



IGAD Climate Prediction and Applications Centre
"Fostering Climate Prediction and Applications"

BID DOCUMENT

**PROCUREMENT OF GOOD SUPPLY OF
IT EQUIPMENTS**

ICPAC PROCUREMENT UNIT

RFB No: INTR-ACP /NCB/GOODS/01/2020

Procuring Entity: ICPAC Procurement Unit

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PART 1 – BIDDING PROCEDURES

Section I - Instructions to Bidders

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Section I. Instructions to Bidders

A. General

- 1. Scope of Bid**
 - 1.1 The Procuring Entity (“PE”), as specified **in the BDS**, issues this bidding document for the supply of Goods as specified in Section VII, Schedule of Requirements. The name, identification and number of lots (contracts) of this RFB are **specified in the BDS**.
 - 1.2 Throughout this bidding document:
 - (a) the term “in writing” means communicated in written form (e.g. by mail, e-mail, fax, including if **specified in the BDS**, distributed or received through the electronic-procurement system used by the Purchaser) with proof of receipt
 - (b) “Day” means calendar day.
- 2. Source of Funds**
 - 2.1 The Procuring Entity named in the **Bid Data Sheet** has received/has applied for/intends to apply for a [loan/credit /grant] from the financing institution named in the **Bid Data Sheet towards** or has budgeted for the cost of the contract described in the **Bid Data Sheet**, and it intends to apply part of the proceeds of this [loan/credit] or budget to payments under the contract described in the **Bid Data Sheet**.
- 3. Fraud and Corruption**
 - 3.1 The IGAD requires compliance with the Procurement Manual Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in Section VI of the bidding documents.

3.2 In further pursuance of this policy, bidders shall permit and shall cause its agents (where declared or not), subcontractors, sub consultants, service providers, suppliers, and their personnel, to permit the IGAD to inspect all accounts, records and other documents relating to any prequalification process, bid submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the IGAD.

4. Eligible Bidders

4.1 A Bidder may be a firm that is a private entity, a state-owned enterprise or institution subject to ITB 4.4, or any combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Bidding process and, in the event the JV is awarded the Contract, during contract execution. Unless specified **in the BDS**, there is no limit on the number of members in a JV.

4.2 A Bidder shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest for the purpose of this Bidding process, if the Bidder:

- (a) directly or indirectly controls, is controlled by or is under common control with another Bidder; or
- (b) receives or has received any direct or indirect subsidy from another Bidder; or

- (c) has the same legal representative as another Bidder; or
- (d) has a relationship with another Bidder, directly or through common third parties, that puts it in a position to influence the Bid of another Bidder, or influence the decisions of the PE regarding this Bidding process; or
- (e) or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the Bid; or
- (f) or any of its affiliates has been hired (or is proposed to be hired) by the PE for the Contract implementation; or
- (g) would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the activity specified in the BDS ITB 1.1 that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or
- (h) has a close business or family relationship with a professional staff of the PE who: (i) are directly or indirectly involved in the preparation of the bidding document or specifications of the Contract, and/or the Bid evaluation process of such Contract; or (ii) would be involved in the implementation or supervision of such Contract.

4.3 A firm that is a Bidder (either individually or as a JV member) shall not participate in more than one Bid. This includes participation as a subcontractor. Such participation shall result in the disqualification of all Bids in which the firm is involved. A firm that is not a Bidder or a JV member, may participate as a subcontractor in more than one Bid.

- 4.4 A Bidder that has been sanctioned by the IGAD pursuant to the IGAD- PROCUREMENT MANUAL and shall be ineligible to be prequalified for, bid for, or be awarded a IGAD-financed contract or benefit from a IGAD-financed contract, financially or otherwise, during such period of time as the IGAD shall have determined. The list of debarred firms and individuals is available at the electronic address **specified in the BDS**.
- 4.5 Bidders that are state-owned enterprises or institutions in the IGAD may be eligible to compete and be awarded a Contract(s) only if they can establish, in a manner acceptable to the PE, that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not under supervision of the PE.
- 4.6 A Bidder may have the nationality of any country, subject to the restrictions pursuant to country laws. A Bidder shall be deemed to have the nationality of a country if the Bidder is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be.
- 4.7 A Bidder shall not be under suspension from Bidding by the PE as the result of the operation of a Bid/Proposal–Securing Declaration.
- 4.8 Firms and individuals may be ineligible if so indicated in Section V and (a) as a matter of law or official regulations, the Borrower’s country prohibits commercial relations with that country, provided that the Bank is satisfied that such exclusion does not preclude effective competition for the supply of goods or the contracting of works or services required; or (b) by an act

of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's country prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country.

4.9 A Bidder shall provide such documentary evidence of eligibility satisfactory to the PE, as the PE shall reasonably request.

5. Eligible Goods and Related Services

5.1 All the Goods and Related Services to be supplied under the Contract shall have their origin in eligible source countries.

5.2 For purposes of this ITB, the term "goods" includes commodities, raw materials, machinery, equipment and industrial plants, and "related services" includes services such as insurance, installation, training and initial maintenance.

5.3 The term "origin" means the country where the goods have been mined, grown, cultivated, produced, manufactured or processed; or, through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.

B. Contents of Request for Bids Document

6. Sections of Bidding Document

6.1 The bidding document consist of Parts 1, 2, and 3, which include all the sections indicated below, and should be read in conjunction with any Addenda issued in accordance with ITB 8.

PART 1 Bidding Procedures

- Section I - Instructions to Bidders (ITB)

- Section II - Bidding Data Sheet (BDS)
- Section III - Evaluation and Qualification Criteria
- Section IV - Bidding Forms
- Section V - Eligible Countries
- Section VI - Fraud and Corruption

PART 2 Supply Requirements

- Section VII - Schedule of Requirements

PART 3 Contract

- Section VIII - General Conditions of Contract (GCC)
- Section IX - Special Conditions of Contract (SCC)
- Section X - Contract Forms

- 7. Clarification of Bidding Document**
- 7.1 A bidder may request a clarification from the PE provided that the request is (i) made in writing and (ii) received prior to the deadline for submission of Bids within a period and address specified **in the BDS**. The PE shall respond to all bidders who have acquired the bidding document including a description of the inquiry but without identifying its source. The PE shall also promptly publish its response at its web page. Should the clarification result in changes to the essential elements of the Bidding Documents, the PE shall amend the Bidding Documents by issuing an addendum following the procedure under ITB 8 and ITB 22.2.
- 8. Amendment of Bidding Document**
- 8.1 At any time prior to the deadline for submission of bids, the PE, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the bid documents by amendment.

8.2 Any addendum issued shall be part of the Bidding Documents and shall be communicated in writing to all who have obtained the Bidding Documents from the PE. The PE shall also promptly publish the addendum on its web page.

8.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the PE may, at its discretion, extend the deadline for the submission of bids.

C. Preparation of Bids

9. Cost of Bidding 9.1 The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the PE shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

10. Language of Bid 10.1 The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the PE, shall be written in the language **specified in the BDS.**

**11. Documents
Comprising the
Bid** 11.1 The Bid shall comprise the following documents prepared in the format provided in Section IV of this bidding document:

- (a) **Letter of Bid;**
- (b) **Bidder Information Form;**
- (c) **Price Schedule;**
- (d) **Bid-Securing Declaration;**
- (e) **Authorization:** Written confirmation authorizing the signatory of the Bid to commit the Bidder;
- (f) **Bidder's Eligibility:** Documentary evidence establishing the Bidder's eligibility to bid;

- (g) **Eligibility of Goods and Related Services:** Documentary evidence establishing the eligibility of the Goods and Related Services to be supplied by the Bidder;
- (h) **Conformity:** Documentary evidence that the Goods and Related Services conform to the bidding document; and
- (i) **Qualifications:** Documentary evidence establishing the Bidder's qualifications to perform the Contract if its Bid is accepted;
- (j) any other document required in the **BDS**.

12. Letter of Bid and Price Schedules 12.1. The Letter of Bid and Price Schedules shall be prepared using the relevant forms furnished in Section IV of the Bidding Documents. All blank spaces shall be filled in with the information requested.

13. Alternative Bids 13.1. Alternative Bids shall not be considered.

14. Bid Prices and Discounts 14.1 The prices and discounts quoted by the Bidder in the Letter of Bid and in the Price Schedules shall conform to the requirements specified below:

14.2 All items must be listed and priced separately in the Price Schedules.

14.3 The price to be quoted in the Letter of Bid shall be the total price of the Bid, excluding any discounts offered.

14.4 The Bidder shall quote any discounts and indicate the methodology for their application in the Letter of Bid.

- 14.5 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account, unless otherwise **specified in the BDS**. A Bid submitted with an adjustable price quotation shall be treated as nonresponsive and shall be rejected, pursuant to ITB 29.
- 14.6 Unless otherwise specified **in the BDS**, prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot.
- 14.7 The terms EXW, CIP and other similar terms shall be governed by the rules prescribed in the current edition of Incoterms, published by the International Chamber of Commerce, **as specified in the BDS**.
- 15. Currencies of Bid and Payment**
- 15.1 The currency(ies) of the Bid and the currency (ies) of payments shall be the same.
- 15.2 The Bidder must express the Bid price in the currency (ies) **specified in the BDS**.
- 16. Documents Establishing the Eligibility and Conformity of the Goods and Related Services**
- 16.1 To establish the eligibility of the Goods and Related Services, Bidders shall complete the country of origin declarations in the Price Schedule Forms, included in Section IV, Bidding Forms.
- 16.2 To establish the conformity of the Goods and Related Services to the bidding document, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods conform to the technical specifications and standards specified in Section VII, Schedule of Requirements.

- 16.3 The documentary evidence may be in the form of literature, drawings or data.
- 16.4 The Bidder shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period **specified in the BDS** following commencement of the use of the goods by the PE.
- 16.5 The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the PE's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section VII, Schedule of Requirements.

17. Documents
Establishing the
Eligibility and
Qualifications of
the Bidder

- 17.1 The bidder shall furnish, as part of its bid, documents establishing the bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.
- 17.2 The documentary evidence of the Bidder's qualifications to perform the Contract if its Bid is accepted shall establish to the PE's satisfaction:
- (a) that, if required **in the BDS**, a Bidder that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV, Bidding Forms to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in IGAD;

- (b) that, if required **in the BDS**, in case of a Bidder not doing business within the IGAD, the Bidder is or will be (if awarded the Contract) represented by an Agent in the country equipped and able to carry out the Supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
- (c) that the Bidder meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.

**18. Period of
Validity of Bids**

18.1. Bids shall remain valid for the Bid Validity period **specified in the BDS**. The Bid Validity period starts from the date fixed for the Bid submission deadline. A bid valid for a shorter period shall be rejected by the PE as nonresponsive.

18.2. The PE may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing.

**19. Bid Securing
Declaration**

19.1. The Bidder shall furnish as part of its bid, a Bid-Securing Declaration as **specified in the BDS**, in an original form.

19.2. The Bid- Securing Declaration of a JV must be in the name of the JV that submits the Bid.

19.3. The Bid Securing Declaration may be executed in the event of:

- (a) Modification or withdrawal of a bid after the deadline for submission of bids and during its period of validity;
- or

- (b) Refusal by a bidder to accept a correction of an arithmetical error or other slips appearing on the face of the bid;
- (c) Failure by the successful bidder to sign a contract in accordance with the terms set forth in the bidding documents; or
- (d) Failure by the successful bidder to provide a security for the performance of the contract if required to do so by the bidding documents.

19.4. The bidder will be suspended for the period of time specified in the bidding documents from being eligible to bid for any contract with the PE that invited bids.

**20. Format and
Signing of Bid**

20.1 The Bidder shall prepare one original of the documents comprising the bid and clearly mark it “ORIGINAL.” In addition, the Bidder shall submit copies of the bid, in the number **specified in the BDS** and clearly mark them “COPY.” In the event of any discrepancy between the original and the copies, the original shall prevail.

20.2 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written power of attorney and shall be attached to the bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the bid where entries or amendments have been made shall be signed or initialed by the person signing the bid.

20.3 In case the Bidder is a JV, the Bid shall be signed by an authorized representative of the JV on behalf of the JV.

20.4 Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the bid.

D. Submission and Opening of Bids

21. Sealing and Marking of Bids

21.1. The Bidder shall enclose the original and all copies of the bid in separate sealed envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” These envelopes containing the original and the copies shall then be enclosed in one single envelope.

21.2. The inner and outer envelopes shall:

- (a) bear the name and address of the Bidder;
- (b) be addressed to the PE;
- (c) bear the specific identification of this bidding process indicated in the bid; and
- (d) bear a warning not to open before the time and date for bid opening.

21.3 If all envelopes are not sealed and marked as required, the PE will assume no responsibility for the misplacement or premature opening of the bid.

22. Deadline for Submission of Bids

22.1. Bids must be received by the PE at its address and no later than the date and time **specified in the BDS**. When so **specified in the BDS**. Electronic submission of bids will **NOT** be allowed.

22.2. The PE may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB 8.

23. Late Bids

23.1. Any Bid received by the PE after the deadline for submission of Bids shall be declared late, rejected, and returned unopened to the Bidder.

24. Withdrawal, Substitution, and Modification of Bids

24.1. A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney). The corresponding substitution or modification of the bid must accompany the respective written notice. All notices must be:

- (a) be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” or “MODIFICATION;” and
- (b) received by the PE prior to the deadline prescribed for submission of bids.

24.2. Bids requested to be withdrawn shall be returned unopened to the Bidders.

24.3. No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Letter of Bid or any extension thereof.

25. Bid Opening

25.1. The PE shall, at the Bid opening, publicly open all Bids received by the deadline at the date, time and place **specified in the BDS** in the presence of Bidders’ designated representatives and anyone who chooses to attend. Any specific

electronic bid opening procedures if permitted, shall be as **specified in the BDS.**

25.2. The name of the bidder, the total amount of each bid, any discounts or alternatives offered, shall be read out loud and recorded.

25.3. The Letter of Bid and the Price Schedules are to be initialed by representatives of the PE attending the Bid opening in the manner **specified in the BDS.**

25.4. No decision regarding the disqualification or rejection of any bid shall be taken or announced in the bid opening session.

25.5. The PE shall prepare a record of the Bid opening that shall include, as a minimum:

- (a) the name of the Bidder
- (b) the Bid Price, per lot (contract) if applicable, including any discounts;
- (c) the presence or absence of a Bid-Securing Declaration, if one was required.

25.6. The Bidders' representatives who are present shall be requested to sign the record. The omission of a Bidder's signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Bidders.

E. Evaluation and Comparison of Bids

26. Confidentiality

26.1 Information relating to the evaluation of bids and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with the

bidding process until information on Contract Award is communication to all Bidders.

26.2 Any effort by a Bidder to influence the PE in the evaluation or contract award decisions may result in the rejection of its Bid.

26.3 From the time of bid opening to the time of Contract Award, if any Bidder wishes to contact the PE on any matter related to the bidding process, it should do so in writing.

27. Clarification of Bids

27.1 To assist in the examination, evaluation, comparison of the bids, and qualification of the Bidders, the PE may, at its discretion, ask any Bidder for a clarification of its Bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

28. Deviations, Reservations, and Omissions

28.1 During the evaluation of Bids, the following definitions apply:

- (a) “Deviation” is a departure from the requirements specified in the bidding document;
- (b) “Reservation” is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the bidding document; and
- (c) Omission” is the failure to submit part or all of the information or documentation required

29. Determination of Responsiveness

29.1 A substantially responsive Bid is one that meets the requirements of the Bidding Documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- (a) if accepted, would:
 - (i) affect in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
 - (ii) limit in any substantial way, inconsistent with the bidding document, the Purchaser's rights or the Bidder's obligations under the Contract; or
- (b) if rectified, would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids.

29.2 The PE shall examine the technical aspects of the bid submitted, in particular, to confirm that all requirements as per the Schedule of Requirements have been met without any material deviation or reservation, or omission.

29.3 If a Bid is not substantially responsive to the requirements of bidding document, it shall be rejected by the Purchaser and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.

**30. Nonconformities,
Errors and
Omissions**

30.1 Provided that a Bid is substantially responsive, the PE may waive any nonconformities in the Bid.

30.2 Provided that a Bid is substantially responsive, the PE may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements.

30.3 Provided that a Bid is substantially responsive, the Purchaser shall rectify quantifiable nonmaterial nonconformities related to the Bid Price. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component in the manner specified **in the BDS.**

**31. Correction of
Arithmetical
Errors**

31.1 Provided that the Bid is substantially responsive, the PE shall correct arithmetical errors on the following basis:

- (a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected;
- (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- (c) if there is a discrepancy between words and figures, the amount in words shall prevail.

31.2 Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction shall result in the rejection of the Bid.

**32. Conversion to
Single Currency**

32.1 For evaluation and comparison purposes, the currency(ies) of the Bid shall be converted in a single currency as **specified in the BDS.**

**33. Margin of
Preference**

33.1 Unless otherwise **specified in the BDS**, a margin of preference shall not apply.

- 34. Evaluation of Bids**
- 34.1 The PE shall use the criteria and methodologies set out in the bidding document. No other evaluation criteria or methodologies shall be permitted.
- 34.2 The methodology for evaluation of bids and the selection of the successful bidder, shall be done on the following basis:
- (a) Preliminary Examination
 - (b) Technical Examination
 - (c) Financial Examination
 - (d) Qualification Examination
- 35. Comparison of Bids**
- 35.1 The PE shall compare the evaluated prices of all substantially responsive bids to determine the lowest evaluated bid. The comparison shall be on the basis of CIP (place of final destination) prices for imported goods and EXW prices, plus cost of inland transportation and insurance to place of destination, for goods manufactured within the PE's country, together with prices for any required installation, training, commissioning and other services.
- 36. Abnormally Low Bids**
- 36.1 In the event of identification of a potentially Abnormally Low Bid, where the Bid price appears unreasonably low to the extent that the Bid price raises material concerns with the PE as to the capability of the Bidder to perform the Contract for the offered Bid price, the PE shall seek written clarification from the Bidder, including a detailed price analyses of its Bid price in relation to the subject matter of the contract, scope, delivery schedule, allocation of risks and responsibilities and any other requirements of the bidding document.

36.2 After evaluation of the price analyses, in the event that the PE determines that the Bidder has failed to demonstrate its capability to perform the contract for the offered Bid price, the PE shall reject the Bid.

37. Qualification of the Bidder

37.1 The PE shall determine, to its satisfaction, whether the eligible Bidder that is selected as having submitted the lowest evaluated cost and substantially responsive Bid, meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.

37.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder

37.3 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the Bid, in which event the Purchaser shall proceed to the Bidder who offers a substantially responsive Bid with the next lowest evaluated cost to make a similar determination of that Bidder's qualifications to perform satisfactorily.

38. PE's Right to Accept Any Bid, and to Reject Any or All Bids

38.1 The PE reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids at any time prior to Contract Award, without thereby incurring any liability to Bidders. In case of annulment, all Bids submitted shall be promptly returned to the Bidders.

39. Standstill Period

39.1 The Contract shall be awarded not earlier than the expiry of the Standstill Period. The duration of the Standstill Period is

specified in the BDS. Where only one Bid is submitted, the Standstill Period shall not apply.

**40. Notice of
Intention to
Award**

40.1 When a Standstill Period applies, the PE shall send the Notification of Intention to Award the Contract to the successful Bidder. The Notification of Intention to Award to be sent to all bidders who submitted bids shall contain, at a minimum, the following information:

- (a) the name and address of the Bidder submitting the successful Bid;
- (b) the Contract price of the successful Bid;
- (c) the names of all Bidders who submitted Bids, and their Bid prices as readout, and as evaluated;
- (d) a statement of the reason(s) the Bid (of the unsuccessful Bidder to whom the letter is addressed) was unsuccessful, unless the price information in c) above already reveals the reason;
- (e) the expiry date of the Standstill Period
- (f) instructions on how to request a debriefing and/or submit a complaint during the standstill period.

F. Award of Contract

41. Award Criteria

41.1 The PE shall award the Contract to the Bidder whose bid has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

**42. PE's Right to
Vary Quantities**

42.1 The PE 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

at Time of Award change in unit price or other terms and conditions. The margin of decrease or increase will be as **specified in the BDS**.

43. Notification of Award

43.1 Prior to the expiration of the Bid Validity Period and upon expiry of the Standstill Period, or upon satisfactorily addressing a complaint that has been filed within the Standstill Period, the PE shall transmit the Letter of Acceptance to the successful Bidder. The Letter of Acceptance shall specify the sum that the Purchaser will pay the Supplier in consideration of the execution of the Contract.

43.2 At the same time, the Purchaser shall publish the Contract Award Notice which shall contain, at a minimum, the following information:

- (a) name and address of the PE;
- (b) name and reference number of the contract being awarded, and the selection method used;
- (c) names of all Bidders that submitted Bids, and their Bid prices as read out at Bid opening, and as evaluated;
- (d) names of all Bidders whose Bids were rejected either as nonresponsive or as not meeting qualification criteria, or were not evaluated, with the reasons therefor; and
- (e) the name of the successful Bidder, the final total contract price, the contract duration and a summary of its scope.

43.3 The Contract Award Notice shall be published on the PE's website with free access if available, or in at least one newspaper of national circulation in the Purchaser's Country, or in the official gazette.

43.4 Until a formal Contract is prepared and executed, the Letter of Acceptance shall constitute a binding Contract.

43.5 No Procuring Entity shall enter into a procurement contract unless a minimum of fourteen (14) calendar days have lapsed since the notification of award of a contract with a winning bidder.

**44. Debriefing by
the PE**

44.1 The PE shall upon request of any unsuccessful bidder, inform the bidder of the reasons for which the bid was unsuccessful.

**45. Signing of
Contract**

45.1 Promptly after notification, the PE shall send the successful Bidder the Contract Agreement.

45.2 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.

**46. Performance
Security**

46.1 Within twenty-eight (28) days of the receipt of notification of award from the PE, the successful Bidder, if required, shall furnish the Performance Security using the Performance Security Form included in Contract Forms.

46.2 Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the

award and execution of the Bid Securing Declaration. In that event the PE may award the Contract to the next lowest evaluated Bidder, whose bid is substantially responsive and is determined by the PE to be qualified to perform the Contract satisfactorily.

**47. Procurement
Related
Complaint**

47.1 The procedures for making a Procurement-related Complaint are **as specified in the BDS.**

Section II - Bid Data Sheet (BDS)

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

ITB Reference	A. General																																
ITB 1.1	The Purchaser is: ICPAC/ INTRA-ACP The name of the RFB is: Supply and Delivery of IT Equipment The number of the RFB is: INTRA-ACP /NCB/GOODS/01/2020 Site Visit – 29th October 2020 at 11.00am																																
ITP 1.1	The number and identification of lots (contracts) comprising this RFB are: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">LOTS</th> <th style="text-align: center;">DESCRIPTION</th> <th style="text-align: center;">QUANTITY</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Laptops with docking stations</td> <td style="text-align: center;">12</td> </tr> <tr> <td></td> <td>48-Port managed power over ethernet(POE) Network Switch</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">2</td> <td>13” Macbook pro or equivalent</td> <td style="text-align: center;">2</td> </tr> <tr> <td></td> <td>16” Macbook pro or equivalent</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Corporate Antivirus(3 year Kaspersky Endpoint for 200users)</td> <td style="text-align: center;">1</td> </tr> <tr> <td></td> <td>Adobe Acrobat Pro Perpetual Lic(50 Users)</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Protection updates for Palo Alto PA 3220 Firewall(1Year)</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Heavy duty Printer</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Internal Local Area Network(LAN)- Site survey Required, Requirements attached</td> <td style="text-align: center;">1</td> </tr> </tbody> </table> Bidders may bid for one or more lots			LOTS	DESCRIPTION	QUANTITY	1	Laptops with docking stations	12		48-Port managed power over ethernet(POE) Network Switch	1	2	13” Macbook pro or equivalent	2		16” Macbook pro or equivalent	2	3	Corporate Antivirus(3 year Kaspersky Endpoint for 200users)	1		Adobe Acrobat Pro Perpetual Lic(50 Users)	1	4	Protection updates for Palo Alto PA 3220 Firewall(1Year)	1	5	Heavy duty Printer	1	6	Internal Local Area Network(LAN)- Site survey Required , Requirements attached	1
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ITB 2.1	The Source of Funds is: ICPAC																																

ITB 4.1	Maximum number of members in the Joint Venture (JV) N/A
ITB 4.4	A list of debarred firms and individuals is available on the website: https://www.icpac.net
B. Contents of Bidding Document	
ITB 7.1	<p>For Clarification of Bid purposes only, the PE's address is:</p> <p>Procurement Officer, IGAD Climate Prediction and Application Centre (ICPAC) ICPAC HQs, Kibiku Area, Ngong Town, Kajiado Country, Kenya Email: procurement@icpac.net and www.igad.int, www.icpac.net</p> <p>Requests for clarification should be received by the Purchaser no later than 14 days, prior to deadline for submission of Bids</p>
C. Preparation of Bids	
ITB 10.1	The language of the Bid is: “English” .
ITB 11.1 (j)	<p>The Bidder shall submit the following documents in its Bid: In order to be considered, bidders must provide the following documents:</p> <ul style="list-style-type: none"> • Filled Signed and stamped <u>letter of Bid</u> • Filled <u>Bid Submission Form</u> • Filled <u>Price Schedule</u> in accordance with Section IV • Filled <u>Delivery Schedule</u> in accordance with Section • Filled <u>Bid-Securing Declaration</u> • <u>Financial Statements/Audit</u> for the last 3 years demonstrating of annual turnover of a minimum \$EUROS 100,000 • Proof (documentary evidence) of at <u>least 3 years</u> demonstrated experience in Supplying IT Equipment • Documentary evidence demonstrating <u>ability to operate in ICPAC region</u> such as a <u>local license/business license</u> • The Bidder must demonstrate access to, or availability of financial resources minimum EUR 25,000 • <u>Warranty Certificates</u>

	Failure in providing the requested documents shall render bid non responsive and will constitute grounds for disqualification of the bidder.
ITB 14.5	The prices quoted by the Bidder <i>shall not</i> be subject to adjustment during the performance of the Contract.
ITB 14.6	Prices quoted for each lot (contract) shall not be subject to adjustment during the performance of the Contract
ITB 14.7	The Incoterms edition is: 2010 . Place of Destination: ICPAC Head Quarter, Ngong Town
ITB 15.2	Bid Prices shall be in EUROS
ITB 16.4	Period of time the Goods are expected to be functioning (for the purpose of spare parts): One year
ITB 17.2 (a)	Manufacturer’s authorization is: “not required”
ITB 17.2 (b)	After sales service is: “required”
ITB 18.1	The Bid validity period shall be 120 days.
ITB 19.1	A Bid-Securing Declaration shall be required.
ITB 20.1	In addition to the original of the Bid, the number of copies is: 3 Copies
	D. Submission and Opening of Bids
ITB 22.1	For <u>Bid submission purposes</u> only, the PE’s address is: Attention: Procurement Officer, IGAD Climate Prediction and Applications Centre (ICPAC) ICPAC HQs, Kibiku Area, Ngong Town, Kajiado Country, Kenya

	<p>Email: procurement@icpac.net and www.igad.int, www.icpac.net</p> <p>The deadline for Bid submission is: Date: <i>25th November 2020</i> Time: 11:00 a.m. East African Time Bidders <i>Shall Not Have</i> the option of submitting their Bids electronically.</p>
ITB 25.1	<p>The Bid opening shall take place at: IGAD Climate Prediction and Application Centre (ICPAC) ICPAC HQs, Kibiku Area, Ngong Town, Kajiado Country, Kenya Date: <i>25th November 2020</i> Time: 11.15 am East African Time</p>
ITB 25.3	<p>The Letter of Bid and Price Schedules shall be initialed by <i>two representatives of the Purchaser conducting Bid opening. Each Bid shall be numbered and any modification to the unit or total price shall be initialed by the Representative of the Purchaser, Tender price will be read out and recorded in the presence of bidders representative, fill in the bid opening form to be signed by both the Purchaser's representative and the bidder's representative. (if applicable)</i></p>
	E. Evaluation and Comparison of Bids
ITB 32.1	<p>The currency that shall be used for Bid evaluation and comparison purposes to convert at the selling exchange rate all Bid prices expressed in various currencies into a single currency is: EURO The source of exchange rate shall be: <i>INFOREURO</i> The date for the exchange rate shall be: <i>Bid Closing Date</i></p>
ITB 33.1	A margin of domestic preference shall not apply .
ITB 34.2(a)	<p>Evaluation will be done for <i>lots</i></p> <p>➤ Supply and Delivery of IT Equipment in ICPAC Head Quarter</p>

	<i>Bids will be evaluated lot by lot. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the Price Schedule shall be assumed to be not included in the Bid, and provided that the Bid is substantially responsive, the average or highest price (as specified in the BDS) of the item quoted by substantially responsive Bidders will be added to the Bid price and the equivalent total cost of the Bid so determined will be used for price comparison.]</i>
	F. Award of Contract
ITB 39.1 Standstill Period	The Standstill Period is 14 Days
ITB 40.1	The maximum percentage by which quantities may be increased is: <i>N/A</i> The maximum percentage by which quantities may be decreased is: <i>N/A</i>
ITB 47.1	<p>The procedures for making a Procurement-related Complaint are detailed in IGAD Manual.</p> <p>If a Bidder wishes to make a Procurement-related Complaint, the Bidder should submit its complaint following these procedures, in writing (by the quickest means available, that is either by email or fax), to:</p> <p style="padding-left: 40px;">For the attention: Abdullahi Hussein Title/position: Procurement Officer PE: ICPAC Email address: procurement@icpac.net</p> <p>In summary, a Procurement-related Complaint may challenge any of the following:</p> <p style="padding-left: 40px;">(a) the terms of the Bidding Documents; and (b) the PE’s decision to award the contract.</p> <p>1. A potential or actual bidder that claims to have suffered, or that is likely to suffer, loss, or injury due to a breach of a duty imposed on the Procuring</p>

	<p>Entity by this Act, its implementing Regulations, and the bidding documents may seek review at any stage of the procurement proceedings in accordance with Part VIII of the Act.</p> <ol style="list-style-type: none"><li data-bbox="391 365 1409 453">2. Prior to the entry into force of a contract, application for review shall be made in the first instance, in writing, to the Accounting Officer.<li data-bbox="391 474 1409 617">3. The Accounting Officer shall not entertain an application for review unless it is submitted within 14 calendar days after notification of proposed contract award<li data-bbox="391 638 1409 781">4. Upon receipt of a complaint in connection with any bid proceedings, the Accounting Officer shall notify the Authority and all bidders of the complaint.<li data-bbox="391 802 1409 1003">5. Unless the complaint is resolved by mutual agreement, the Accounting Officer shall suspend the procurement proceedings and shall, within five (5) calendar days after submission of the complaint, issue a written decision to the complaint<li data-bbox="391 1024 1409 1226">6. If the Accounting Officer does not issue a decision within the time stated in Sub-Article (4), or if the complainant shall not be satisfied with the decision of the Accounting Officer, the complainant is entitled to submit a complaint to the Independent Procurement Review Panel.
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Section III - Evaluation and Qualification Criteria

This Section contains the criteria that the PE shall use to evaluate a Bid and qualify the Bidders. No other factors, methods or criteria shall be used other than specified in this bidding document.

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2. Evaluation.....	36
3. Qualification.....	37

1. Margin of Preference N/A

The PE will grant a margin of preference to goods manufactured in the PE's country for the purpose of bid comparison, in accordance with the Act and the Regulations.

To facilitate this classification by the PE, the Bidder shall complete whichever version of the Price Schedule furnished in the Bidding Documents.

The PE will first review the bids to confirm the appropriateness of, and to modify as necessary, the bid group classification to which bidders assigned their bids in preparing their Bid Forms and Price Schedules.

All evaluated bids in each group will then be compared to determine the lowest evaluated bid of each group. Such lowest evaluated bids shall be compared with each other and if as a result of this comparison a bid is the lowest, it shall be selected for the award.

2. Evaluation

2.1. Evaluation Criteria

The PE's evaluation of a bid may take into account, in addition to the Bid Price quoted, one or more of the following factors using the following criteria and methodologies.

- (a) Delivery schedule. (as per Incoterms specified in the BDS)

The Goods specified in the List of Goods are required to be delivered within the acceptable time range (after the earliest and before the final date, both dates inclusive) specified in Section VII, Schedule of Requirements. No credit will be given to deliveries before the earliest date, and bids offering delivery after the final date shall be treated as nonresponsive. Within this acceptable period, an adjustment, as specified in BDS, will be added, for evaluation purposes only, to the bid price of bids offering deliveries later than the "Earliest Delivery Date" specified in Section VII, Schedule of Requirements

- a) Deviation in payment schedule.
- b) Cost of major replacement components, mandatory spare parts, and service.
- c) Availability in the PE's Country of spare parts and after sales services for equipment offered in the bid.
- d) Projected operating and maintenance costs.
- e) Performance and productivity of the equipment.
- f) Specific additional criteria

2.2. Multiple Contracts

The PE shall award multiple contracts to the Bidder that offers the lowest evaluated combination of bids (one contract per bid) and meets the post-qualification criteria

3. Qualification

3.1 Post qualification Requirements

After determining the lowest-evaluated bid, the PE shall carry out the post qualification of the Bidder in accordance with the Act, using only the requirements specified which may include.

(i) **Financial Capability;**

The Bidder shall furnish documentary evidence that it meets the following financial requirement(s):

- Submission of Audited Financial Statements acceptable to the Purchaser, for the last 3 years to demonstrate the current soundness of the bidder's financial position and its prospective long term profitability.
- Minimum average annual turnover of EURO 100,000, calculated as total certified payments received for contracts in progress or completed, within the last 3 years.
- The Bidder must demonstrate access to, or availability of, financial resources such as liquid assets, unencumbered real assets, lines of credit, and other financial means, other than any contractual advance payments to meet: the following cash-flow requirement: EURO 10,000

and the overall cash flow requirements for this contract and its current commitments.

(ii) **Experience and Technical Capacity;**

Experience as Supplier, in at least 3 contracts within the last 3 years, each with a value of at least EURO 15,000 the contract price, that have been successfully and substantially completed and that are similar to the proposed Goods and Related Services. The similarity shall be based on the physical size, complexity, methods/technology.

Section IV - Bidding Forms

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Price and Completion Schedule - Related Services	Error! Bookmark not defined.
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Manufacturer’s Authorization	47

Letter of Bid

The Bidder must prepare the Letter of Bid on stationery with its letterhead clearly showing the Bidder's complete name and address.

Note: All italicized text is for use in preparing these forms and shall be deleted from the final products.

Date: *[insert date (as day, month and year) of Bid Submission]*

RFB No.: *[insert identification number of Request for Bids]*

To: *[insert complete name of Procuring Entity]*

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders;
- (b) We meet the eligibility requirements and have no conflict of interest;
- (c) We have not been suspended nor declared ineligible by the Procuring Entity based on execution of a Bid Securing Declaration in the IGAD
- (d) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods: *[insert a brief description of the Goods and Related Services];*
- (e) The total price of our Bid, excluding any discounts offered in item (f) below is:
In case of only one lot, total price of the Bid *[insert the total price of the bid in words and figures, indicating the various amounts and the respective currencies];*
In case of multiple lots, total price of each lot *[insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies];*
In case of multiple lots, total price of all lots (sum of all lots) *[insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies];*
- (f) The discounts offered and the methodology for their application are:
 - (i) The discounts offered are: *[Specify in detail each discount offered.]*

- (ii) The exact method of calculations to determine the net price after application of discounts is shown below: **Specify in detail the method that shall be used to apply the discounts**;
- (g) Our bid shall be valid for a period of [*specify the number of calendar days*] days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (h) If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding Documents;
- (i) We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process;
- (j) We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Public Procurement Authority. Further, we are not ineligible under the country laws or official regulations or pursuant to a decision of the United Nations Security Council;
- (k) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed; and
- (l) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- (m) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud and corruption

Dated this _____ day of _____ 20 _____

[signature]

[in the capacity of]

Duly authorized to sign bid for an on behalf of _____

Bidder Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Bid Submission]*

RFB No.: *[insert identification number of Request for Bids]*

1. Bidder's Name: <i>[insert Bidder's legal name]</i>
2. In case of JV, legal name of each member: <i>[insert legal name of each member in JV]</i>
3. Bidder's actual or intended country of registration: <i>[insert actual or intended country of registration]</i>
4. Bidder's year of registration: <i>[insert Bidder's year of registration]</i>
5. Bidder's Address in country of registration: <i>[insert Bidder's legal address in country of registration]</i>
6. Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement. <input type="checkbox"/> Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

Bidder's JV Members Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Bidder and for each member of a Joint Venture].

Date: *[insert date (as day, month and year) of Bid Submission]*

RFB No.: *[insert identification number of Request for Bids]*

1. Bidder's Name: <i>[insert Bidder's legal name]</i>
2. Bidder's JV Member's name: <i>[insert JV's Member legal name]</i>
3. Bidder's JV Member's country of registration: <i>[insert JV's Member country of registration]</i>
4. Bidder's JV Member's year of registration: <i>[insert JV's Member year of registration]</i>
5. Bidder's JV Member's legal address in country of registration: <i>[insert JV's Member legal address in country of registration]</i>
6. Bidder's JV Member's authorized representative information Name: <i>[insert name of JV's Member authorized representative]</i> Address: <i>[insert address of JV's Member authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Member authorized representative]</i> Email Address: <i>[insert email address of JV's Member authorized representative]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above. <input type="checkbox"/> Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

Price Schedule Forms

The Bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated.] Columns in green shall be filled out by the bidder

PRICE SCHEDULE FOR THE SUPPLY AND INSTALLATION OF IT EQUIPMENT

LOTS	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
1	Laptops with docking stations	12		
	48-Port Managed Power over Ethernet (POE) Network Switch	1		
2	13” Macbook Pro or Equivalent	2		
	16” Macbook Pro or equivalent	2		
3	Assorted Software: 1. Corporate Antivirus (3 Year Kaspersky Endpoint for 200 users)	1		
	2. Adobe Acrobat Pro Perpetual lic (50 users)	1		
4	Protection updates for Palo Alto PA-3220 Firewall (1 year)	1		
5	Heavy Duty Printer	1		
6	Internal Local Area Network (LAN) – Site Survey Required, Requirements attached	1		
	TOTAL			

Form of Bid-Securing Declaration

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

Date: *[date (as day, month and year)]*

RFB.: *[Insert Identification number of Request for Bids]*

To: *[complete name of Procuring Entity]*

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for Bidding in any contract with the PE for the period of time of *[number of months or years]* starting on *[date]*, if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn our Bid during the period of Bid validity specified in the Letter of Bid; or
- (b) having been notified of the acceptance of our Bid by the PE during the period of Bid validity, (i) fail or refuse to sign the Contract; or (ii) fail or refuse to furnish the Performance Security, if required, in accordance with the ITB.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Name of the Bidder* _____

Name of the person duly authorized to sign the Bid on behalf of the Bidder** _____

Title of the person signing the Bid _____

Signature of the person named above _____

Date signed _____ day of _____, _____

*: In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder

** : Person signing the Bid shall have the power of attorney given by the Bidder attached to the Bid

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all members to the Joint Venture that submits the Bid.]

Manufacturer's Authorization

*[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its Bid, if so indicated in the **BDS**.]*

Date: *[insert date (as day, month and year) of Bid submission]*

RFB No.: *[insert identification number of Request for Bids]*

To: *[insert complete name of Procuring Entity]*

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a Bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Section V - Eligible Countries

Eligibility for the Provision of Goods, Works and Non-Consulting Services in IGAD-Financed Procurement

Goods, suppliers and contractors from a country may be ineligible for consideration under this Act if:

- (a) The law of IGAD or official regulation prohibits commercial relations with that particular country, or
- (b) A decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations that prohibits any dealings with that particular country.

Section VI - Fraud and Corruption

(Section VI shall not be modified)

All parties must observe the highest ethical standards during procurement process and contract execution. In this context, any corrupt, fraudulent, collusive, coercive, fraud or obstructive actions taken by public officers, bidders, suppliers, contractors, and their subcontractors and consultants for undue advantage are prohibited.

In pursuance of this policy, and for the purposes of this provision, the terms are defined as follows:

- a. *Corruption* is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party.
- b. *Fraud* is any act or omission, including a misrepresentation, that knowingly or recklessly misleads or attempts to mislead a party to obtain a financial or other benefit or to avoid an obligation.
- c. *Collusion* is an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
- d. *Coercion* is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
- e. *Obstruction* is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators (auditor general office reports) in order to materially impede an investigation into allegations of a corrupt, fraudulent, collusive, or coercive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant

to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights.

A PE will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question.

A PE will forward the name of a firm or individual to the Authority recommending debarment, if it at any time determines that the firm or individual has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in procurement proceedings.

For the purpose of this section, bidding and proposal documents and contract agreements will:

- a. Include a provision requiring bidders, suppliers, contractors and consultants to permit the officials of the PE and other concerned Government officials to inspect their accounts and records and other documents relating to the bid submission and contract performance and to have them audited by designated auditors; and
- b. Require bidders to provide an undertaking to observe, in competing for and executing a contract, laws against fraud and corruption declaring that “the bidder undertakes that in competing for and executing a contract, the bidder will strictly observe the laws against fraud and corruption in force in IGAD.

PART 2 – SUPPLY REQUIREMENTS

Section VII - Schedule of Requirements

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Notes for Preparing the Schedule of Requirements

The Schedule of Requirements shall be included in the bidding document by the PE, and shall cover, at a minimum, a description of the goods and services to be supplied and the delivery schedule.

The date or period for delivery should be carefully specified, taking into account (a) the implications of delivery terms stipulated in the Instructions to Bidders pursuant to the Incoterms rules (i.e., EXW, or CIP, FOB, FCA terms—that “delivery” takes place when goods are delivered to the carriers), and (b) the date prescribed herein from which the PE’s delivery obligations start (i.e., notice of award, contract signature, opening or confirmation of the letter of credit).

1. List of Goods and Delivery Schedule

[The PE shall fill in this table, with the exception of the column “Bidder’s offered Delivery date” to be filled by the Bidder]

Line Item N°	Description of Goods	Quantity	Physical unit	Final Destination (Project Site) as specified in BDS	Delivery (as per Incoterms) Date 2010		
					Earliest Delivery Date	Latest Delivery Date	Bidder’s offered Delivery date [to be provided by the Bidder]
1	Laptops with docking stations	12		ICPAC	4 Weeks	6 Weeks	
	48-Port Managed Power over Ethernet (POE) Network Switch	1		ICPAC	3 Weeks	4 Weeks	
2	13” Macbook Pro or Equivalent	2		ICPAC	4 Weeks	6 Weeks	
	16” Macbook Pro or equivalent	2		ICPAC	4 Weeks	6 Weeks	
3	Corporate Antivirus (3 Year Kaspersky Endpoint for 200 users)	1		ICPAC	3 Weeks	4 Weeks	
	Adobe Acrobat Pro Perpetual lic (50 users)	1		ICPAC	3 Weeks	4 Weeks	
4	Protection updates for Palo Alto PA-3220 corporate firewall (1year)	1		ICPAC	3 Weeks	4 Weeks	

5	Heavy Duty Printer	1		ICPAC	3 Weeks	4 Weeks	
6	Internal Local Area Network (LAN) – Site Survey Required, Specifications attached	1		ICPAC	3 Weeks	4 Weeks	

3. Technical Specifications

LOT 1

LAPTOPS WITH DOCKING STATIONS – 12 UNITS

MINIMUM SPECIFICATIONS FOR LAPTOP WITH DOCKING STATION (12 UNITS)	
Processors	Intel® Core™ i7 Quad Core
Preloaded OS (Operating System)	Windows 10 Pro 64-bit
Chipset	Intel®
Display	FULL HD but <= 14"
Memory	16GB
Maximum Weight	< 2kg
I/O (Input/Output) Ports and Slots Display Port	Express Card slot and SD Card reader (optional); USB 3.0 (mandatory); HDMI (mandatory); VGA Port or adapter (optional).
Multimedia	Dual digital HD mics and 720p HD Camera
Graphics	Graphics card with minimum 1 GB dedicated memory.
LAN & WiFi	<ul style="list-style-type: none"> • 1000 Mbps / 1Gbps Ethernet • IEEE 802.11 a, b, g, n, ac wifi
Bluetooth	Yes
Accessories:	<p>Professional Backpack: High quality branded backup to fit the laptop and accessories. Preferably from the laptop manufacturer.</p> <p>USB or Bluetooth Headset with mic for video or tele conferences</p>
HDD	<ul style="list-style-type: none"> • Internal 1 TiB SSD • External 2TB SSD for backups
Docking Station/Port Replicator with 24" Monitor	Compatible docking station or port replicator, of similar brand as the laptop. Having multiple productivity ports: USB 3 ports; USB C; HDMI; Display Port; DVI; Gigabit Ethernet and capable of powering and charging the laptop; Wireless Keyboard and Mouse combo. Together with 24" Wide Screen 4K monitor.
Keyboard enhancement	Backlight keyboard
Battery Life	Up to 10 hours battery life with 9-cell battery
Warranty	Parts coverage (at least 2 years depot and on-site available), 1 year battery

48 – PORT MANAGED POWER OVER ETHERNET (POE) NETWORK SWITCH -1UNIT

SPECIFICATIONS FOR 48 PORT UNIFI MANAGED POWER OVER ETHERNET (POE) NETWORK SWITCH (UNIFI SWITCH PRO 48 POE GEN 2)	
Point of Use:	To augment existing UniFi WLAN consisting of UniFi Security Gateway Pro and UniFi Access Points
Interfaces:	(48) 10/100/1000 RJ45 Ports
Networking:	(4) 1/10G SFP+ Ethernet Ports
Management:	<ul style="list-style-type: none"> Ethernet In-Band Fully managed Layer 3 switch with functionality such as inter-VLAN routing, static routing, and DHCP server
Power Method Universal Input USP RPS DC Input	100-240VAC/50-60 Hz 52VDC, 11.54A; 11.5VDC, 5.22A
Total Available PoE:	600 W
PoE Interfaces:	<ul style="list-style-type: none"> Ports 1-40: POE+ IEEE 802.3af/at, (pins 1, 2+; 3, 6-) Ports 41-48: 60W PoE++ IEEE 802.3bt, (Pair A 1, 2+; 3, 6-) (Pair B 4, 5+; 7, 8-)
Max. PoE Wattage per Port by PSE	<ul style="list-style-type: none"> 802.3at: 32W 802.3bt: 64W
Voltage Range:	<ul style="list-style-type: none"> 802.3af Mode: 44-57V 802.3at Mode: 50-57V
Total Non-Blocking Throughput:	88 Gbps
Switching Capacity:	176 Gbps
Forwarding Rate:	130.944 Mbps
Display:	The 1.3" touchscreen displays status information for easy monitoring and quick troubleshooting
Mounting Kit:	<ul style="list-style-type: none"> Full Rack mounting kit.
Warranty	Parts coverage (at least 3 years depot and on-site).

LOT 2**13" MACBOOK PRO OR EQUIVALENT – 2 UNITS**

MINIMUM SPECIFICATIONS FOR 13.3" APPLE MACBOOK PRO (2020 MODEL) 2 UNITS	
Color:	Space Gray with Touch Bar
Processors:	At least 2.3 GHz Quad-Core 10th-Generation Intel Core i7 with Turbo Boost
Preloaded OS (Operating System):	macOS Catalina or latest factory installed OS
Display:	13.3" screen with Truetone. 2560-by-1600 native resolution at 227 pixels per inch
Memory:	32GB of 3733MHz LPDDR4X onboard memory
Maximum Weight:	=< 1.83 kg
I/O (Input/Output) Ports and Slots Display Port:	Four Thunderbolt 3 (USB-C) ports that support: Charging; Display Port; Thunderbolt etc
Multimedia:	Dual digital mics and 720p FaceTime HD Camera
WiFi:	IEEE 802.11 ac
Bluetooth:	5.0
LAN:	1000 Mbps through adapter (include adapter)
Adapters & Accessories:	<ul style="list-style-type: none"> • USB-C to VGA adapter, USB-C to HDMI adapter, USB-C to USB, USB-C to Gigabyte Ethernet • Apple Magic Mouse 2 (Space Gray) • Professional Bluetooth headset with mic for video or tele conferences • 3 Leather Sleeve for 13-inch MacBook Air and MacBook Pro - Black
HDD:	1 Terabyte Flash storage (SSD)
Productivity Software:	Microsoft Office 2019 Professional with license
Portable External HD:	2 TB USB 3.0 SSD portable hard disk with USB-C connection for backups
Keyboard enhancement:	English (US) Backlight keyboard with touch Bar with integrated Touch ID sensor and Force Touch trackpad
Battery Life:	Up to 10 hours battery life
Warranty:	Parts coverage (at least 2 years depot and on-site available), 1-year battery plus Mandatory 3 yr AppleCare+ for Mac

16" MACBOOK PRO OR EQUIVALENT – 2 UNITS

MINIMUM SPECIFICATIONS FOR 16" APPLE MACBOOK PRO (2020 MODEL) 2 UNITS	
Color:	Space Gray with Touch Bar
Processors:	At least 2.3GHz 8-core Intel Core i9, Turbo Boost up to 4.8GHz, with 16MB shared L3 cache
Preloaded OS (Operating System):	macOS Catalina or latest factory installed OS
Display:	16" screen with Truetone. 3072-by-1920 native resolution at 226 pixels per inch
Memory:	32GB of DDR4 onboard memory
Graphics:	<ul style="list-style-type: none"> • AMD Radeon Pro 5500M with 4GB of GDDR6 memory and automatic graphics switching Intel UHD Graphics 630
I/O (Input/Output) Ports and Slots Display Port:	Four Thunderbolt 3 (USB-C) ports that support: Charging; Display Port; Thunderbolt etc
Multimedia:	Dual digital mics and 720p FaceTime HD Camera
WiFi:	IEEE 802.11 ac
Bluetooth:	5.0
LAN:	1000 Mbps through adapter (include adapter)
Adapters & Accessories:	<ul style="list-style-type: none"> • USB-C to VGA adapter, USB-C to HDMI adapter, USB-C to USB, USB-C to Gigabyte Ethernet • Apple Magic Mouse 2 (Space Gray) • Professional Bluetooth headset with mic for video or tele conferences • 3 Leather Sleeve for 16-inch MacBook Pro – Saddle Brown
HDD:	2 Terabyte Flash storage (SSD)
Productivity Software:	Microsoft Office 2019 Professional with license
Portable External HD:	2 TB USB 3.0 SSD portable hard disk with USB-C connection for backups
Keyboard enhancement:	English (US) Backlight keyboard with touch Bar with integrated Touch ID sensor and Force Touch trackpad
Battery Life:	Up to 10 hours battery life
Warranty:	<ul style="list-style-type: none"> • Parts coverage (at least 2 years depot and on-site available), 1-year battery. • 3 yr AppleCare+ for Mac

LOT 3**CORPORATE ANTIVIRUS (3 YEAR KASPERSKY ENDPOINT FOR 200 USERS)**

SPECIFICATIONS FOR CORPORATE ANTIVIRUS FOR ICPAC			
	SOFTWARE	DESCRIPTION	QUANTITY
1	Kaspersky Endpoint Security for Business	To protect data and computer systems from virus attacks	3-yr Corporate volume license for 200 computers, Windows & Linux servers MacBooks and laptops

ADOBE ACROBAT PRO PERPETUAL LIC (50 USERS)

SPECIFICATIONS FOR ABOBE ACROBAT PRO SOFTWARE SUITE (50 LIC)			
	SOFTWARE	DESCRIPTION	QUANTITY
1	Adobe Acrobat Pro Suite (Latest Edition)	This productivity software has become an essential part of document processing and sharing. It will enable ICPAC staff to Sign, Convert to and from PDF as well as encrypt documents for sharing.	50 perpetual licenses for Windows and Mac computers

LOT 4

PROTECTION UPDATES FOR PALO ALTO PA3220 FIREWALL (1 YEAR)

SPECIFICATIONS FOR ICPAC CORPORATE FIREWALL PROTECTION SUBSCRIPTIONS			
	SOFTWARE	DESCRIPTION	QUANTITY
1	PAN-PA-3220-TP	Threat prevention subscription. It enforces Intrusion prevention and malware protection	1 year
2	PAN-PA-3220-URL4	PANDB URL filtering subscription ensures safe internet browsing	1 year
3	PAN-SVC-BKLN-3220	Partner enabled Premium support	1 year

LOT 5

HEAVY DUTY PRINTER – 1 UNIT

MINIMUM SPECIFICATIONS FOR COLOR MULTIFUNCTIONAL PRINTER COPIER SCANNER (MFP)	
GENERAL:	
Technology:	Laser Colour, HyPAS platform
Touch Panel:	Full colour capacitive Touch Panel at least 9"
Engine speed (pages per min):	Up to 25/12 PPM A4/A3 in Colour and B/W
Resolution:	4800dpi equivalent x 1200dpi (print), 600 x 600 dpi (scan/copy)
Time to print first page:	<ul style="list-style-type: none"> • Print: 7 / 9.2 seconds or less in b/w/ colour • Copy: 7.4/ 9.8 seconds or less in b/w/ colour (DP), 6.4/ 8.5 seconds or less in b/w/ colour (Platen)
CPU:	QorIQ T1024 (Dual Core) 1.0GHz
Memory:	At least 4 GB RAM, 32 GB SSD, + 320 GB HDD
Standard Interface:	USB 3.0 (Super-Speed USB), 4 x USB Host Interface, Gigabit Ethernet (10BaseT/100BaseTX/1000BaseT, IPv6, IPv4, IPSec, 802.3az support), optional Wi-Fi (IEEE 802.11b/g/n), 2 eKUIO slots, for optional internal print server or for optional fax system, mandatory Wireless LAN , Slot for optional SD Card, NFC tag
PAPER HANDLING:	
Input Capacity:	Multipurpose tray: 150 sheets, 52 – 300 g/m (Banner 136 – 163 g/m ²), A6R – SRA3 (320 x 450 mm), Custom (98 x 148 to 297 x 457.2 mm), Banner max. 304.8 x 1,220 mm; Standard universal paper cassette: 2 x 500 sheets, 52 – 300 g/m ² , Upper cassette A6R up to A4R, lower cassette A6R up to SRA3, Max. input capacity with options: 7,150 sheets A4
Duplex Unit:	Mandatory

Output Capacity:	Standard 500 sheets face-down, max. output capacity 4,300 sheets
PRINT FUNCTIONS:	
Controller Language:	PRESCRIBE
Emulations:	PCL6 (PCL5c/PCL-XL), KPDL3 (PostScript 3 compatible), PDF Direct Print, XPS Direct Print and Open XPS
Operating Systems:	All current Windows operating systems, Mac OS X version 10.9 or higher, UNIX LINUX, as well as other operating systems on request.
Print Features:	Encrypted PDF Direct Print, IPP printing, e-mail printing, WSD print, secure printing via SSL, IPsec,SNMPv3, quick copy, proof and hold, private print, job storage functionality
Mobile Printing Support:	KYOCERA Mobile Print app for iOS and Android, AirPrint, Mopria, NFC, Direct Wi-Fi, Google cloud print
COPY FUNCTIONS:	
Max Original Size:	A3/Ledger
Continuous Copying:	1-9999
Zoom Range:	25 – 400% in 1% steps
Digital Features:	Scan-once-copy-many, electronic sort, 2in1, 4in1, image repeat, page numbering, cover mode, booklet copy, interrupt copy, form overlay, margin shift, auto cassette change, skip blank page, ID copy Exposure mode: auto, manual: 16 steps
Image Adjustments:	Text + Photo, Text, Photo, Map
SCAN FUNCTIONS:	
Functionality:	<ul style="list-style-type: none"> Scan to e-mail, Scan to FTP, Scan to SMB, Scan to USB Host, Scan to box, Network TWAIN, WIA/WSD scan Scan speed: 180 images per minute (300 dpi, A4 duplex, with DP-7130) in b/w and colour
Scan Resolution:	600dpi x 600dpi , 400dpi x 400dpi , 200dpi x 400dpi, 300dpi x 300dpi , 200dpi x 200dpi , 200dpi x 100dpi; 256 greyscales per colour
Max Scan Size:	A3, Ledger

Original recognition:	Text, photo, text + photo, Light Text / Fine Line, optimised for OCR
Network Protocol:	TCP/IP
File types:	TIFF, PDF, PDF/A, JPEG, Open XPS, Encrypted PDF, High compression PDF, PDF/A-1a/b, PDF/A-2a/b/u, Searchable PDF(option), MS Office file(option)
OTHER FEATURES:	
Scan Extension Kit:	Scan to searchable PDF solution (embedded OCR)
Network interfaces:	<ul style="list-style-type: none"> • Direct Wi-fi interface • Gigabit-Ethernet board 10 BaseT/100 BaseT/ 1,000 BaseT • Wireless LAN interface
CONSUMABLES:	<ul style="list-style-type: none"> • Set of extra Toners: (Black - 20,000 Pages A4) and (Cyan, Magenta, Yellow - 12,000 Pages) • WT-8500 Waste Toner Bottle: 40,000 sheets (in accordance with 5% coverage b/w : colour = 7 : 3)
Warranty:	At least 1 year

LOT 6

INTERNAL LOCAL AREA NETWORK (LAN)- SITE SURVEY REQUIRED,
REQUIREMENTS BELOW

REQUIREMENTS FOR ICPAC HQ INTERNAL LOCAL AREA NETWORK (LAN) SITE SURVEY	
	REQUIREMENTS
1	Cisco Based Hardware & Software
2	Support for Virtual Local Area Networks (VLANs)
3	Flood Wiring (multiple ports per room to cater for future increase in users)
4	LAN should converge in a central rack in Server Room
5	Fibre uplink interconnecting wiring closets
6	Power backup for cabinet devices.
7	Centralised Monitoring & Management of Network
8	CAT 7a Trunking + patch cables

5. Inspections and Tests

The following inspections and tests shall be performed: by ICPAC Technical Team

PART 3 - CONTRACT

Section VIII. General Conditions of Contract

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Section VIII. General Conditions of Contract

- 1. Definitions**
- 1.1 The following words and expressions shall have the meanings hereby assigned to them:
- (a) “Contract” means the Contract Agreement entered into between the Procuring Entity and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
 - (b) “Contract Documents” means the documents listed in the Contract Agreement, including any amendments thereto.
 - (c) “Contract Price” means the price payable to the Supplier as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.
 - (d) “Completion” means the fulfillment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.
 - (e) “Day” means calendar day.
 - (f) “GCC” means the General Conditions of Contract.
 - (g) “Goods” means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the PE under the Contract.
 - (h) IGAD means the Federal Government of Somalia.
 - (i) “Procuring Entity” or “PE” means the entity purchasing the Goods and Related Services, as specified in the SCC.
 - (j) “Related Services” means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other such obligations of the Supplier under the Contract.
 - (k) “SCC” means the Special Conditions of Contract.

- (l) “Subcontractor” means any person, private or government entity, or a combination of the above, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier.
- (m) “Supplier” means the person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the PE and is named as such in the Contract Agreement.
- (n) “The Project Site,” where applicable, means the place named in the SCC.
- 2. Contract Documents** 2.1 All documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole.
- 3. Corrupt and Fraudulent Practices** 3.1 The IGAD requires compliance with the Public Procurement Concessions and Disposal Act (“IGAD- PROCUREMENT MANUAL”) Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in Appendix to the GCC.
- 3.2 The PE requires the Supplier to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the Bidding process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.
- 4. Interpretation** 4.1 If the context so requires it, singular means plural and vice versa.
- 4.2 Incoterms

- (a) Unless inconsistent with any provision of the Contract, the meaning of any trade term and the rights and obligations of parties thereunder shall be as prescribed by Incoterms.
- (b) The terms EXW, CIP, FCA, CFR and other similar terms, when used, shall be governed by the rules prescribed in the current edition of Incoterms specified in the **SCC**.

4.3 Entire Agreement

The Contract constitutes the entire agreement between the PE and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of the parties with respect thereto made prior to the date of Contract.

4.4 Amendment

No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.

4.5 Nonwaiver

- (a) Subject to GCC Sub-Clause 4.5(b) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
- (b) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such

waiver, and must specify the right and the extent to which it is being waived.

4.6 Severability

If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

5. Language

5.1 The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the PE, shall be written in the language specified in the SCC. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified, in which case, for purposes of interpretation of the Contract, this translation shall govern.

6. Joint Venture, Consortium or Association

6.1 If the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the PE for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the PE.

7. Eligibility

7.1 The Supplier and its Subcontractors shall have the nationality of an eligible country. A Supplier or Subcontractor shall be deemed to have the nationality of a country if it is a citizen or constituted, incorporated, or registered, and operates in conformity with the provisions of the laws of that country.

7.2 All Goods and Related Services to be supplied under the Contract shall have their origin in Eligible Countries. For the purpose of this Clause, origin means the country where the goods have been grown, mined, cultivated, produced, manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.

8. Notices

8.1 Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the SCC. The term “in writing” means communicated in written form with proof of receipt.

8.2 A notice shall be effective when delivered or on the notice’s effective date, whichever is later.

9. Governing Law

9.1 The Contract shall be governed by and interpreted in accordance with the laws of IGAD, unless otherwise specified in the SCC.

9.2 Throughout the execution of the Contract, the Contractor shall comply with the import of goods and services prohibitions in the IGAD.

10 Settlement of Disputes

10.1 The PE and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

10.2 If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other

party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

- 10.3 Notwithstanding any reference to arbitration herein,
- (a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
 - (b) the PE shall pay the Supplier any monies due the Supplier.

11 Inspections and Audit by the IGAD

- 11.1 Appendix to the General Conditions the Supplier shall permit and shall cause its subcontractors and subconsultants to permit, the IGAD and/or persons appointed by the IGAD to inspect the Site and/or the accounts and records relating to the performance of the Contract and the submission of the bid, and to have such accounts and records audited by auditors appointed by the IGAD. The Supplier's and its Subcontractors' and subconsultants' attention is drawn to Sub-Clause 3.1 which provides, inter alia, that acts intended to materially impede the exercise of the IGAD's inspection and audit rights constitute a prohibited practice subject to contract termination.

12. Scope of Supply

- 12.1 The Goods and Related Services to be supplied shall be as specified in the Schedule of Requirements.

- 13. Delivery and Documents** 13.1 The Delivery of the Goods and Completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in the Schedule of Requirements. The details of shipping and other documents to be furnished by the Supplier are specified in the SCC
- 14. Supplier's Responsibilities** 14.1 The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with in accordance with GCC Clause 12, and the Delivery and Completion Schedule, as per GCC Clause 13.
- 15 Contract Price** 15.1 Prices charged by the Supplier for the Goods supplied and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in the SCC.
- 16. Terms of Payment**
- 16.1 The Contract Price, including any Advance Payments, if applicable, shall be paid as specified in the SCC.
- 16.2 The Supplier's request for payment shall be made to the PE in writing, accompanied by invoices describing, as appropriate, the Goods delivered and Related Services performed, and by the documents submitted and upon fulfillment of all other obligations stipulated in the Contract.
- 16.3 Payments shall be made promptly by the PE, but in no case later than sixty (60) days after submission of an invoice or request for payment by the Supplier, and after the PE has accepted it.

- 16.4 The currencies in which payments shall be made to the Supplier under this Contract shall be those in which the bid price is expressed.
- 17. Taxes and Duties**
- 17.1 The Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies incurred until delivery of the contracted Goods to the PE.
- 18. Performance Security**
- 18.1 If required as specified in the SCC, the Supplier shall, within twenty-eight (28) days of the notification of contract award, provide a performance security for the performance of the Contract in the amount **specified in the SCC**.
- 18.2 The proceeds of the Performance Security shall be payable to the PE as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 18.3 The Performance Security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the PE and shall be in the form of a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in IGAD or abroad, acceptable to the PE, in the form provided in the bid documents.
- 18.4 The Performance Security shall be discharged by the PE and returned to the Supplier not later than twenty-eight (28) days following the date of Completion of the Supplier's performance obligations under the Contract, including any warranty obligations under the contract.

- 19. Copyright** 19.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the PE by the Supplier herein shall remain vested in the Supplier.
- 20. Confidential Information** 20.1 The bidder shall not, without the PE's 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 PE in connection therewith, to any person other than a person employed by the bidder in the performance of the Contract.
- 20.2 The obligation of a party under GCC Sub-Clauses 20.1 above, however, shall not apply to information that:
- (a) the PE or Supplier need to share with the Administrative review board or appointed auditor/investigator or other institutions participating in the financing of the Contract;
 - (b) now or hereafter enters the public domain through no fault of that party;
 - (c) can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or
 - (d) otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.
- 20.3 The provisions of GCC Clause 20 shall survive completion or termination, for whatever reason, of the Contract.
- 21. Subcontracting** 21.1 The Supplier shall notify the PE in writing of all subcontracts awarded under the Contract if not already specified in the bid. Such notification, in the original bid or later shall not relieve the

Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.

21.2 Subcontracts shall comply with the provisions of GCC Clauses 3 and 7.

**22. Specifications
and Standards**

22.1 Technical Specifications and Drawings

- (a) The Goods and Related Services supplied under this Contract shall conform to the technical specifications and standards mentioned in the Schedule of Requirements and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the Goods' country of origin.
- (b) The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the PE, by giving a notice of such disclaimer to the PE.
- (c) Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Schedule of Requirements. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the PE and shall be treated in accordance with GCC Clause 33.

**23. Packing and
Documents**

23.1 The bidder 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.

23.2 The 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, including additional requirements, if any, specified in the **SCC**, and in any other instructions ordered by the PE.

24. Insurance

24.1 Goods supplied under the Contract shall be fully insured against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in the manner specified in the **SCC**.

25. Transportation and Incidental Services

25.1 Unless otherwise specified in the **SCC**, responsibility for arranging transportation of the Goods shall be in accordance with the specified Incoterms.

25.2 The Supplier may be required to provide additional services, if any, **specified in SCC**

25.3 Prices charged by the Supplier for incidental services, if not included in the Contract Price for the Goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

26. Inspections and Tests

26.1 The Supplier shall at its own expense and at no cost to the PE carry out all such tests and/or inspections of the Goods and Related Services as are specified in the **SCC**.

26.2 The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the Goods' final destination, or in another place in the Country as specified in the **SCC**. Subject to GCC Sub-Clause 26.3, if

conducted on the premises of the Supplier or its Subcontractor, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the PE.

- 26.3 The PE or its designated representative shall be entitled to attend the tests and/or inspections referred to in GCC Sub-Clause 26.2, provided that the PE bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.
- 26.4 Whenever the Supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the PE. The Supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the PE or its designated representative to attend the test and/or inspection.
- 26.5 The PE may require the Supplier to carry out any test and/or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the Goods comply with the technical specifications codes and standards under the Contract, provided that the Supplier's reasonable costs and expenses incurred in the carrying out of such test and/or inspection shall be added to the Contract Price. Further, if such test and/or inspection impedes the progress of manufacturing and/or the Supplier's performance of its other obligations under the Contract, due allowance will be made in respect of the Delivery Dates and Completion Dates and the other obligations so affected.

- 26.6 The Supplier shall provide the PE with a report of the results of any such test and/or inspection.
- 26.7 The PE may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the PE, and shall repeat the test and/or inspection, at no cost to the PE, upon giving a notice pursuant to GCC Sub-Clause 26.4.
- 26.8 The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the PE or its representative, nor the issue of any report pursuant to GCC Sub-Clause 26.6, shall release the Supplier from any warranties or other obligations under the Contract.

**27. Liquidated
Damages**

- 27.1 , if the Supplier fails to deliver any or all of the Goods by the Date(s) of delivery or perform the Related Services within the period specified in the Contract, the PE may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in those SCC. Once the maximum is reached, the PE may terminate the Contract.

28. Warranty

- 28.1 The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.
- 28.2 Subject to GCC Sub-Clause 22.1(b), the Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.
- 28.3 Unless otherwise specified in the SCC, the warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the SCC, or for eighteen (18) months after the date of shipment from the port or place of loading in the country of origin, whichever period concludes earlier.
- 28.4 The PE shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The PE shall afford all reasonable opportunity for the Supplier to inspect such defects.
- 28.5 Upon receipt of such notice, the Supplier shall, within the period specified in the SCC, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the PE.
- 28.6 If having been notified, the Supplier fails to remedy the defect within the period specified in the SCC, the PE may proceed to

take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the PE may have against the Supplier under the Contract.

**29. Patent
Indemnity**

29.1 The bidder shall indemnify the PE 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 PE's country

**30 Limitation of
Liability**

30.1 Except in cases of criminal negligence or willful misconduct,
(a) the Supplier shall not be liable to the PE, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the PE and
(b) the aggregate liability of the Supplier to the PE, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier to indemnify the PE with respect to patent infringement

**31. Change in Laws
and Regulations**

31.1 Unless otherwise specified in the Contract, if after the date of 28 days prior to date of Bid submission, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in the country that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the

Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with GCC Clause 15.

32. Force Majeure 32.1 The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

33. Change Orders and Contract Amendments 33.1 The PE may at any time order the Supplier through notice in accordance GCC Clause 8, to make changes within the general scope of the Contract in any one or more of the following:

- (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the PE;
- (b) the method of shipment or packing;
- (c) the place of delivery; and
- (d) the Related Services to be provided by the Supplier.

33.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery/Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within twenty-eight (28) days from the date of the Supplier's receipt of the PE's change order.

33.3 Prices to be charged by the Supplier for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

33.4 Subject to the above, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

34. Extensions of Time

34.1 If at any time during performance of the Contract, the Supplier or its subcontractors should encounter conditions impeding timely delivery of the Goods or completion of Related Services pursuant to GCC Clause 13, the Supplier shall promptly notify the PE in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the PE shall evaluate the situation and may at its discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.

34.2 Except in case of Force Majeure, as provided under GCC Clause 32, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 26, unless an extension of time is agreed upon, pursuant to GCC Sub-Clause 34.1.

35. Termination

35.1 Termination for Default

- (a) The PE, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:

- (i) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the PE;
 - (ii) if the Supplier fails to perform any other obligation under the Contract; or
 - (iii) if the Supplier, in the judgment of the PE has engaged in fraud and corruption, as defined in the Act, in competing for or in executing the Contract.
- (b) In the event the PE terminates the Contract in whole or in part, pursuant to the Act, the PE may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the PE for any additional costs for such similar Goods or Related Services.

35.1 Termination for Insolvency.

- (a) The PE may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the PE.

35.3 Termination for Convenience.

- (a) The PE, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the PE's convenience, the extent to which performance of the Supplier under the Contract is

terminated, and the date upon which such termination becomes effective.

- (b) The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the PE at the Contract terms and prices. For the remaining Goods, the PE may elect:
 - (i) to have any portion completed and delivered at the Contract terms and prices; and/or
 - (ii) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier.

36. Assignment

36.1 Neither the PE nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.

37. Export Restriction

37.1 Notwithstanding any obligation under the Contract to complete all export formalities, any export restrictions attributable to the PE, to the country of the PE, or to the use of the products/goods, systems or services to be supplied, which arise from trade regulations from a country supplying those products/goods, systems or services, and which substantially impede the Supplier from meeting its obligations under the Contract, shall release the Supplier from the obligation to provide deliveries or services. Termination of the Contract on this basis shall be for the PE's convenience.

APPENDIX TO GENERAL CONDITIONS

Fraud and Corruption

(Text in this Appendix shall not be modified)

All parties must observe the highest ethical standards during procurement process and contract execution. In this context, any corrupt, fraudulent, collusive, coercive, fraud or obstructive actions taken by public officers, bidders, suppliers, contractors, and their subcontractors and consultants for undue advantage are prohibited.

In pursuance of this policy, and for the purposes of this provision, the terms are defined as follows:

- a. *Corruption* is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party.
- b. *Fraud* is any act or omission, including a misrepresentation, that knowingly or recklessly misleads or attempts to mislead a party to obtain a financial or other benefit or to avoid an obligation.
- c. *Collusion* is an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
- d. *Coercion* is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
- e. *Obstruction* is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators (auditor general office reports) in order to materially impede an investigation into allegations of a

corrupt, fraudulent, collusive, or coercive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights.

A PE will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question.

A PE will forward the name of a firm or individual to the Authority recommending debarment, if it at any time determines that the firm or individual has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in procurement proceedings.

For the purpose of this section, bidding and proposal documents and contract agreements will:

- a. Include a provision requiring bidders, suppliers, contractors and consultants to permit the officials of the PE and other concerned Government officials to inspect their accounts and records and other documents relating to the bid submission and contract performance and to have them audited by designated auditors; and
- b. Require bidders to provide an undertaking to observe, in competing for and executing a contract, laws against fraud and corruption declaring that “the bidder undertakes that in competing for and executing a contract, the bidder will strictly observe the laws against fraud and corruption in force in IGAD.

Section IX. Special Conditions of Contract

The following Special Conditions of Contract (SCC) shall supplement and / or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

GCC 1.1(j)	The Purchaser is: ICPAC
GCC 1.1 (l)	The Final Destination(s) is: ICPAC HQs, Kibiku Area, Ngong Town, Kajiado Country, Kenya
GCC 4.2 (b)	The version edition of Incoterms shall be 2010
GCC 5.1	The language shall be: English
GCC 8.1	For notices , the PE’s address shall be: IGAD Climate Prediction and Applications Centre (ICPAC) ICPAC HQs, Kibiku Area, Ngong Town, Kajiado Country, Kenya Email: procurement@icpac.net and www.igad.int , www.icpac.net
GCC 9.1	The governing law shall be the law of: IGAD
GCC 10.2	The rules of procedure for arbitration proceedings pursuant to GCC Clause 10.2 shall be as follows: UNCITRAL Arbitration Rules .
GCC 15.1	The prices charged for the Goods supplied and the related Services performed “ shall not, ” be adjustable.
GCC 16.1	Sample provision: N/A
GCC 18.1	A Performance Security “ shall not ” be required
GCC 23.2	The packing, marking and documentation within and outside the packages shall be: <i>Applicable</i>
GCC 24.1	The insurance coverage shall be as specified in the Incoterms.

GCC 25.1	Responsibility for transportation of the Goods shall be as specified in the Incoterms.
GCC 25.2	Additional services to be provided are N/A
GCC 26.1	The inspections and tests shall be <i>Items shall be inspected against the required quantities and specifications.</i>
GCC 26.2	The inspections and tests shall be conducted at: The ICPAC Head Office, NGONG TOWN
GCC 27.1	The liquidated damage shall be: 0.5 % per week Note: The Maximum Percentage of Liquidated Damages shall be: 10 %
GCC 28.3	The Period of Validity of the Warranty shall be: 12 months. For the purposes of the Warranty, the Place(s) of Final Destination(s) shall be: ICPAC HQs, Kibiku Area, Ngong Town, Kajiado Country, Kenya
GCC 28.5	The period for repair or replacement shall be: 21 days.

Section X - Contract Forms

This Section contains forms which, once completed, will form part of the Contract. The forms for Performance Security and Advance Payment Security, when required, shall only be completed by the successful Bidder after contract award.

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Notification of Award - Letter of Acceptance

[use letterhead paper of the PE]

[date]

To: *[name and address of the Supplier]*

Subject: **Notification of Award Contract No.**

This is to notify you that your Bid dated *[insert date]* for execution of the *[insert name of the contract and identification number, as given in the SCC]* for the Accepted Contract Amount of *[insert amount in numbers and words and name of currency]*, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by our Entity.

You are requested to furnish the Performance Security within 28 days in accordance with the Conditions of Contract, using for that purpose the of the Performance Security Form included in Section X, Contract Forms, of the bidding document.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Entity: _____

Attachment: Contract Agreement

Contract Agreement

[The successful Bidder shall fill in this form in accordance with the instructions indicated]

THIS AGREEMENT made

the *[insert: **number**]* day of *[insert: **month**]*, *[insert: **year**]*.

BETWEEN

- (1) *[insert complete name of PE]*, and having its principal place of business at *[insert address of PE]* (hereinafter called “the PE”), of the one part, and
- (2) *[insert name of Supplier]*, a corporation incorporated under the laws of *[insert: country of Supplier]* and having its principal place of business at *[insert: address of Supplier]* (hereinafter called “the Supplier”), of the other part:

WHEREAS the PE invited Bids for certain Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Supplier for the supply of those Goods and Services

The PE and the Supplier agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other contract documents.
 - (a) the Letter of Acceptance
 - (b) the Letter of Bid
 - (c) the Addenda Nos. _____ (if any)
 - (d) Special Conditions of Contract
 - (e) General Conditions of Contract
 - (f) the Specification (including Schedule of Requirements and Technical Specifications)

- (g) the completed Schedules (including Price Schedules)
 - (h) any other document listed in GCC as forming part of the Contract
3. In consideration of the payments to be made by the PE to the Supplier as specified in this Agreement, the Supplier hereby covenants with the PE to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The PE hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of *[insert the name of the Contract governing law country]* on the day, month and year indicated above.

For and on behalf of the PE

Signed: *[insert signature]*

in the capacity of *[insert title or other appropriate designation]*

In the presence of *[insert identification of official witness]*

For and on behalf of the Supplier

Signed: *[insert signature of authorized representative(s) of the Supplier]*

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert identification of official witness]*

Performance Security

(Bank Guarantee)

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

[Guarantor letterhead or SWIFT identifier code]

Beneficiary: *[insert name and Address of PE]*

Date: *_ [Insert date of issue]*

PERFORMANCE GUARANTEE No.: *[Insert guarantee reference number]*

Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that *_ [insert name of Supplier, which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called "the Applicant") has entered into Contract No. *[insert reference number of the contract]* dated *[insert date]* with the Beneficiary, for the supply of *_ [insert name of contract and brief description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]* (_____) *[insert amount in words]*, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or

in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the Day of, 2..., and any demand for payment under it must be received by us at this office indicated above on or before that date.

[signature(s)]

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

Advance Payment Security Demand Guarantee

[Guarantor letterhead or SWIFT identifier code]

Beneficiary: *[Insert name and Address of PE]*

Date: *[Insert date of issue]*

ADVANCE PAYMENT GUARANTEE No.: *[Insert guarantee reference number]*

Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that *[insert name of Supplier, which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called "the Applicant") has entered into Contract No. *[insert reference number of the contract]* dated *[insert date]* with the Beneficiary, for the execution of *[insert name of contract and brief description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum *[insert amount in figures]* () *[insert amount in words]* is to be made against an advance payment guarantee.

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]* (____) *[insert amount in words]* upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating either that the Applicant:

- (a) has used the advance payment for purposes other than toward delivery of Goods;
- or

- (b) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Applicant has failed to repay.

A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the advance payment referred to above has been credited to the Applicant on its account number *[insert number]* at *[insert name and address of Applicant's bank]*.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Applicant as specified in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that ninety (90) percent of the Accepted Contract Amount, has been certified for payment, or on the *[insert day]* day of *[insert month]*, 2 *[insert year]*, whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

[signature(s)]

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

