



## **GARISSA UNIVERSITY**

### **REQUEST FOR PROPOSAL FOR THE PROVISION OF SCHEME FUND MANAGEMENT SERVICES.**

**RFP NO: RFP/GaU/005/2024-2025**

**ISSUED DATE: 16<sup>th</sup> June 2025**

**SUBMISSION DATE: 24<sup>th</sup> June 2025**

## 1. INVITATION TO QUALIFIED FIRMS

**Garissa University**

**P.O Box 1801-70100 Garissa NAIROBI**

1. Garissa University invites sealed Request for Proposals for the Provision of Scheme Fund Management Services.
2. Tendering will be conducted through Request for Proposals that has been done through invitation.
3. The Tenderer shall chronologically serialize all pages of the tender documents submitted.
4. Completed applications must be delivered to the address below on or before **24<sup>th</sup> June 2025 at 10.00 am Local time**. Electronic Tenders will not be permitted.
5. The Tender will be opened immediately after the date and time specified above or any deadline date and time specified later.
6. The quoted amount should be inclusive of **0.03% capacity building levy** payable to Public Procurement Regulatory Authority (PPRA)

**A. Address for obtaining further information and for purchasing tender documents**

Name of the Procuring Entity: **Garissa University**

Physical Address: **Department of Supply chain Management**

Address: **P.O Box 1801-70100 Garissa**

Contact person: **Head of Supply Chain Department, Email: [procurement@gau.ac.ke](mailto:procurement@gau.ac.ke)**

**Address for Submission of Tenders.**

Named of Procuring Entity: **Garissa University**

Postal Address: **Head, Supply Chain Department**

**P.O Box 1801-70100 Garissa**

**Physical Address: To be deposited in the tender box at Garissa University  
Department of Supply chain Management**

**B. Address for Opening of Tenders.**

Name of Procuring Entity: **Garissa University**

Physical address: **P.O Box 1801-70100 Garissa**

*[Authorized Official (name, designation, Signature and date)]*

Name; Prof. Ahmed O. Warfa, PhD

Designation: VICE CHANCELLOR

Signature



Date **16<sup>th</sup> June 2025**

## TECHNICAL PROPOSAL

### Notes on the preparation of the Technical Proposals

When preparing the technical proposal, the consultant is expected to examine all information and the terms and conditions included in the Request for Proposal (RFP). Failure to provide all required information shall be at the consultant's own risk and may result in rejection of the consultant's proposal.

The technical proposal shall provide all the required information and any other necessary additional information. The proposal shall be prepared using the standard forms provided in this document.

This proposal shall be a two-enveloped system bid with **Technical** and **financial** proposals.

The technical proposal shall contain the following:

- (a) Submission letter;
- (b) Capability statement;
- (c) Particulars of the consultant firm or consultant, including Curriculum Vitae (CV);
- (d) Comments and suggestions of the consultant on the terms of reference, personnel, facility, and other requirements to be provided by the procuring entity;
- (e) Description of the methodology and work plan or execution plan for performing the assignment;
- (f) Any proposed staff to assist in the assignment;
- (g) Consultancy services activities schedule; and
- (h) Reference sites for previous similar works. The Consultant is expected to provide written and certified references from at least two (2) existing clients, complete with telephone & email addresses.

## Evaluation of Technical Proposal

The Evaluation Committee shall evaluate the Technical Proposals two stages: preliminary and technical evaluation.

### Preliminary Evaluation

During this stage, bidder's responsiveness to the tender mandatory requirements will be determined based on a "YES/NO" basis (implying compliance or non-compliant respectively) basis. Only bidders that comply with **all** the mandatory requirements shall proceed to the Technical evaluation.

These are mandatory requirements and bidders are expected to provide all the documents in order proceed to the next stage of evaluation. This stage shall be evaluated on a **YES/NO** basis.

S/No.	Particulars	YES/NO
MR1	A copy of Certificate of Incorporation and/or change of name	
MR2	A copy of valid and up to date tax compliance certificate from KRA	
MR3	A copy of valid PIN registration certificate from KRA	
MR4	A copy of Valid Retirement Benefits Authority (RBA) registration certificate	
MR5	A copy of current NHIF compliance certificate	
MR6	A copy of current NSSF compliance certificate	
MR7	A copy of audited accounts (2022,2023 & 2024)	
MR8	A copy of current Business Permit/ trade license	
MR9	The Bid document must be initialed on each page and paginated in the sequential format of 1, 2, 3, 4.... including attachments	
MR10	A copy of Capital Markets Authority registration certificate and Valid License	
MR11	Must submit two (2) copies of the Tender Document, clearly marked original and copy.  i. Technical Proposal Document (Original and Copy) ii. Financial Proposal Document (Original and Copy)  <b>Both Envelopes MUST be submitted in <u>ONE</u> Outer Envelope addressed to the procuring entity as instructed.</b>	
MR12	Dully filled, signed and stamped Form of tender in the format attached.	
MR13	Valid Copy of current Professional Indemnity insurance cover of Amount above 500Milion	
MR14	Copy of CR12 Certificate issued by the Registrar of Companies confirming names of Directors and Shareholding for limited companies or ID card for Sole Proprietorships. (Not older than 6 Months) from tender closing date	
MR15	Valid Certificate of registration as Data controller and Data Processor from Office of the Data Protection Commissioner	
MR16	Attach a copy of Power of Attorney signed by the employer and duly witnessed by an advocate or counsel	

**N/B: Tenders that do not pass the Preliminary/mandatory Examination will be considered non- responsive and will not be considered further.**

### **Technical Evaluation Criteria**

The second stage will involve technical evaluation of the bids that met **All** the requirements in stage one. The bids will be scored as below:

<b>NO.</b>	<b>PARTICULARS</b>	<b>SCORE</b>	<b>ALLOCATED MARKS</b>
T.R 1.	Company Profile with key details:  Evidence of physical location- e.g. title deed/lease Agreement.	2 mark  3 marks	5
T.R 2	<b>Specify years of experience since incorporation:</b>		10
	a) 1-3	1mark	
	b) 4-6	3marks	
	c) 7-9	6marks	
	d) 10-15	8marks	
	e) Above 15	10marks	
T.R 3	Provide award letters of 5 schemes of similar nature which you are currently offering pension Fund Management Services to (Most preferable Public Universities)	3marks each  Maximum 15 marks	15
T.R 4	Excellent Client Relations (attach reference letter from at least five clients)	2 marks each  maximum 10 marks	10
T.R 5	<b>Academic qualification of the five-key personal</b>		10
	Master's degree (Award 10marks if all have masters, otherwise apportion marks accordingly)	2 marks	
	Undergraduate Degree	1mark	
	Diploma-	1 mark	
T.R 5	<b>Years of Experience of the five-key staff</b>		5
	Above 5 years in pension and related Industry	1 mark for each year.	
T.R 6	Company`s average annual turnovers (Kshs.) -Over 10 million -5- 10 million Below 5million	5 marks 3 marks 1 mark	5
T.R 7	<b>Fund Management Strategies and performance</b>		5
	Demonstrate Claim and other payment turnaround time from the time instruction is received from your end:		
	i) Below 2 days	5 Marks	
	ii) 3-5 days	3 Marks	
	iii) Above 5 days	1 Marks	
T.R 8	Outline investment portfolio on each asset class as at March 2024 a. Up to 10 Billion – 1marks b. Between 10 Billion and 100 Billion – 3 marks c. Over 100 Billion 5 marks	Awards should not exceed 5 marks	10

	What is the average investment return on the scheme under your fund management over the last 5-year a. Average less than 5 percent– 1marks b. Average 5-11 percent – 3 marks Above 12 percent 4 marks	Awards should not exceed 4 marks	
	Provision of professional Indemnity cover.	1Mark	
T.R 9	<b>Operating, System, Reporting and Client Services</b>		
	Demonstrate of a robust IT system with the following features:		
	i.Security feature of the system: Explain the Checks and Control mechanisms including any defined user access and policy rights	2marks	12
	ii.Disaster recovery plan	1mark	
	iii.Ability to be customized to produce a report in different format (Attach Evidence)	2marks	
	iv.Signed system audit report	1mark	
	v.Ability of the system to provide Compliance report from its compliance Module i.e. rise a red flag on any compliance breach	2marks	
	vi.Whether there is preparation of periodic alerts or newsletters on your investments to the clients. (provide evidence)	2marks	
	vii.Firm's System robustness and linking capability with other service provider (Attach Evidence)	2marks	
T.R 10	<b>Value Add</b>		
	i) Capacity building and member training	2marks	3
	ii) Investment and Consulting services	1marks	
<b>TOTAL</b>			<b>90</b>

**Note: Tenderers will only proceed to the financial evaluation stage if they score a minimum of 70%. and above in the criteria.**

**Kindly provide the following information about the company:**

- Name of the bidding company
- Registered office
- Postal Address
- Telephone number
- Email address
- Date of incorporation
- Country of incorporation
- International Affiliations-branches/dealing counterparties
- Main company objectives and business areas

## Financial Evaluation Criteria

- The opening date of the financial proposal shall be the date indicated in the notification letter.
- Financial evaluation will **weigh 20 %**.
- Technical evaluation will **weigh 80%**.
- The formula for determining the financial score is as follows: (the currency for price conversion is Kenya Shillings)

$$SF = FM \div F \times 100$$

SF = Financial Score

FM = Lowest evaluated bidder

F = Financial price under consideration

## Combined Technical and Financial Scores

The evaluation result will be ranked on combined financial and technical scores, which is given as follows:

$$S = St \times T\% + Sf \times P\%.$$

Where

ST= Technical Score

T = the weight given to the Technical Proposal

SF = Financial score

P = the weight given to the Financial Proposal

S = Combined financial and Technical Score

**The Successful Tenderer shall be the one with the highest combined score.** The Successful Bidder May Be Invited for Negotiations.

The assignment is expected to commence at Garissa, Kenya, when due for execution or as shall be informed.



**TERMS OF REFERENCE FOR  
CONSULTANCY SERVICES FOR THE PROVISION OF SCHEME FUND  
MANAGEMENT SERVICES**

1. Analyze the investment options for each asset class and the whole portfolio available in the market, and develop detailed investment options;
2. Advise the Board of Trustees on the available investment alternative investment products and issue instructions on behalf of the Trustees to the custodians to make payment in respect of purchase of securities or any other assets, of transfer exchange and or deliver scheme Trustees assets held by such a custodian;
3. Review and implement the investment policy developed by the Trustees;
4. Provide the Trustees, on a monthly basis, by the fifteenth (15) day of each month, with inter alia:
5. A portfolio statement reflecting the book and marker value of each financial asset; a statement of capital transactions; a statement of the revenue receipts and call deposit account statement; reflecting the status of the Trustees' portfolio as at the last day of the previous month.
6. Make records pertaining to the Financial Assets available for inspection by the Trustees' auditors or their duly authorized representatives, whenever reasonably necessary for audit and control purposes;
7. Provide the Trustees with hard and soft copies of all relevant investment reports including the financial projection models used and performance measurements;
8. Realize such Financial Assets as the Trustees may request in writing from time to time;
9. In liaison with the Custodian, monitor the collection of all income and other benefits arising from the Financial Assets which are paid into the Trustees's account or invested on the Trustees' behalf.
10. Provide reconciled reports with those of the Custodians including explanations on any variances on monthly basis or as and when required by the Trustees of the Trustees which reports shall include performance measurements;
11. Consult with all players including but not limited to: the Custodians and the Fund's Actuary.
12. Attend the Board of Trustees meetings when the agenda item involves the management of the Trustees's assets herein stated;
13. Provide advice to the Trustees on ways of unlocking liquidity from the council debts and further converting the debts into marketable securities;
14. Advise the Trustees on any pension scheme changes and their effects as may from time to time be recommended by the Minister of Finance and/or as may be recommended by the Government or any regulatory body;
15. Act in the best interest of the Trustees at all times. The Fund Manager shall indemnify the Trustees against any insurable risk and financial loss arising out of any negligence, default or willful default, of its officers, administrators and managers.

## **Methodology**

It is important that the methodology adapted for the above assignment is outlined clearly and is within acceptable professional practice

## FIRM'S REFERENCES

### Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm, either individually, as a corporate entity, or in the association, was legally contracted.

Assignment Name:		Country:
Location within the Country:		Professional Staff provided by Your Firm/Entity(profiles):
Name of Client:		Clients contact person for the assignment:
Address:		No of Staff-Months; Duration of Assignment:
Start Date (Month/Year)	Completion Date (Month/Year)	Approx. Value of Services (KES.)
Name of Associated Consultants. If any:		Professional staff time
		Staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of the project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: \_\_\_\_\_  
Name and Title of Signatory; \_\_\_\_\_

**COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF  
REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED  
BY THE CLIENT.**

Responses/Comments should be given in the same order as contained under Section V (Terms of Reference), using the same sub-headings and numbering:

- a) Background Information
- b) Service Requirements
- c) Proposed Methodology and Tools
- d) Mobilization Period
- e) Reporting
- f) Duration of the Project
- g) Project Plan
- h) Potential Issues/Risks
- i) Terms of Payment

## **DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT**

## TEAM COMPOSITION AND TASK ASSIGNMENTS

### 1. Technical/Managerial Staff

Name	Position	Task

### 2. Support Staff

Name	Position	Task

## FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position:

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Name of Firm:

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Name of Staff:

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Profession:

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Date of Birth:

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Years with the Firm: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies:

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Detailed Tasks Assigned:

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### Key Qualifications:

*[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe the degree of responsibility held by the staff member on relevant previous assignments and give dates and locations].*

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### Education:

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degree[s] obtained.]*

### Employment Record:

*[Starting with the present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]*

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### Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_ Date:

\_\_\_\_\_  
*[Signature of staff member]*

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\_\_\_\_\_ *Date;* \_\_\_\_\_  
*[Signature of an authorized representative of the firm]*

Full name of staff member:

\_\_\_\_\_

Full name of authorized representative:

\_\_\_\_\_



### SECTION 3. TECHNICAL PROPOSAL – STANDARD FORMS

#### 1. FORM TECH-1: TECHNICAL PROPOSAL SUBMISSION FORM

Dated

To:  
VICE CHANCELLOR  
Garissa University  
P.O Box 1801-70100  
Garissa, Kenya.

Dear Sir,

**REF: TECHNICAL PROPOSAL FOR REQUEST FOR PROPOSAL FOR SCHEME  
FUND MANAGEMENT SERVICES TENDER NO. GaU/RFP/2024-2025/02**

We, the undersigned, offer to provide the consulting services for the above mentioned in accordance with your request for proposals dated [insert date]. We are hereby submitting our Technical Proposal, in response to your invitation to us to submit a technical proposal.

We hereby declare that:

- (a) All the information and statements made in this Technical Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by Garissa University Board Council.
- (b) Our Proposal shall be valid and remain binding upon us for the period of 180 days from the date of tender/proposal opening.
- (c) We have no conflict of interest of the Information to Consultants.
- (d) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of Kenya
- (e) We undertake to negotiate a Contract on the basis of the technical proposal to carry out the assignment. We accept that there will be no substitution of key personnel for reasons, other than those stated in Section II of the Information to Consultants which may lead to the termination of Contract negotiations and even the contract itself.

- (f) Our Proposal is binding upon us and it is subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in the negotiated contract. We understand that Garissa University is not bound to accept any Proposal that it receives.

We remain,

Yours

Sincerely,

Authorized Signature

Name of Consultant

## **TENDERER'S ELIGIBILITY-CONFIDENTIAL BUSINESS QUESTIONNAIRE**

### **Instruction to Tenderer**

The tenderer is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. The tenderer is further reminded that giving false information on this Form is an offense.

#### **a) Tenderer's details**

	<b>ITEM</b>	<b>DESCRIPTION</b>
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1.Country 2. City 3.Location 4. Building 5.Floor 6. Postal Address Name and email of contact person.
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address ( <i>postal and physical addresses, email, and telephone number</i> ) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	State if Tenders Company is listed in stock exchange, give name and full address ( <i>postal and physical addresses, email, and telephone number</i> ) of state which stock exchange	

**General and Specific Details**

**b) Sole Proprietor**, provide the following details.

Name in full\_\_\_\_\_Age\_\_\_\_\_Nationality  
\_\_\_\_\_  
Country of Origin\_\_\_\_\_Citizenship \_\_\_\_\_  
\_\_\_\_\_

**c) Partnership**, provide the following details.

	Namesof Partners	Nationality	Citizenship	%Shares
1				
2				
3				

**d) Registered Company**, provide the following details.

- (i) Private or Public Company
- (ii) State the nominal and issued capital of the Company Nominal Kenya Shillings (Equivalent).....
- Issued Kenya Shillings (Equivalent).....
- (iii) Give details of Directors as follows.

	NamesofDirector	Nationality	Citizenship	%Sharesowned
1				
2				
3				

**e) DISCLOSURE OF INTEREST - Interest of the Firm in the Procuring Entity.**

- i) are there any person/persons in..... (*Name of Procuring Entity*) who has/have an interest or relationship in this firm? Yes/ No.....

If yes, provide details as follows.

	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

## FORM OF TENDER

### INSTRUCTIONS TO TENDERERS

- i) *The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address.*
- ii) *All italicized text is to help Tenderer in preparing this form.*
- iii) *Tenderer must complete and sign the CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION FORMS attached to this Form of Tender.*

**Date of this Tender submission:**..... *[insert date (as day, month and year) of Tender submission]* **Tender Name** .....**and**.....**Identification** *[insert identification]* **Alternative No.**.....*[insert identification No if this is a Tender for an alternative]*

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

- a) **No reservations:** We have examined and have no reservations to the Tendering document, including Addenda issued in accordance with Instructions to tenderers (ITT 7);
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT 3;
- c) **Tender/Proposal-Securing Declaration:** We have not been suspended nor declared ineligible by the Procuring Entity based on the execution of a Tender-Securing Declaration.  
or  
Proposal-Securing Declaration in Kenya in accordance with ITT 3.6;
- d) **Conformity:** We offer to supply in conformity with the Tendering document 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) **Tender Price:** The total price of our Tender, excluding any discounts offered in item (f) below is:  
  
Option 1, in case of one lot: Total price is: *[insert the total price of the Tender in words and figures, indicating the various amounts and the respective currencies]*;  
  
or  
  
Option 2, in case of multiple lots: (a) Total price of each lot *[insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies]*; and (b) 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) **Discounts:** 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 the application of discounts are shown below: *[Specify in detail the method that shall be used to apply the discounts]*;

- g) **Tender Validity Period:** Our Tender shall be valid for the period specified in TDS 17.1 (as amended, if applicable) from the date fixed for the Tender submission deadline specified in TDS 21.1 (as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- h) **Performance Security:** If our Tender is accepted, we commit to obtain performance security in accordance with the Tendering document;
- i) **One Tender per tenderer:** We are not submitting any other Tender(s) as an individual tenderer, and we are not participating in any other Tender(s) as a Joint Venture member, or as a subcontractor, and meet the requirements of ITT 3.9, other than alternative Tenders submitted in accordance with ITT 12;
- j) **Suspension and Debarment:** 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 Procuring Entity. Further, we are not ineligible under the Kenya laws or official regulations or pursuant to a decision of the United Nations Security Council;
- k) **State-owned enterprise or institution:** *[select the appropriate option and delete the other] [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution but meet the requirements of ITT 3.7];*
- l) **Commissions, gratuities, fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate none.”)

- m) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us until a formal contract is prepared and executed;
- n) **Procuring Entity Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Best Evaluated Tender, or any other Tender that you may receive; and
- o) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
- p) **Code of Ethical Conduct:** We undertake to adhere to the Code of Ethics for Persons Participating in Public Procurements and Asset Disposal, copy available from \_\_\_\_\_ (specify website) during the procurement process and the execution of any resulting contract.
- q) **Collusive practices:** We hereby certify and confirm that the tender is genuine, non-collusive, and made to accept the contract if awarded. To this effect we have signed the "Certificate of Independent Tender Determination" attached below.
- r) We, the Tenderer, have completed fully and signed the following Forms as part of our Tender:

- a) Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.
- b) Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.
- c) Self-Declaration of the Tenderer – to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
- d) Declaration and commitment to the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal.

Further, we confirm that we have read and understood the full content and scope of fraud and corruption as informed in

**"Appendix 1- Fraud and Corruption"** attached to the Form of Tender.

**Name of the tenderer:** .....

**Name of the person duly authorized to sign the Tender on behalf of the tenderer:**

.....

**Title of the person signing the Tender:** .....

**Signature of the person named above:** .....

**Date signed** ..... **day of** ..... **Year** .....

\*: In the case of the Tender submitted by a Joint Venture, specify the name of the Joint Venture as the tenderer.

\*\*: The person signing the Tender shall have the power of attorney given by the tenderer.

**The Power of Attorney shall be attached with the Tender Schedules.**

## CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of Tender to the

\_\_\_\_\_  
*[Name of Procuring Entity]* for:\_\_\_\_\_

*[Name and number of tender]* in response to the request for tenders made by:

\_\_\_\_\_  
*[Name of Tenderer]*

d  
o hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of \_\_\_\_\_  
*[Name of Tenderer]*, that:

1. I have read, and I understand the contents of this Certificate;
2. I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with the authority to sign this Certificate and to submit the Tender on behalf of the Tenderer;
4. For the purposes of this Certificate and the Tender, I understand that the word competitor" shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
  - a) Has been requested to submit a Tender in response to this request for tenders;
  - b) could potentially submit a tender in response to this request for tenders based on their qualifications, abilities, or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
  - a) The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement, or arrangement with, any competitor;
  - b) The Tenderer has entered into consultations, communications, agreements, or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement, or arrangement with any competitor regarding:
  - a) prices;
  - b) methods, factors, or formulas used to calculate prices;



- c) the intention or decision to submit, or not to submit, a tender; or
  - d) the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed pursuant to paragraph (5)(b) above;
7. In addition, there has been no consultation, communication, agreement, or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;
8. The terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name

---

Title

---

Date

---

Signature

---

\_\_\_\_\_  
*[Name, title, and signature of authorized agent of Tenderer and Date]*

## SELF-DECLARATION FORMS

### FORM SD1

#### SELF-DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I, .....of Post Office Box .....  
being a resident of .....in the Republic of  
..... do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of  
.....(*insert name of the Company*) who is a Bidder in  
respect of **Tender No.** .....  
for..... (*insert tender  
title/description*) for.....(*insert name of the Procuring  
entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors, and subcontractors have not been  
debarred from participating in procurement proceedings under Part IV of the Act.
3. THAT what is deponed to herein above is true to the best of my knowledge,  
information, and belief.

.....

(Title)

.....

(Signature)

.....

(Date)

Bidder Official Stamp

**FORM SD2**

**SELF-DECLARATION THAT THE PERSON/TENDERER WILL NOT  
ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE**

I, .....of P O Box

....., being a resident of ..... in the

Republic of ....., do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director ..... of .....  
(*insert name of the Company*) who is a Bidder in respect of **Tender No.**.....for.....(*insert tender title/description*) for.....(*insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants, and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff, and/or employees and/or agents of .....(*insert name of the Procuring entity*) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants, and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff, and/or employees and/or agents of .....(*name of the procuring entity*).
4. THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender.
5. THAT what is deponed to herein above is true to the best of my knowledge, information, and belief.

.....

(Title)

(Signature)

(Date)

**Bidder's Official Stamp**

## DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I.....(person) on behalf of (*Name of the Business/ Company/Firm*).....declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory  
.....

Sign.....

Position.....

Office address.....

Telephone.....

Email.....

Name of the Firm/Company.....

Date.....

**(Company Seal/ Rubber Stamp where applicable)**

Witness Name

.....

Sign.....

Date.....