITIONS W2400 X D670 X H1220	1		
	<p>Materials</p> <ul style="list-style-type: none"> • Top surface: 28t Particle board(PB) + Top HPM + Bottom PVC + Front and back "U"forming / Side panel 2t PVC edge • Bottom modesty panel: 18t Particle board(PB) + Double-sided LPM + 1 side 0.6t PVC edge • Inner side panel: 18t Particle board(PB) + Double-sided LPM + 3-sided 2t PVC edge • Outer side panel: 18t Particle board(PB) + Double-sided LPM + 3-sided 2t CORE edge • Bottom modesty panel: 18t Particle board(PB) + Double-sided LPM + 2-sided 0.6t PVC edge • Top surface bracket: 3t STEEL • Outer perforated steel: 1.2t STEEL • Leg pipe: 40X20 rectangular pipe (2t) <p>Function</p> <ul style="list-style-type: none"> • 4 pax open reading table that maximizes user privacy and focus • To have modesty panel and dividers attached under table surface. 			

- Height-adjustable bolt enables the stable horizontal position of the carrel
- Unique design combining truss side panel with rectangular leg panels
- To come in two tone design with natural wood finish shell and matt gray carcass
- Vertical wire management system with punched steel plate on both sides of the desk



AE1c ROUND TABLE D900 X H720

29

Materials

- Surface: 28t Particle board(PB) + Upside HPM + Downside BACKER + Molded urethane edge
- Leg: Pipe - 3t, powder coated Ø101.6 ×537 Steel
- Base: Aluminium round base + + powder coated round base and rubber cushion assembly


Function

- To have polyurethane edge with soft touch and durability.
- To have powder coated wide round base designed on stable structure.
- Simple round leg provides efficiency in movement when seating



AE1d DOUBLE SIDED READING TABLE - W1625 X D1155 X H1220

3

	<p>Materials</p> <ul style="list-style-type: none"> · Top Surface : 22t Particle Board(PB) + Upside HPM + Downside P.P + 4-sided 2.0t ABS edge · Side Panel : 22t Particle Board(PB) + Double-sided LPM + 2-sided 1.0t ABS edge · Modesty Panel : 18t Particle Board(PB) + Double-sided LPM + 4-sided 1.0t ABS edge · Side Pipe : Ø42.2 Round pipe(1.4T) · Middle Pipe : Ø42.2 Round pipe(1.4T) + 30X60 Rectangular pipe(1.4T) · Wireduct Tool Kit : AL Extrusion+ ABS <p>Function</p> <ul style="list-style-type: none"> · 4 pax open reading table that maximizes user privacy and focus · To have modesty panel attached under table surface. · Height-adjustable bolt enables the stable horizontal position of the carrel · To come in with natural wood finish. · To have open and shut cable access duct on the table surface 			
AE1e	COFFEE TABLE W700 X 700 X 500	1		
	<p>Materials</p> <ul style="list-style-type: none"> · Top Surface: 22t MDF + Double-sided coating PAPER (MC) · Side Panel: 22t PB + Double-sided LPM + 2t ABS edge adhesion finish · Modesty Panel: 18t PB + Double-sided LPM + 1.2t ABS edge adhesion finish · Middle : 18t PB + Double-sided LPM + 2t ABS edge adhesion finish · Front Side: 18t PB + 1-sided HPM + Left/right side L-type round finish · Inner Drawer: 12t PB + PVC FILM adhesion <p>Function</p> <ul style="list-style-type: none"> · It can be used as a table between sofas 			<div></div> <div></div>

- Can hold various kinds of decorations or can be used as a tea table for people who seat nearby
- The middle shelf can be used to store newspapers and magazines
- The round finish of the top surface gives elegant yet active image
- It is height-adjustable by 500mm considering the combination with the sofas



AE1f STRAIGHT DESK W1200 X D800 X H720

1

Materials

Top Panel : 22t Particle Board(PB) + Double-sided LPM + 4 sides 2.5t PVC (Core) Edge

· Side Panel : 22t PB + Double-sided LPM + 2 sides 1.2t PVC Edge, 1 side 0.6t PVC Edge

1.6t C/G color Punched Steel Plate, Pressed Cover and Height

· Modesty Panel : 15t PB + Double-sided LPM + 1 side 0.6t PVC Edge

· Supporting frame: 20X40 rectangular pipe (2T)

Function

· Vertical wire management system with punched steel plate on both sides of the desk



· Horizontal wire management system with cable clips under the work top

· Easy to open / replace cable duct cover panels and wire caps on both sides of the desk

· Modesty panel situated 160mm deep from back the edge of the worktop



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AE1g	ROUND TABLE D1200 X H720	3		
	<p>Materials</p> <ul style="list-style-type: none"> - Surface: 28t Particle board(PB) + Upside HPM + Downside BACKER + Molded urethane edge - Leg: Pipe - 3t, powder coated Ø101.6 x537 Steel - Base: Aluminium round base + + powder coated round base and rubber cushion assembly <p>Function</p> <ul style="list-style-type: none"> · To have polyurethane edge with soft touch and durability. · To have powder coated wide round base designed on stable structure. · Simple round leg provides efficiency in movement when seating <div>   </div>			
AE1h	TABLE W1200 X D800 X H720	5		
	<p>Materials</p> <p>Worktop: 22 t PB + double-sided HPM + ABS edge</p> <p>Leg pipe: φ38.1" Circular Pipe(1.4t) + 20X40 Square pipe (2.0t)</p> <p>Support pipe: 20X40 Square pipe (2.0t)</p> <p>Function</p> <p>Versatile table for many applications including meeting spaces, cafeterias and more.</p> <p>To be slim, minimalist and light for easy moving in multi-layout active spaces.</p> <p>To have silver slim side leg; design to feature simple frame structure combination of metal & wood.</p>			

To have height adjustable glides for leveling on uneven surfaces
To come with rounded edges for safety purposes



AE1i ROUND TABLE D1200 X H720

2

Materials

- Surface: 28t Particle board(PB) + Upside HPM + Downside BACKER + Molded urethane edge
- Leg: Pipe - 3t, powder coated Ø101.6 x 537 Steel
- Base: Aluminium round base + powder coated round base and rubber cushion assembly

Function

- To have polyurethane edge with soft touch and durability.
- To have powder coated wide round base designed on stable structure.
- Simple round leg provides efficiency in movement when seating



AE1j READING TABLE W1200 X D800 X H720

4

Materials

- Worktop : 22t Particle board (PB) + one sided HPM + one sided PP + 4 sided 2t ABS edge + ABS wireduct cap
- Support frame : Steel 20 x 30 x 1.4t pipe
- Desk side panel : Steel 1.2t pipe + Steel 1.5t pipe + PA6 leveler

Function

- Basic style worktop with 4 legs

- Enough depth (800mm) for the PC work and paper work
- Push open wire duct on the worktop
- Wire net on the back of desk worktop : arrange wire management
- Slim & basic design featuring silver color slim leg.



AE1k ROUND TABLE D900 X H720

4

Materials

- Surface: 28t Particle board(PB) + Upside HPM + Downside BACKER + Molded urethane edge
- Leg: Pipe - 3t, powder coated Ø101.6 x537 Steel
- Base: Aluminium round base + + powder coated round base and rubber cushion assembly

Function


- To have polyurethane edge with soft touch and durability.
- To have powder coated wide round base designed on stable structure.
- Simple round leg provides efficiency in movement when seating



AE1l ROUND TABLE W914.2X D711.2 X H457.2

1

Materials

	<p>Worktop: 22 t PB + double-sided HPM + ABS edge Leg pipe: ϕ38.1" Circular Pipe(1.4t) + 20X40 Square pipe (2.0t) Support pipe: 20X40 Square pipe (2.0t)</p> <p>Function Versatile 4 leg round table for many applications including meeting spaces, cafeterias and more. To be slim, minimalist and light for easy moving in multi-layout active spaces. To have silver slim side leg; design to feature simple frame structure combination of metal & wood. To have height adjustable glidesfor leveling on uneven surfaces To come with rounded edges for safety purposes</p>			
				
AE2	STRAIGHT DESK W1200 X D800 X H720	7		
AE2a	STRAIGHT DESK W1800 X D800 X H720	1		
AE2b	STRAIGHT DESK W1800 X D800 X H720	3		
AE2d	STRAIGHT DESK W1800 X D800 X H720	1		
AE2e	STRAIGHT DESK W800 X D800 X H720	1		
AE2f	STRAIGHT DESK W1400 X D800 X H720	1		
AE2g	STRAIGHT DESK W1200 X D800 X H720	1		
AE2h	STRAIGHT DESK W800 X D800 X H720	1		
	<p>Materials Top Panel : 22t Particle Board(PB) + Double-sided LPM + 4 sides 2.5t PVC (Core) Edge · Side Panel : 22t PB + Double-sided LPM + 2 sides 1.2t PVC Edge, 1 side 0.6t PVC Edge 1.6t C/G color Punched Steel Plate, Pressed Cover and Height · Modesty Panel : 15t PB + Double-sided LPM + 1 side 0.6t PVC Edge · Supporting frame: 20X40 rectangular pipe (2T)</p> <p>Function</p>			

- Vertical wire management system with punched steel plate on both sides of the desk
- Horizontal wire management system with cable clips under the work top
- Easy to open / replace cable duct cover panels and wire caps on both sides of the desk
- Modesty panel situated 160mm deep from back the edge of the worktop



AF1	ONE SEATER SOFA W700 X D745 X H755	5		
AF1	ONE SEATER SOFA W700 X D745 X H755	5		


Materials


- Body : E1 grade Plywood + lumber + Band (less than 14% of water content dried wood/ Italian band)
- Sponge : Density 35 / 25 high resiliency sponge
- Finish : Artificial leather
- Frame : Aluminum diecasting polishing

Function

- 3 seater amenity sofa finished with artificial leather
- To come in compact size, suitable for lounge - 1680×735×755 (W×D×H)
- Excellent high resiliency sponge that immediately regains shape when not in use
- Excellent in durability (E1 grade plywood)
- Excellent in stability with band
- Noise reducing rubber glides on legs



AH 1	BOOK TROLLEY W890 X D485 X H1080	2		
	Materials · Top Surface : 22t Particle Board(PB) + Upside HPM + Downside PVC + 4-sided 2t PVC edge · Divider : 18t Particle Board(PB) + Double-sided LPM + 4-sided 1.2t PVC edge · Side Panel : 22t Particle Board(PB) + Double-sided LPM + 2-sided 1.2t PVC edge			
	· Side Panel Pipe : Ø42.2 Round pipe (1.4T) · Middle Pipe : Ø42.2 Round pipe(1.4T) + 30X60 Rectangular pipe(1.4T) Function · 2 shelf study book trolley · To have rubberized gurney wheels that move silently with foot lever stoppers. · To have divider attached under each shelf for better organization. · High-density durafoam hand grips for ease and comfort of use. · Round finished edges and corners.			
				
	FIRST FLOOR STUDY			
B1	STRAIGHT DESK W1600 X D800 X H720	2		
B2	STRAIGHT DESK W1200 X D800 X H720	2		
B3	STRAIGHT DESK W1200 X D800 X H720	1		
B4	STRAIGHT DESK W1000 X D600 X H720	13		
B5	STRAIGHT DESK W1600 X D600 X H720	2		
B6	STRAIGHT DESK W800 X D600 X H720	2		
B7	STRAIGHT DESK W1800 X D600 X H720	1		

B8	STRAIGHT DESK W1000 X D600 X H720	1		
B9	STRAIGHT DESK W1000 X D600 X H720	1		
B10	STRAIGHT DESK W1200 X D800 X H720	2		
	<p>Materials Top Panel : 22t Particle Board(PB) + Double-sided LPM + 4 sides 2.5t PVC (Core) Edge · Side Panel : 22t PB + Double-sided LPM + 2 sides 1.2t PVC Edge, 1 side 0.6t PVC Edge 1.6t C/G color Punched Steel Plate, Pressed Cover and Height · Modesty Panel : 15t PB + Double-sided LPM + 1 side 0.6t PVC Edge · Supporting frame: 20X40 rectangular pipe (2T)</p> <p>Function · Vertical wire management system with punched steel plate on both sides of the desk · Horizontal wire management system with cable clips under the work top · Easy to open / replace cable duct cover panels and wire caps on both sides of the desk · Modesty panel situated 160mm deep from back the edge of the worktop</p>			
				
BA1	CONNECTABLE SYSTEM SHELVING - DOUBLE SIDED	9		
BA2	CONNECTABLE SYSTEM SHELVING - DOUBLE SIDED	1		
BA4	CONNECTABLE SYSTEM SHELVING - DOUBLE SIDED	2		
BA6	CONNECTABLE SYSTEM SHELVING - DOUBLE SIDED	2		
	Starter - W940 X D580 X H2276			
	Adder - W899X D580 X H2276			
	Ender - W899 X D580 X H2276			

Materials


- Top board : 1.0t STEEL
- Frame : 40x50x2t STEEL Pipe
- Side frame : Extruded aluminium
- Side panel : 5t one-side powder coating, enhanced glass
- Nameplate : 1.0t STEEL

- Shelf : 1.0t STEEL

Function

- 6 shelf double sided book shelf with shelf support bar under each shelf
- To have signboard on side panel
- To have height-adjustable shelves and movable book end supports
- To have detachable magnet type nameplate
- To have module slope shelves at the bottom for easy book identification.
- To have double post design for more robust stability
- To have lattice aluminium frame and various material panels.
- To have superior quality scratch proof silver stripe glass panel on the sides
- White tone finish for overall frame.
- Double structure with top plate of the woodgrain added on top of the iron top plate.
- To have capacity for an optional sliding shelf



BA5	FILING SHELF WITH DRAWERS 900 X 414 X 1235	1		
	<p>Materials</p> <ul style="list-style-type: none"> · Side panel : 18t PB + double-sided LPM + 4-sided 2t ABS edge finish · Top panel : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish · Bottom panel : 22t PB + double-sided LPM + 2-sided 1t ABS edge finish · Top band : 15t PB + double-sided LPM + 2-sided 1t ABS edge finish · Key band : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish · Fixed band : 18t PB + double-sided LPM + 1-sided 1t ABS edge finish · Front panel : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish · Back panel : 4.5t MDF + double-sided PP <p>Function</p> <ul style="list-style-type: none"> · Anti-tilt system : only one drawer can be drawn out at once. · When connecting cabinet, connecting bolt keep them together tightly and stably. · Maximized utilization of space: hanging file drawer with full-extension rail. (A4, B4, LETTER, LEGAL) · Aluminium die casting leg body and plastic injection molded leg leveler are solid and sleek. · Hanging file frame or basket available. · WE, BE, MC (body & worktop, & front panel are same color) WWUA, WWSWM, WWLT, WWDT, WWEL (WW:body color / UA, SWM, LT, DT, EL: top panel & front panel) · Ergonomic design for door handle · Silver line edge for WW(top panel) 			
BA7	OPEN CABINET - W800 X D414X H797	1		
BA8	OPEN CABINET - W800 X D414X H1889	1		
BA9	OPEN CABINET - W800 X D414X H1525	1		
	Materials			

- Side panel : 18t PB + double-sided LPM + 4-sided 2t ABS edge finish
- Top panel : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish
- Bottom panel : 22t PB + double-sided LPM + 2-sided 1t ABS edge finish
- Top band : 15t PB + double-sided LPM + 2-sided 1t ABS edge finish
- Key band : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish
- Fixed band : 18t PB + double-sided LPM + 1-sided 1t ABS edge finish
- Front panel : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish
- Back panel : 4.5t MDF + double-sided PP



Function

- Anti-tilt system : only one drawer can be drawn out at once.
- When connecting cabinet, connecting bolt keep them together tightly and stably.
- Maximized utilization of space: hanging file drawer with full-extension rail. (A4, B4, LETTER, LEGAL)
- Aluminium die casting leg body and plastic injection molded leg leveler are solid and sleek.
- Hanging file frame or basket available.
- WE, BE, MC (body & worktop, & front panel are same color)
WWUA, WWSWM, WWLT, WWDT, WWEL (WW:body color / UA, SWM, LT, DT, EL: top panel & front panel)
- Ergonomic design for door handle
- Silver line edge for WW(top panel)

BB1	MAGAZINE SHELF 790 X 420 X 2120	3		
BA3	MAGAZINE SHELF 790 X 420 X 1320	1		
BB2	MAGAZINE SHELF 790 X 420 X 1320	1		
BB3	MAGAZINE SHELF 790 X 420 X 2120	1		

BB4	MAGAZINE SHELF 790 X 420 X 2120	2		
BB5	MAGAZINE SHELF 790 X 420 X 2120	1		
	<p>Materials</p> <ul style="list-style-type: none"> · Side Panel: 18t Particle board(PB) + Double-sided LPM + 4-sided 1.0t ABS edge · Top Surface: 22t Particle board(PB) + Double-sided LPM + 4-sided 1.0t ABS edge · Surface: 18t Particle board(PB) + Double-sided LPM + 1-sided 1.0t ABS edge · Bottom Tile: 18t Particle board(PB) + Double-sided LPM + 1-sided 1.0t ABS edge · Bottom Panel: 22t Particle board(PB) + Double-sided LPM + 1-sided 1.0t ABS edge · Shelf: 22t Particle board(PB) + Double-sided LPM + 1-sided 1.0t ABS edge · Back Panel: 4.5t MDF +P.P · Door Frame: Aluminum frame · Magazine Box: ABS + PC <p>Function</p> <ul style="list-style-type: none"> · Magazine rack/shelving in melamine finish with urethane edges size W900 x D390 x H1195H · To come in with natural wood finish. · To have open and shut cable access duct on the table surface · To have semi-transparent plastic cover enabling the users to check the items inside. · To have name plate that doubles as a handle for the shelf. · To feature SMOVE mechanism with minimal noise when opening/closing the doors. · To have an exclusive hinge(Axle) for office furniture with great durability and an opening angle of 230° (one-touch clip system, direction adjustable). · To have semi-transparent plastic door and Aluminium frame. · To have a locking system with a stop strip and noiseless anti-bang installed to the inner door. · To have ample cabinet storage behind the magazine display panel / door. 			



BC1

FILING CABINET W420 X D590X H1010

1

Materials

- Top Panel : 22t Particle Board (PB) + Double-sided LPM + 4 sides 2t PVC (Core) Edge
- Back & Side : 15t PB + Double-sided LPM + 3 sides 0.6t PVC Edge
- Bottom Panel : 18t PB + Double-sided LPM + 2 sides 0.6t PVC Edge


- Key band : 18t PB + 3 sides 1.2t PVC Edge

- Front panel : 18t PB + 4 sides 1.2t PVC Edge
- Drawer : Plastic Injection Molding

Function

- 3 drawer cabinet for hanging files.
- To have height adjustable rubber buns for leveling on uneven surfaces
- To have ANTI-TILT auxiliary caster to prevent the drawer from falling inward.
- To have central locking key system.
- To have frames that can be easily moved.
- To be able to store various sizes of hanging files such as A4, B4, LETTER, LEGAL.
- To have ball bearing rail which reduces noise when opening and closing the drawers



Z1	STRAIGHT DESK W1000 X D600 X H720	1		
Z2	STRAIGHT DESK W800 X D600 X H720	1		
Z3	STRAIGHT DESK W1200 X D800 X H720	1		
	<p>Materials Top Panel : 22t Particle Board(PB) + Double-sided LPM + 4 sides 2.5t PVC (Core) Edge · Side Panel : 22t PB + Double-sided LPM + 2 sides 1.2t PVC Edge, 1 side 0.6t PVC Edge 1.6t C/G color Punched Steel Plate, Pressed Cover and Height · Modesty Panel : 15t PB + Double-sided LPM + 1 side 0.6t PVC Edge · Supporting frame: 20X40 rectangular pipe (2T)</p> <p>Function · Vertical wire management system with punched steel plate on both sides of the desk · Horizontal wire management system with cable clips under the work top · Easy to open / replace cable duct cover panels and wire caps on both sides of the desk · Modesty panel situated 160mm deep from back the edge of the worktop</p>			
				
ZA1	FILING CABINET W420 X D590X H1010	1		
	<p>Materials · Top Panel : 22t Particle Board (PB) + Double-sided LPM + 4 sides 2t PVC (Core) Edge</p>			

- Back & Side : 18t PB + Double-sided LPM + 3 sides 0.6t PVC Edge
- Bottom Panel : 18t PB + Double-sided LPM + 2 sides 0.6t PVC Edge
- Key band : 18t PB + 3 sides 1.2t PVC Edge
- Front panel : 18t PB + 4 sides 1.2t PVC Edge
- Drawer : Plastic Injection Molding


Function

- 3 drawer cabinet for hanging files.
- To have height adjustable rubber buns for leveling on uneven surfaces
- To have ANTI-TILT auxiliary caster to prevent the drawer from falling inward.
- To have central locking key system.
- To have frames that can be easily moved.
- To be able to store various sizes of hanging files such as A4, B4, LETTER, LEGAL.
- To have ball bearing rail which reduces noise when opening and closing the drawers



BIBLIOGRAPHIC SECTION


B11	DOUBLE SIDED READING TABLE - W1625 X D1155 X H1220	2		
B12	DOUBLE SIDED READING TABLE - W1625 X D1155 X H1220	4		
B13	DOUBLE SIDED READING TABLE - W1625 X D1155 X H1220	1		
B15	DOUBLE SIDED READING TABLE - W1625 X D1155 X H1220	1		
B19	DOUBLE SIDED READING TABLE - W1625 X D1155 X H1220	1		
B25	DOUBLE SIDED READING TABLE - W1625 X D1155 X H1220	1		
Materials				
<ul style="list-style-type: none"> · Top Surface : 22t Particle Board(PB) + Upside HPM + Downside P.P + 4-sided 2.0t ABS edge 				

	<ul style="list-style-type: none"> · Side Panel : 22t Particle Board(PB) + Double-sided LPM + 2-sided 1.0t ABS edge · Modesty Panel : 18t Particle Board(PB) + Double-sided LPM + 4-sided 1.0t ABS edge · Side Pipe : Ø42.2 Round pipe(1.4T) · Middle Pipe : Ø42.2 Round pipe(1.4T) + 30X60 Rectangular pipe(1.4T) · Wireduct Tool Kit : AL Extrusion+ ABS <p>Function</p> <ul style="list-style-type: none"> · 4 pax open reading table that maximizes user privacy and focus · To have modesty panel attached under table surface. · Height-adjustable bolt enables the stable horizontal position of the carrel · To come in with natural wood finish. · To have open and shut cable access duct on the table surface 			
B14	STRAIGHT DESK W800 X D600 X H720	1		
B16	STRAIGHT DESK W800 X D600 X H720	2		
B18	STRAIGHT DESK W800 X D600 X H720	2		
	<p>Materials</p> <p>Top Panel : 22t Particle Board(PB) + Double-sided LPM + 4 sides 2.5t PVC (Core) Edge</p> <ul style="list-style-type: none"> · Side Panel : 22t PB + Double-sided LPM + 2 sides 1.2t PVC Edge, 1 side 0.6t PVC Edge, 1.6t C/G color Punched Steel Plate, Pressed Cover and Height · Modesty Panel : 15t PB + Double-sided LPM + 1 side 0.6t PVC Edge · Supporting frame: 20X40 rectangular pipe (2T) <p>Function</p> <ul style="list-style-type: none"> · Vertical wire management system with punched steel plate on both sides of the desk · Horizontal wire management system with cable clips under the work top · Easy to open / replace cable duct cover panels and wire caps on both sides of the desk 			

• Modesty panel situated 160mm deep from back the edge of the worktop



B17	MEETING TABLE 1800 X 1200 X 720	1		
B24	MEETING TABLE 1800 X 1200 X 720	1		
<p>Materials</p> <ul style="list-style-type: none"> • Worktop: 28t particle board(PB) + 1-sided HPM + 1-sided BACKER + all sides; 2t acryl 3D edge • Post/leg/brace: $\Phi 114$ x 2t circular pipe / $\Phi 38.1$ x 2t circular pipe / $\Phi 31.8$ x 1.4t circular pipe • Worktop support : 3.0t steel (PO) • Base connecting bolt: S25C • Base: Aluminum (ALDC 8 types) • Glide/ Spacer: ABS <p>Function</p> <ul style="list-style-type: none"> • It is an independent conference table, and suitable for small/medium/large conference rooms • Are suitable for a conference room of 8 persons • Comes with wire duct type • It is suitable not only for small meeting rooms but also large executive conference rooms • Excellently designed 3D edge side finish • Lower legs are made of a harmonious of silver and chrome polished color, and various colors of worktops can be selected according to users' taste. • The various color finishes to provide an elegance and style. 				

CODE	DESCRIPTION			
B20	STRAIGHT DESK W800 X D600 X H720	2		
B21	STRAIGHT DESK W1200 X D600 X H720	1		
B22	STRAIGHT DESK W1800 X D600 X H720	1		
B23	L TYPE DESK W1600 X D1200 X H720	1		
	<p>Materials</p> <p>Top Panel : 22t Particle Board(PB) + Double-sided LPM + 4 sides 2.5t PVC (Core) Edge</p> <p>· Side Panel : 22t PB + Double-sided LPM + 2 sides 1.2t PVC Edge, 1 side 0.6t PVC Edge</p> <p>1.6t C/G color Punched Steel Plate, Pressed Cover and Height</p> <p>· Modesty Panel : 15t PB + Double-sided LPM + 1 side 0.6t PVC Edge</p> <p>· Supporting frame: 20X40 rectangular pipe (2T)</p> <p>Function</p> <p>· Vertical wire management system with punched steel plate on both sides of the desk</p> <p>· Horizontal wire management system with cable clips under the work top</p> <p>· Easy to open / replace cable duct cover panels and wire caps on both sides of the desk</p> <p>· Modesty panel situated 160mm deep from back the edge of the worktop</p>			
				
BG1	FILING SHELF WITH DRAWERS 900 X 414 X 1235	4		
	<p>Materials</p> <p>· Side panel : 18t PB + double-sided LPM + 4-sided 2t ABS edge finish</p> <p>· Top panel : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish</p>			

- Bottom panel : 22t PB + double-sided LPM + 2-sided 1t ABS edge finish
- Top band : 15t PB + double-sided LPM + 2-sided 1t ABS edge finish
- Key band : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish
- Front panel : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish
- Back panel : 4.5t MDF + double-sided PP


Function

- Anti-tilt system : only one drawer can be drawn out at once.
- When connecting cabinet, connecting bolt keep them together tightly and stably.
- Maximized utilization of space: hanging file drawer with full-extension rail. (A4, B4, LETTER, LEGAL)
- Aluminium die casting leg body and plastic injection molded leg leveler are solid and sleek.
- Hanging file frame or basket available.
- WE, BE, MC (body & worktop, & front panel are same color)
WWUA, WWSWM, WWLT, WWDT, WWEL (WW:body color / UA, SWM, LT, DT, EL: top panel & front panel)

- Ergonomic design for door handle
- Silver line edge for WW(top panel)



BG2	CONNECTABLE SYSTEM SHELVING - DOUBLE SIDED- OVERALL SIZE W2740X D580 X H2276	1		
BG4	CONNECTABLE SYSTEM SHELVING - DOUBLE SIDED- OVERALL SIZE W1840X D580 X H2276	1		
BG5	CONNECTABLE SYSTEM SHELVING - DOUBLE SIDED- OVERALL SIZE W3640X D580 X H2276	1		
BG6	CONNECTABLE SYSTEM SHELVING - DOUBLE SIDED- OVERALL SIZE W6340X D580 X H2276	1		
BG7	CONNECTABLE SYSTEM SHELVING - DOUBLE SIDED- OVERALL SIZE W1840X D580 X H2276	1		
	Starter - W940 X D580 X H2276			
	Adder - W899X D580 X H2276			
	Ender - W899 X D580 X H2276			
	Materials			

	<ul style="list-style-type: none"> · Top board : 1.0t STEEL · Frame : 40x50x2t STEEL Pipe · Side frame : Extruded aluminium · Side panel : 5t one-side powder coating, enhanced glass · Nameplate : 1.0t STEEL 			
	<ul style="list-style-type: none"> · Shelf : 1.0t STEEL <p>Function</p> <ul style="list-style-type: none"> • 6 shelf double sided book shelf with shelf support bar under each shelf • To have signboard on side panel • To have height-adjustable shelves and movable book end supports • To have detachable magnet type nameplate • To have module slope shelves at the bottom for easy book identification. • To have double post design for more robust stability • To have lattice aluminium frame and various material panels. • To have superior quality scratch proof silver stripe glass panel on the sides • White tone finish for overall frame. • Double structure with top plate of the woodgrain added on top of the iron top plate. • To have capacity for an optional sliding shelf 			
				
BG8	CABINET SHELF W800 X D414 X H1161	2		
BG10	CLOSED CABINET W800 X D414 X H1161	2		
	Materials			


- Top panel : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish
- Bottom panel : 22t PB + double-sided LPM + 2-sided 1t ABS edge finish
- Shelf : 22t PB + double-sided LPM + 2-sided 1t ABS edge finish
- Side panel : 18t PB + double-sided LPM + 4-sided 2t ABS edge finish
- Back panel : 4.5t MDF + double-sided PP
- Door : 18t PB + double-sided LPM + 4-sided 1t ABS edge finish

Function

- 3 shelf lockable door cabinet
- For standard box files; to have the first and fifth shelves height adjustable
- To have height adjustable rubber buns for leveling on uneven surfaces
- To have connecting holes with connecting bolts for straight line configurations
- To have silver line easthetic edging for white version



BG9	CONNECTABLE SYSTEM SHELVING - SINGLE SIDED-W940 X D400 X H2276	2		
BG11	CONNECTABLE SYSTEM SHELVING - DOUBLE SIDED-OVERALL SIZE W6340X D580 X H2276	7		
	Starter - W940 X D580 X H2276			
	Adder - W899X D580 X H2276			
	Ender - W899 X D580 X H2276			
	Materials			
	<ul style="list-style-type: none"> · Top board : 1.0t STEEL · Frame : 40x50x2t STEEL Pipe · Side frame : Extruded aluminium · Side panel : 5t one-side powder coating, enhanced glass · Nameplate : 1.0t STEEL 			

	<ul style="list-style-type: none"> Shelf : 1.0t STEEL <p>Function</p> <ul style="list-style-type: none"> 6 shelf double sided book shelf with shelf support bar under each shelf 			
	<ul style="list-style-type: none"> To have signboard on side panel To have height-adjustable shelves and movable book end supports To have detachable magnet type nameplate To have module slope shelves at the bottom for easy book identification. To have double post design for more robust stability To have lattice aluminium frame and various material panels. To have superior quality scratch proof silver stripe glass panel on the sides White tone finish for overall frame. Double structure with top plate of the woodgrain added on top of the iron top plate. To have capacity for an optional sliding shelf 			
BC2	FILING CABINET W420 X D590X H1010	4		
BC3	FILING CABINET W420 X D590X H1010	1		
	<p>Materials</p> <ul style="list-style-type: none"> Top Panel : 22t Particle Board (PB) + Double-sided LPM + 4 sides 2t PVC (Core) Edge Back & Side : 15t PB + Double-sided LPM + 3 sides 0.6t PVC Edge Bottom Panel : 18t PB + Double-sided LPM + 2 sides 0.6t PVC Edge Key band : 18t PB + 3 sides 1.2t PVC Edge 			

- Front panel : 18t PB + 4 sides 1.2t PVC Edge
 - Drawer : Plastic Injection Molding
- Function**
- 3 drawer cabinet for hanging files.
 - To have height adjustable rubber buns for leveling on uneven surfaces
 - To have ANTI-TILT auxiliary caster to prevent the drawer from falling inward.
 - To have central locking key system.
 - To have frames that can be easily moved.
 - To be able to store various sizes of hanging files such as A4, B4, LETTER, LEGAL.
 - To have ball bearing rail which reduces noise when opening and closing the

drawers



HALLWAY

B26	RECTANGULAR COFFEE TABLE - W1200 X D600 XH420	1		
B27	COFFEE TABLE W700 X 700 X 500	1		
	<p>Materials</p> <ul style="list-style-type: none"> · Top Surface: 22t MDF + Double-sided coating PAPER (MC) · Side Panel: 22t PB + Double-sided LPM + 2t ABS edge adhesion finish · Modesty Panel: 18t PB + Double-sided LPM + 1.2t ABS edge adhesion finish · Middle : 18t PB + Double-sided LPM + 2t ABS edge adhesion finish · Front Side: 18t PB + 1-sided HPM + Left/right side L-type round finish <p>Function</p> <ul style="list-style-type: none"> · It can be used as a table between sofas · Can hold various kinds of decorations or can be used as a tea table for people who seat nearby 			

- The middle shelf can be used to store newspapers and magazines
- The round finish of the top surface gives elegant yet active image
- It is height-adjustable by 500mm considering the combination with the sofas



BD1 THREE SEATER SOFA W1680 X D745 X H755

4

BD2 ONE SEATER SOFA W700 X D745 X H755

1

Materials

- Body : E1 grade Plywood + lumber + Band (less than 14% of water contents dried

- wood/ Italian band)
- Sponge : Density 35 / 25 high resiliency sponge
- Finish : Artificial leather
- Frame : Aluminum diecasting polishing

Function

- 3 seater amenity sofa finished with artificial leather
- To come in compact size, suitable for lounge - 1680×735×755 (W×D×H)
- Excellent high resiliency sponge that immediately regains shape when not in use
- Excellent in durability (E1 grade plywood)
- Excellent in stability with band
- Noise reducing rubber glides on legs



STACKABLE PLASTIC CHAIR

350

PUBLIC/CHILDREN'S LIBRARY, BIBLIOGRAPHY SECTION

- Flexible strong polycarbonate uni-shell
- Self adjusting tilting function with no mechanisms
- Stackable steel frame
- Poly Carbonate glides



HIGHBACK SWIVEL CHAIR WITH MESHBACK

5

HODs

High back swivel chair

- Polyester fabric mesh backrest
- Fixed armrest
- Advanced 3-pivotal synchronized tilting
- Tilting tension adjustment
- 5-step tilt limiter to control angles of tilting
- Height adjustable pneumatic gas cylinder
- durable Nylon plastic base in black with disc casters.




FOLDABLE TRAINING TABLE ON WHEELS 1800 X 500 X 720

50

Materials

- **Worktop:** 22t particle board(PB) + Upside HPM + Downside BACKER + 4 sides urethane edge + 2.3t rolled steel press (worktop brackets) + drawing brace + $\Phi 12.7$ pipe shelf + Zn die casting material + 5t rolled steel plate(lever plate) + $\Phi 8$ wire + spring + molded material(bracket cover 1 pair, handle)
- **Legs:** 30X50 oval horizontal pipe + $\Phi 38.1 \times 2.3$ t pipe (front,

	<p>back leg) + 6t hot rolled steel pressed material (leg connector) + molded material (leg cover left, right 1 pair each) + gas cylinder</p> <ul style="list-style-type: none"> • Modesty panel: 1.2t zinc galvanized steel plate + molded material(side cap, hook) • Shelf: Φ13 steel pipe + powder coating • Φ60 caster, molding (nylon) 		
	<p>Functions</p> <ul style="list-style-type: none"> • Table for events, seminars, conferences, and lecture. • To have folding function, it can be folded when not in use, it occupies minimized space for storage. • To have a harmonious design with various colored tops, and silver colored legs • To have pipe shelf under the worktop, books and personal belongs are kept in convenience • To have urethane edges in four corners with neat finish and strong durability. • To have casters with stopper to allow convenient moves, rearrangement in a fixed position. • To come with one-touch folding mechanism with gas cylinder lifting mechanism. 		
			
	ROSTRUM / PODIUM - 590 × 480 (550) × 1000 (1100)	4	
	<p>Materials</p> <ul style="list-style-type: none"> • Worksurface : 12t Compact melamine 		

- Frame: Φ 31.8 middle horizontal pipe + Φ 26.7 leg pipe + Φ 31.8 vertical pipe
- Modesty panel : 1.2t electrical zinc coated steel panel
- Shelf : 1.2t Cold rolled steel pressing sheets
- Φ 60 caster, molded ABS base

Functions

- Podium / stand for lectures
- To have a shelf under the worktop.
- To have both caster-type legs and fixed-type legs.
- To have handle for easy movement with soft urethane foam grip sheath.
- To feature slim and dynamic design with simple lines and surfaces.
- It provides efficient communication anytime and anywhere with the combination of various



BULK F

SINGLE

) X D360 X H2245

4

SINGLE BASIC UNIT - W1000 X D360 X H2245

4

DOUBLE MOVABLE UNIT - W1000 X D720 X H2245

8

SINGLE STATIC EXTENSION - W900 X D360 X H2245

8

SINGLE MOVABLE - W900 X D360 X H2245

8

DOUBLE MOVABLE EXTENSION - W900 X D720 X H2245

8

Specifications

DESCRIPTION	WIDTH(MM)	DEPTH(MM)	HEIGHT(MM)	CBM(M ³)	WEIGHT(KG) UNLOADED	WEIGHT(KG) LOADED	NO OF A4 BOX FILES FITTING IN WHOLE AREA
Single Static Basic(SSB)	External - 1000 Internal - 900	360	2245	0.21	75	325	72
Single Moveable Basic(SMB)	External - 1000 Internal - 900	360	2245	0.24	89	325	72
Double Moveable	External -	720	2245	0.35	130	550	144

Single Static Extension(SSE)	900	360	2245	0.13	59	325	72
Single Moveable Extension (SME)	900	360	2245	0.14	66	325	72
Double Moveable Extension (DME)	900	720	2245	0.18	93	550	144
CALENDRIUM (DME)							

Features

To have a central key lock.

To have safety lock / stopper for keeping bays in position during use.

To have a rack nameplate provision for fixing labels on the outside of the shelf.

To have height adjustable shelves.

To have a clutch type die casted handles with strong durable gear mechanism

Gear mechanism to be able to move a minimum of 5 fully loaded bays.

To have sloping edge floor-filling to allow book trolleys into the aisle space.

Rails and rollers to be rust proof die casted aluminum

To have auxillary anti-tilt mechanism preventing bays from tipping-over

To have anti-bang rubber stoppers that prevent bays from banging when closing.

To have shelf support bars to keep shelves from bending under load; with grooves to hold book-ends

To have capacity for lateral drawers for hanging files

Finish

Gray epoxy powder coating - heat dried to 200 degrees Celcius; fire resistant to 100 degrees Celcius.



FINANCIAL PROPOSAL: ENCLOSED IN
SEPARATE ENVELOPE

SECTION VII - PRICE SCHEDULE FOR GOODS

Name of tenderer _____ Tender Number _____ Page _____ of _____

KENYA NATIONAL LIBRARY SERVICE FURNITURE SPECIFICATIONS.

ALL FURNITURE SUPPLIED MUST NOT BE LESS THAN MINIMUM DIMENSIONS DESCRIBED

1. **Prices quoted shall be inclusive of all charges including transport, VAT, delivery, installation, commissioning and Training.**

Name of Tenderer_____

Signature & Stamp of tenderer _____

Note: In case of discrepancy between unit price and total price, unit price will apply

SCHEDULE OF REQUIREMENTS

TENDER NO. : **KNL/HQ/T001/2015-2016:** SUPPLY, DELIVERY, INSTALLATION and
COMMISSIONING OF CORPORATE AND LIBRARY FURNITURE.

SECTION VIII - **STANDARD FORMS**

Notes on the sample Forms

2. Form of Tender - The form of tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.

3. Confidential Business Questionnaire Form - This form must be completed by the tenderer and submitted with the tender documents.

4. Tender Security Form - When required by the tender documents the tender shall provide the tender security either in the form included herein or in another format acceptable to the Knls.

5. Contract Form - The Contract Form shall not be completed by the tenderer at the time of submitting the tender. The Contract Form shall be completed after contract award and should incorporate the accepted contract price.

6. Performance Security Form - The performance security form should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the Knls.

7. Bank Guarantee for Advance Payment Form - When Advance payment is requested for by the successful bidder and agreed by the Knls, this form must be completed fully and duly signed by the authorized officials of the bank.

8. Manufacturers Authorization Form - When required by the tender documents this form must be completed and submitted with the tender documents. This form will be completed by the manufacturer of the goods where the tenderer is an agent.

9. Declaration form

9.1 FORM OF TENDER

To: _____
_____ [name and address of Knls]

Date _____
Tender No. _____

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 deliver, install and commission (..... (insert equipment description) in conformity with the said tender documents for the sum of (total tender amount in words and figures) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to deliver install and commission the equipment 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 percent of the Contract Price for the due performance of the Contract , in the form prescribed by (Knls).

4. We agree to abide by this Tender for a period of [number] days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. 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 you may receive.

Dated this _____ day of _____ 20 _____

[Signature]

[in the capacity of]

Duly authorized to sign tender for an on behalf of _____

9.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM (MANDATORY)

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

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

Part 1 – General:

Business Name

.....

Location of business premises.

.....

Plot No..... Street/Road

Postal Address Tel No. Fax E mail

Nature of Business

.....

Registration Certificate No.

.....

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

.....

Name of your bankers Branch

.....

Part 2 (a) – Sole Proprietor

Your name in full Age

Nationality Country of origin

- Citizenship details

.....

.....

-

Part 2 (b) Partnership Given

details of partners as follows:

	Name	Nationality	Citizenship Details
Shares			
1.		
		
2.		
		
3.		
		

4.																								
Part 2 (c) – Registered Company Private or Public State the nominal and issued capital of company- Nominal Kshs. Issued Kshs. Given details of all directors as follows																									
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%; text-align: center;">Name</th> <th style="width: 20%; text-align: center;">Nationality</th> <th style="width: 30%; text-align: center;">Citizenship Details</th> <th style="width: 20%; text-align: center;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.....	2.....	3.....	4.....	5.....
Name	Nationality	Citizenship Details	Shares																						
1.....																						
2.....																						
3.....																						
4.....																						
5.....																						
..... Date Signature of Candidate																									

.....
 •If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

8.3 TENDER SECURITY FORM (MANDATORY)

Whereas [Name of the tenderer]
(Hereinafter called "the tenderer") has submitted its tender dated [Date of submission of tender] for the supply, installation and commissioning of [Name and/or description of the equipment]
(Hereinafter called "the Tender") KNOW ALL PEOPLE by these presents that WE of having our registered office at
(Hereinafter called "the Bank"), are bound unto [name of Knls] (Hereinafter called "the Knls") in the sum of for which payment well and truly to be made to the said Knls, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this day of 20 .

THE CONDITIONS of this obligation are:-

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

We undertake to pay to the Knls up to the above amount upon receipt of its first written demand, without the Knls having to substantiate its demand, provided that in its demand the Knls will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This 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 date.

[signature of the bank]

(Amend accordingly if provided by Insurance Company)

8.4 CONTRACT FORM (for information)

THIS AGREEMENT made the _____ day of _____ 20 _____ between [name of Procurement entity] of [country of Procurement entity] (hereinafter called "the Knls) of the one part and [name of tenderer] of [city and country of tenderer] (hereinafter called "the tenderer") of the other part;

WHEREAS the Knls invited tenders for certain 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:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to:

2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz:

- (a) the Tender Form and the Price Schedule submitted by the tenderer
- (b) the Schedule of Requirements
- (c) The Technical Specifications
- (d) the General Conditions of Contract
- (e) the Special Conditions of contract; and
- (f) the Knls's Notification of Award

3. In consideration of the payments to be made by the Knls to the tenderer as hereinafter mentioned, the tender hereby covenants with the Knls to provide the goods and to remedy defects therein in conformity in all respects with the provisions of the Contract

4. The Knls hereby covenants to pay the tenderer in consideration of the provisions 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.

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

Signed, sealed, delivered by the (for the Knls

Signed, sealed, delivered by the (for the tenderer in the
presence of _____

8.5 PERFORMANCE SECURITY FORM (for information only)

To
[name of Knls]

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 goods] (hereinafter called "the
Contract").

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

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

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of [amount of the guarantee in words and figure] and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [amount of guarantee] as aforesaid, without you 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 _____

Signed and seal of the Guarantors

[Name of bank or financial institution]

[Address]

[Date]

8.6 BANK GUARANTEE FOR ADVANCE PAYMENT FORM (for information only)

To
[Name of Knls]

[Name of tender]
Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends the General Conditions of Contract to provide for advance payment, [name and address of tenderer](hereinafter called "the tenderer") shall deposit with the Knls a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of [amount of guarantee in figures and words].

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

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

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

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

8.7 MANUFACTURER'S AUTHORIZATION FORM

To [name of the Knls]

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 knls should be on the letterhead of the Manufacturer and should be signed by a
person competent.

8.8 DECLARATION FORM (MANDATORY)

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)

LETTER OF NOTIFICATION OF AWARD (For information)

Address of Knls

To: _____

RE: Tender No. _____

Tender Name _____

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

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 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 ACCOUNTING OFFICER

