



REPUBLIC OF KENYA



# KDEAP KENYA DIGITAL ECONOMY ACCELERATION PROJECT

## Government of Kenya

### Request for Bids Goods (One-Envelope Bidding Process)

### Procurement of:

Supply, Delivery, Installation and Commissioning of Virtual Laboratory (VR) Equipment for Simulation-Based Training in TVET Institutions

**RFB No:** KE-ICTA-553315-GO-RFB

**Project:** Kenya Digital Economy Acceleration Project

**Purchaser:** The Information and Communications Technology Authority

**Country:** Kenya

**Issued on:** June 16, 2026

#### Vision

Transforming Lives  
Using ICT

#### Mission

To champion and harness ICT to enable efficient and effective access in the delivery of public service for the public office and public service.



**Specific Procurement Notice  
Request for Bids  
Goods**

**(One-Envelope Bidding Process)**

**Country:** Kenya

**Name of Project:** Kenya Digital Economy Acceleration Project

**Contract Title:** Supply, Delivery, Installation and Commissioning of Virtual Laboratory (VR) Equipment for Simulation-Based Training in TVETs Institutions

**Loan No./Credit No./ Grant No.:** 7289-KE and 7290-KE

**RFB Reference No.:** KE-ICTA-553315-GO-RFB

1. The Government of Kenya has received financing from the World Bank toward the cost of the Kenya Digital Economy Acceleration Project and intends to apply part of the proceeds toward payments under the contract for Supply, Delivery, Installation and Commissioning of Virtual Laboratory (VR) Equipment for Simulation-Based Training in TVETs Institutions. For this contract, the Borrower shall process the payments using the Direct Payment disbursement method, as defined in the World Bank's Disbursement Guidelines for Investment Project Financing, except for those payments, which the contract provides to be made through letter of credit.
2. The Information and Communications Technology Authority (ICTA) now invites sealed Bids from eligible Bidders for **Supply, Delivery, Installation and Commissioning of Virtual Laboratory (VR) Equipment for Simulation-Based Training in TVETs Institutions - 450No. Virtual Reality Headset, 60No. Computer/Workstations, 30No. Interactive Displays, 30No. Virtual Reality Headset Charging & Storage, 60No. 3000VA Smart Uninterruptible Power Supply (UPS), 1No. Device Management Software and 450No. Sanitization Kits.** The final delivery site is as listed in Annex 1
3. Bidding will be conducted through national competitive procurement using a Request for Bids (RFB) as specified in the World Bank's "Procurement Regulations for IPF Borrowers" First Published in July 2016, Revived Fifth Edition, September 2023 ("Procurement Regulations"), and is open to all eligible Bidders as defined in the Procurement Regulations.
4. Interested eligible Bidders may obtain further information from ICTA, Deputy Director Supply chain management / [procurement@ict.go.ke](mailto:procurement@ict.go.ke) and inspect the bidding document during office hours 0900 to 1600 hours East African Time (EAT) at the address given below.

5. The bidding document in English may be downloaded free of charge by interested eligible Bidders from the ICTA's website <https://www.icta.go.ke/tenders> or Public Procurement Information Portal website <https://www.tenders.go.ke> Bidders who download the bidding documents are invited to notify the purchaser by e-mail with full contact details if they intended to participate, as this will facilitate issuance of notifications by the Purchaser during the procurement process, to all bidders where necessary.
6. Bids must be delivered to the address below on or before **July 29, 2026 at 10:00AM**. Electronic Bidding will not be permitted. Late Bids will be rejected. Bids will be publicly opened in the presence of the Bidders' designated representatives and anyone who chooses to attend at the address below on **July 29, 2026 at 10:00AM**
7. All Bids must be accompanied by a Bid Security of **Kes. 2,800,000.00 (Kenya Shillings Two Million Eight Hundred Thousand Only)** OR Equivalent in a freely convertible currency.
8. Attention is drawn to the Procurement Regulations requiring the Borrower to disclose information on the successful bidder's beneficial ownership, as part of the Contract Award Notice, using the Beneficial Ownership Disclosure Form as included in the bidding document.
9. The address(es) referred to above is (are):

**Jessy K. Maruti**  
**Chief Executive Officer**  
**12<sup>th</sup> Floor, Telposta Towers, Along Kenyatta Avenue**  
**P.O. Box 27150-00100**  
**NAIROBI**



# Standard Procurement Document

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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 In connection with the Specific Procurement Notice, Request for Bids (RFB), specified **in the Bid Data Sheet (BDS)**, the Purchaser, as specified **in the BDS**, issues this bidding document for the supply of Goods and, if applicable, any Related Services incidental thereto, 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) if the context so requires, “singular” means “plural” and vice versa; and
    - (c) “Day” means calendar day, unless otherwise specified as “Business Day”. A Business Day is any day that is an official working day of the Borrower. It excludes the Borrower’s official public holidays.
- 2. Source of Funds**
  - 2.1 The Borrower or Recipient (hereinafter called “Borrower”) **specified in the BDS** has applied for or received financing (hereinafter called “funds”) from the International Bank for Reconstruction and Development or the International Development Association (hereinafter called “the Bank”) in an amount **specified in the BDS**, toward the project named **in the BDS**. The Borrower intends to apply a portion of the funds to eligible payments under the contract for which this bidding document is issued.
  - 2.2 Payment by the Bank will be made only at the request of the Borrower and upon approval by the Bank in accordance with the terms and conditions of the Loan (or other financing) Agreement. The Loan (or other financing) Agreement prohibits a withdrawal from the Loan account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import is prohibited by

decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the Borrower shall derive any rights from the Loan (or other financing) Agreement or have any claim to the proceeds of the Loan (or other financing).

### 3. Fraud and Corruption

- 3.1 The Bank requires compliance with the Bank's Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework, as set forth in Section VI, Fraud and Corruption.
- 3.2 In further pursuance of this policy, Bidders shall permit and shall cause their agents (where declared or not), subcontractors, subconsultants, service providers, suppliers, and personnel, to permit the Bank to inspect all accounts, records and other documents relating to any initial selection process, prequalification process, bid submission, proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Bank.

### 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 4.6, 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 Purchaser 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 Purchaser or Borrower 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 project specified in the BDS ITB 2.1 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 Borrower (or of the project implementing agency, or of a recipient of a part of the loan) 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 unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Bank throughout the Bidding process and execution of the Contract.
- 4.3 A firm that is a Bidder (either individually or as a JV member) shall not participate in more than one Bid, except for permitted alternative Bids. 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 may have the nationality of any country, subject to the restrictions pursuant to ITB 4.8. 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. This criterion also shall

apply to the determination of the nationality of proposed subcontractors or subconsultants for any part of the Contract including related Services.

- 4.5 A Bidder that has been sanctioned by the Bank, pursuant to the Bank's Anti-Corruption Guidelines, in accordance with its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework as described in Section VI paragraph 2.2 d., shall be ineligible to be prequalified for, initially selected for, bid for, propose for, or be awarded a Bank-financed contract or benefit from a Bank-financed contract, financially or otherwise, during such period of time as the Bank shall have determined. The list of debarred firms and individuals is available at the electronic address specified in the BDS.
- 4.6 Bidders that are state-owned enterprises or institutions in the Purchaser's Country may be eligible to compete and be awarded a Contract(s) only if they can establish, in a manner acceptable to the Bank, that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not under supervision of the Purchaser.
- 4.7 A Bidder shall not be under suspension from Bidding by the Purchaser as the result of the operation of a Bid-Securing Declaration or Proposal-Securing Declaration.
- 4.8 Firms and individuals may be ineligible if so indicated in Section V, Eligible Countries, 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 Purchaser, as the Purchaser shall reasonably request.
- 4.10 A firm that is under a sanction of debarment by the Borrower from being awarded a contract is eligible to participate in this procurement, unless the Bank, at the Borrower's request, is satisfied that the debarment;

- (a) relates to fraud or corruption; and
- (b) followed a judicial or administrative proceeding that afforded the firm adequate due process.

**5. Eligible Goods and Related Services**

- 5.1 All the Goods and Related Services to be supplied under the Contract and financed by the Bank may have their origin in any country in accordance with Section V, Eligible Countries.
- 5.2 For purposes of this ITB, the term “goods” includes commodities, raw material, 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
- 6.2 The Specific Procurement Notice, Request for Bids (RFB), issued by the Purchaser is not part of this bidding document.
- 6.3 Unless obtained directly from the Purchaser, the Purchaser is not responsible for the completeness of the document, responses to requests for clarification, the Minutes of the pre-Bid meeting (if any), or Addenda to the bidding document in accordance with ITB 8. In case of any contradiction, documents obtained directly from the Purchaser shall prevail.
- 6.4 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding document and to furnish with its Bid all information or documentation as is required by the bidding document.
- 7. Clarification of Bidding Document**
- 7.1 A Bidder requiring any clarification of the bidding document shall contact the Purchaser in writing at the Purchaser’s address specified **in the BDS**. The Purchaser will respond in writing to any request for clarification, provided that such request is received prior to the deadline for submission of Bids within a period specified **in the BDS**. The Purchaser shall forward copies of its response to all Bidders who have acquired the bidding document in accordance with ITB 6.3, including a description of the inquiry but without identifying its source. If so specified **in the BDS**, the Purchaser shall also promptly publish its response at the web page identified **in the BDS**. Should the clarification result in changes to the essential elements of the bidding document, the Purchaser shall amend the bidding document 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 Purchaser may amend the bidding document by issuing addenda.
- 8.2 Any addendum issued shall be part of the bidding document and shall be communicated in writing to all who have obtained the bidding document from the Purchaser in accordance with ITB 6.3. The Purchaser shall also promptly publish the addendum on the Purchaser’s web page in accordance with ITB 7.1.

- 8.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Purchaser may, at its discretion, extend the deadline for the submission of Bids, pursuant to ITB 22.2.

### 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 Purchaser 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 Purchaser, shall be written in the language specified **in the BDS**. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages into the language specified **in the BDS**, in which case, for purposes of interpretation of the Bid, such translation shall govern.

#### 11. Documents Comprising the Bid

- 11.1 The Bid shall comprise the following:
- (a) **Letter of Bid** prepared in accordance with ITB 12;
  - (b) **Price Schedules**: completed in accordance with ITB 12 and ITB 14;
  - (c) **Bid Security** or **Bid-Securing Declaration**, in accordance with ITB 19.1;
  - (d) **Alternative Bid**: if permissible, in accordance with ITB 13;
  - (e) **Authorization**: written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB 20.3;
  - (f) **Qualifications**: documentary evidence in accordance with ITB 17 establishing the Bidder's qualifications to perform the Contract if its Bid is accepted;
  - (g) **Bidder's Eligibility**: documentary evidence in accordance with ITB 17 establishing the Bidder's eligibility to bid;
  - (h) **Eligibility of Goods and Related Services**: documentary evidence in accordance with ITB 16, establishing the eligibility of the Goods and Related Services to be supplied by the Bidder;

- (i) **Conformity:** documentary evidence in accordance with ITB 16 and 30, that the Goods and Related Services conform to the bidding document; and
  - (j) any other document required **in the BDS**.
- 11.2 In addition to the requirements under ITB 11.1, Bids submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful Bid shall be signed by all members and submitted with the Bid, together with a copy of the proposed Agreement.
- 11.3 The Bidder shall furnish in the Letter of Bid information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Bid.
- 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, Bidding Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITB 20.3. All blank spaces shall be filled in with the information requested.
- 13. Alternative Bids**
  - 13.1 Unless otherwise specified **in the BDS**, 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 lots (contracts) and items must be listed and priced separately in the Price Schedules.
  - 14.3 The price to be quoted in the Letter of Bid in accordance with ITB 12.1 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, in accordance with ITB 12.1.
  - 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. However, if in accordance with **the BDS**, prices quoted by the Bidder shall be subject to adjustment during the performance of the Contract, a Bid

submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero.

- 14.6 If so, specified in ITB 1.1, Bids are being invited for individual lots (contracts) or for any combination of lots (packages). 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. Bidders wishing to offer discounts for the award of more than one Contract shall specify in their Bid the price reductions applicable to each package, or alternatively, to individual Contracts within the package. Discounts shall be submitted in accordance with ITB 14.4 provided the Bids for all lots (contracts) are opened at the same time.
- 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**.
- 14.8 Prices shall be quoted as specified in each Price Schedule included in Section IV, Bidding Forms. The disaggregation of price components is required solely for the purpose of facilitating the comparison of Bids by the Purchaser. This shall not in any way limit the Purchaser's right to contract on any of the terms offered. In quoting prices, the Bidder shall be free to use transportation through carriers registered in any eligible country, in accordance with Section V, Eligible Countries. Similarly, the Bidder may obtain insurance services from any eligible country in accordance with Section V, Eligible Countries. Prices shall be entered in the following manner:
- (a) For Goods manufactured in the Purchaser's Country:
- (i) the price of the Goods quoted EXW (ex-works, ex-factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the Goods;
  - (ii) any Purchaser's Country sales tax and other taxes which will be payable on the Goods if the Contract is awarded to the Bidder; and
  - (iii) the price for inland transportation, insurance, and other local services required to convey the Goods to their final destination (Project Site) specified **in the BDS**.

- (b) For Goods manufactured outside the Purchaser's Country, to be imported:
  - (i) the price of the Goods, quoted CIP named place of destination, in the Purchaser's Country, as specified **in the BDS**;
  - (ii) the price for inland transportation, insurance, and other local services required to convey the Goods from the named place of destination to their final destination (Project Site) specified **in the BDS**;
- (c) For Goods manufactured outside the Purchaser's Country, already imported:
  - (i) the price of the Goods, including the original import value of the Goods; plus, any mark-up (or rebate); plus any other related local cost, and custom duties and other import taxes already paid or to be paid on the Goods already imported;
  - (ii) the custom duties and other import taxes already paid (need to be supported with documentary evidence) or to be paid on the Goods already imported;
  - (iii) the price of the Goods, obtained as the difference between (i) and (ii) above;
  - (iv) any Purchaser's Country sales and other taxes which will be payable on the Goods if the Contract is awarded to the Bidder; and
  - (v) the price for inland transportation, insurance, and other local services required to convey the Goods to their final destination (Project Site) specified **in the BDS**.
- (d) for Related Services, other than inland transportation and other services required to convey the Goods to their final destination, whenever such Related Services are specified in the Schedule of Requirements, the price of each item comprising the Related Services (inclusive of any applicable taxes).

## **15. Currencies of Bid and Payment**

- 15.1 The currency(ies) of the Bid and the currency(ies) of payments shall be the same. The Bidder shall quote in the currency of the Purchaser's Country the portion of the Bid price that corresponds to expenditures incurred in the currency of the Purchaser's Country, unless otherwise specified **in the BDS**.

- 15.2 The Bidder may express the Bid price in any currency. If the Bidder wishes to be paid in a combination of amounts in different currencies, it may quote its price accordingly but shall use no more than three foreign currencies in addition to the currency of the Purchaser's Country.
- 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 in accordance with ITB 5, 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, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Section VII, Schedule of Requirements.
- 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 Purchaser.
- 16.5 Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Purchaser in the Schedule of Requirements, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Purchaser'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 To establish Bidder's eligibility in accordance with ITB 4, Bidders shall complete the Letter of Bid, included in Section IV, Bidding Forms.

- 17.2 The documentary evidence of the Bidder's qualifications to perform the Contract if its Bid is accepted shall establish to the Purchaser'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 the Purchaser's Country;
  - (b) that, if required **in the BDS**, in case of a Bidder not doing business within the Purchaser's Country, 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 until the date **specified in the BDS** or any extended date if amended by the Purchaser in accordance with ITB 8. A Bid that is not valid until the date **specified in the BDS**, or any extended date if amended by the Purchaser in accordance with ITB 8, shall be rejected by the Purchaser as nonresponsive.
- 18.2 In exceptional circumstances, prior to the expiry of the Bid validity, the Purchaser may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB 19, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its Bid, except as provided in ITB 18.3.
- 18.3 If the award is delayed by a period exceeding fifty-six (56) days beyond the expiry of the initial Bid validity period, the Contract price shall be determined as follows:
- (a) in the case of fixed price contracts, the Contract price shall be the Bid price adjusted by the factor specified **in the BDS**;

- (b) in the case of adjustable price contracts, no adjustment shall be made;
- (c) in any case, Bid evaluation shall be based on the Bid price without taking into consideration the applicable correction from those indicated above.

## 19. Bid Security

- 19.1 The Bidder shall furnish as part of its Bid, either a Bid-Securing Declaration or a Bid Security, as specified **in the BDS**, in original form and, in the case of a Bid Security, in the amount and currency specified **in the BDS**.
- 19.2 A Bid Securing Declaration shall use the form included in Section IV, Bidding Forms.
- 19.3 If a Bid Security is specified pursuant to ITB 19.1, the Bid Security shall be a demand guarantee in any of the following forms at the Bidder's option:
- (a) an unconditional guarantee issued by a bank or non-bank financial institution (such as an insurance, bonding or surety company);
  - (b) an irrevocable letter of credit;
  - (c) a cashier's or certified check; or
  - (d) another security specified **in the BDS**,
- from a reputable source, and an eligible country. If an unconditional guarantee is issued by a non-bank financial institution located outside the Purchaser's Country, the issuing non-bank financial institution shall have a correspondent financial institution located in the Purchaser's Country to make it enforceable unless the Purchaser has agreed in writing, prior to Bid submission, that a correspondent financial institution is not required. In the case of a bank guarantee, the Bid Security shall be submitted either using the Bid Security Form included in Section IV, Bidding Forms, or in another substantially similar format approved by the Purchaser prior to Bid submission. The Bid Security shall be valid for twenty-eight (28) days beyond the original date of expiry of the Bid validity, or beyond any extended date if requested under ITB 18.2.
- 19.4 If a Bid Security is specified pursuant to ITB 19.1, any Bid not accompanied by a substantially responsive Bid Security shall be rejected by the Purchaser as non-responsive.
- 19.5 If a Bid Security is specified pursuant to ITB 19.1, the Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's signing

the Contract and furnishing the Performance Security pursuant to ITB 46.

- 19.6 The Bid Security of the successful Bidder shall be returned as promptly as possible once the successful Bidder has signed the Contract and furnished the required Performance Security.
- 19.7 The Bid Security may be forfeited:
- (a) if a Bidder withdraws its Bid prior to the expiry date of Bid validity specified by the Bidder on the Letter of Bid or any extended date provided by the Bidder; or
  - (b) if the successful Bidder fails to:
    - (i) sign the Contract in accordance with ITB 45; or
    - (ii) furnish a Performance Security in accordance with ITB 46.
- 19.8 The Bid Security or Bid- Securing Declaration of a JV must be in the name of the JV that submits the Bid. If the JV has not been legally constituted into a legally enforceable JV at the time of Bidding, the Bid Security or Bid-Securing Declaration shall be in the names of all future members as named in the letter of intent referred to in ITB 4.1 and ITB 11.2.
- 19.9 If a Bid Security is not required **in the BDS**, pursuant to ITB 19.1, and
- (a) if a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Letter of Bid, or any extended date provided by the Bidder; or
  - (b) if the successful Bidder fails to: sign the Contract in accordance with ITB 45; or furnish a performance security in accordance with ITB 46;
- the Borrower may, if provided for **in the BDS**, declare the Bidder ineligible to be awarded a contract by the Purchaser for a period of time as stated **in the BDS**.

## 20. Format and Signing of Bid

- 20.1 The Bidder shall prepare one original of the documents comprising the Bid as described in ITB 11 and clearly mark it “ORIGINAL.” Alternative Bids, if permitted in accordance with ITB 13, shall be clearly marked “ALTERNATIVE.” 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 Bidders shall mark as “CONFIDENTIAL” information in their Bids which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.
- 20.3 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 confirmation as specified **in the BDS** 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.
- 20.4 In case the Bidder is a JV, the Bid shall be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.
- 20.5 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 deliver the Bid in a single, sealed envelope (one-envelope Bidding process). Within the single envelope the Bidder shall place the following separate, sealed envelopes:
- (a) in an envelope marked “ORIGINAL”, all documents comprising the Bid, as described in ITB 11; and
  - (b) in an envelope marked “COPIES”, all required copies of the Bid; and,
  - (c) if alternative Bids are permitted in accordance with ITB 13, and if relevant:
    - i. in an envelope marked “ORIGINAL -ALTERNATIVE”, the alternative Bid; and
    - ii. in the envelope marked “COPIES – ALTERNATIVE BID” all required copies of the alternative Bid.
- 21.2 The inner and outer envelopes, shall:
- (a) bear the name and address of the Bidder;

- (b) be addressed to the Purchaser in accordance with ITB 22.1;
  - (c) bear the specific identification of this Bidding process indicated in ITB 1.1; 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 Purchaser 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 Purchaser at the address and no later than the date and time specified **in the BDS**. When so specified **in the BDS**, Bidders shall have the option of submitting their Bids electronically. Bidders submitting Bids electronically shall follow the electronic Bid submission procedures specified **in the BDS**.
  - 22.2 The Purchaser may, at its discretion, extend the deadline for the submission of Bids by amending the bidding document in accordance with ITB 8, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.
- 23. Late Bids**
  - 23.1 The Purchaser shall not consider any Bid that arrives after the deadline for submission of Bids, in accordance with ITB 22. Any Bid received by the Purchaser 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) in accordance with ITB 20.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Bid must accompany the respective written notice. All notices must be:
    - (a) prepared and submitted in accordance with ITB 20 and 21 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” or “MODIFICATION;” and

(b) received by the Purchaser prior to the deadline prescribed for submission of Bids, in accordance with ITB 22.

24.2 Bids requested to be withdrawn in accordance with ITB 24.1 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 Except as in the cases specified in ITB 23 and ITB 24.2, the Purchaser shall, at the Bid opening, publicly open and read out 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 required if electronic bidding is permitted in accordance with ITB 22.1, shall be as specified **in the BDS**.

25.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding Bid shall not be opened, but returned to the Bidder. If the withdrawal envelope does not contain a copy of the "power of attorney" confirming the signature as a person duly authorized to sign on behalf of the Bidder, the corresponding Bid will be opened. No Bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Bid opening.

25.3 Next, envelopes marked "SUBSTITUTION" shall be opened and read out and exchanged with the corresponding Bid being substituted, and the substituted Bid shall not be opened, but returned to the Bidder. No Bid substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Bid opening.

25.4 Next, envelopes marked "MODIFICATION" shall be opened and read out with the corresponding Bid. No Bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid opening.

25.5 Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Bidder and whether there is a modification; the total Bid Prices, per lot (contract) if applicable, including any discounts and alternative Bids; the

- presence or absence of a Bid Security, if required; and any other details as the Purchaser may consider appropriate.
- 25.6 Only Bids, alternative Bids and discounts that are opened and read out at Bid opening shall be considered further in the evaluation. The Letter of Bid and the Price Schedules are to be initialed by representatives of the Purchaser attending Bid opening in the manner specified **in the BDS**.
- 25.7 The Purchaser shall neither discuss the merits of any Bid nor reject any Bid (except for late Bids, in accordance with ITB 23.1).
- 25.8 The Purchaser shall prepare a record of the Bid opening that shall include, as a minimum:
- (a) the name of the Bidder and whether there is a withdrawal, substitution, or modification;
  - (b) the Bid Price, per lot (contract) if applicable, including any discounts;
  - (c) any alternative Bids;
  - (d) the presence or absence of a Bid Security or Bid-Securing Declaration if one was required.
- 25.9 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 the information on Intention to Award the Contract is transmitted to all Bidders in accordance with ITB 40.
- 26.2 Any effort by a Bidder to influence the Purchaser in the evaluation or contract award decisions may result in the rejection of its Bid.
- 26.3 Notwithstanding ITB 26.2, from the time of Bid opening to the time of Contract Award, if any Bidder wishes to contact the Purchaser 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 Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Purchaser in the Evaluation of the Bids, in accordance with ITB 31.
- 27.2 If a Bidder does not provide clarifications of its Bid by the date and time set in the Purchaser's request for clarification, its Bid may be rejected.
- 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 in the bidding document.
- 29. Determination of Responsiveness**
- 29.1 The Purchaser's determination of a Bid's responsiveness is to be based on the contents of the Bid itself, as defined in ITB 11.
- 29.2 A substantially responsive Bid is one that meets the requirements of the bidding document 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.

29.3 The Purchaser shall examine the technical aspects of the Bid submitted in accordance with ITB 16 and ITB 17, in particular, to confirm that all requirements of Section VII, Schedule of Requirements have been met without any material deviation or reservation, or omission.

29.4 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 Purchaser may waive any nonconformities in the Bid.

30.2 Provided that a Bid is substantially responsive, the Purchaser 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. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

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, by adding the average price of the item or component quoted by substantially responsive Bidders. If the price of the item or component cannot be derived from the price of other substantially responsive Bids, the Purchaser shall use its best estimate.

**31. Correction of  
Arithmetical Errors**

31.1 Provided that the Bid is substantially responsive, the Purchaser 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, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in

which case the line item total as quoted shall govern and the unit price 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, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

31.2 Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with ITB 31.1, 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 Purchaser shall use the criteria and methodologies listed in this ITB and Section III, Evaluation and Qualification criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies, the Purchaser shall determine the Most Advantageous Bid. This is the Bid of the Bidder that meets the qualification criteria and whose Bid has been determined to be:

- (a) substantially responsive to the bidding document; and
- (b) the lowest evaluated cost.

34.2 To evaluate a Bid, the Purchaser shall consider the following:

- (a) evaluation will be done for Items or Lots (contracts), as specified **in the BDS**; and the Bid Price as quoted in accordance with ITB 14;
- (b) price adjustment for correction of arithmetic errors in accordance with ITB 31.1;
- (c) price adjustment due to discounts offered in accordance with ITB 14.4;

- (d) converting the amount resulting from applying (a) to (c) above, if relevant, to a single currency in accordance with ITB 32;
  - (e) price adjustment due to quantifiable nonmaterial nonconformities in accordance with ITB 30.3; and
  - (f) the additional evaluation factors are specified in Section III, Evaluation and Qualification Criteria.
- 34.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in Bid evaluation.
- 34.4 If this bidding document allows Bidders to quote separate prices for different lots (contracts), the methodology to determine the lowest evaluated cost of the lot (contract) combinations, including any discounts offered in the Letter of Bid, is specified in Section III, Evaluation and Qualification Criteria.
- 34.5 The Purchaser's evaluation of a Bid will exclude and not take into account:
- (a) in the case of Goods manufactured in the Purchaser's Country, sales and other similar taxes, which will be payable on the goods if a contract is awarded to the Bidder;
  - (b) in the case of Goods manufactured outside the Purchaser's Country, already imported or to be imported, customs duties and other import taxes levied on the imported Good, sales and other similar taxes, which will be payable on the Goods if the contract is awarded to the Bidder;
  - (c) any allowance for price adjustment during the period of execution of the contract, if provided in the Bid.
- 34.6 The Purchaser's evaluation of a Bid may require the consideration of other factors, in addition to the Bid Price quoted in accordance with ITB 14. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of Bids, unless otherwise specified **in the BDS** from amongst those set out in Section III, Evaluation and Qualification Criteria. The criteria and methodologies to be used shall be as specified in ITB 34.2(f).

- 35. Comparison of Bids** 35.1 The Purchaser shall compare the evaluated costs of all substantially responsive Bids established in accordance with ITB 34.2 to determine the Bid that has the lowest evaluated cost. 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 Borrower's country, together with prices for any required installation, training, commissioning and other services. The evaluation of prices shall not take into account custom duties and other taxes levied on imported goods quoted CIP and sales and similar taxes levied in connection with the sale or delivery of goods.
- 36. Abnormally Low Bids** 36.1 An Abnormally Low Bid is one where the Bid price, in combination with other constituent elements of the Bid, appears unreasonably low to the extent that the Bid price raises material concerns with the Purchaser as to the capability of the Bidder to perform the Contract for the offered Bid price.
- 36.2 In the event of identification of a potentially Abnormally Low Bid, the Purchaser 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.
- 36.3 After evaluation of the price analyses, in the event that the Purchaser determines that the Bidder has failed to demonstrate its capability to perform the contract for the offered Bid price, the Purchaser shall reject the Bid.
- 37. Qualification of the Bidder** 37.1 The Purchaser 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, pursuant to ITB 17. The determination shall not take into consideration the qualifications of other firms such as the Bidder's subsidiaries, parent entities, affiliates, subcontractors (other than specialized subcontractors if permitted in the bidding document), or any other firm(s) different from the Bidder.

- 37.3 Prior to Contract award, the Purchaser will verify that the successful Bidder (including each member of a JV) is not disqualified by the Bank due to noncompliance with contractual SEA/SH prevention and response obligations. The Purchaser will conduct the same verification for each subcontractor proposed by the successful Bidder. If any proposed subcontractor does not meet the requirement, the Purchaser will require the Bidder to propose a replacement subcontractor.
- 37.4 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. Purchaser's Right to Accept Any Bid, and to Reject Any or All Bids**
- 38.1 The Purchaser 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 and specifically, bid securities, shall be promptly returned to the Bidders.
- 39. Standstill Period**
- 39.1 The Contract shall not be awarded earlier than the expiry of the Standstill Period. The Standstill Period shall be ten (10) Business Days unless extended in accordance with ITB 44. The Standstill Period commences the day after the date the Purchaser has transmitted to each Bidder the Notification of Intention to Award the Contract. Where only one Bid is submitted, or if this contract is in response to an emergency situation recognized by the Bank, the Standstill Period shall not apply.
- 40. Notification of Intention to Award**
- 40.1 The Purchaser shall send to each Bidder the Notification of Intention to Award the Contract to the successful Bidder. The Notification of Intention to Award 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 notification 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 Subject to ITB 38, the Purchaser shall award the Contract to the Bidder offering the Most Advantageous Bid. The Most Advantageous Bid is the Bid of the Bidder that meets the qualification criteria and whose Bid has been determined to be:
- (a) substantially responsive to the bidding document; and
  - (b) the lowest evaluated cost.
- 42. Purchaser’s Right to Vary Quantities at Time of Award**
- 42.1 At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section VII, Schedule of Requirements, provided this does not exceed the percentages specified **in the BDS**, and without any change in the unit prices or other terms and conditions of the Bid and the bidding document.
- 43. Notification of Award**
- 43.1 Prior to the date of expiry of the Bid validity and upon expiry of the Standstill Period, specified in ITB 39.1 or any extension thereof, and upon satisfactorily addressing any complaint that has been filed within the Standstill Period, the Purchaser shall notify the successful Bidder, in writing, that its Bid has been accepted. The notification of award (hereinafter and in the Contract Forms called the “Letter of Acceptance”) shall specify the sum that the Purchaser will pay the Supplier in consideration of the execution of the Contract (hereinafter and in the Conditions of Contract and Contract Forms called “the Contract Price”).
- 43.2 Within ten (10) Business Days after the date of transmission of the Letter of Acceptance, the Purchaser shall publish the Contract Award Notice which shall contain, at a minimum, the following information:
- (a) name and address of the Purchaser;
  - (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;
- (e) the name of the successful Bidder, the final total contract price, the contract duration and a summary of its scope; and
- (f) successful Bidder's Beneficial Ownership Disclosure Form.

43.3 The Contract Award Notice shall be published on the Purchaser'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. The Purchaser shall also publish the contract award notice in UNDB online.

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

#### **44. Debriefing by the Purchaser**

44.1 On receipt of the Purchaser's Notification of Intention to Award referred to in ITB 40.1, an unsuccessful Bidder has three (3) Business Days to make a written request to the Purchaser for a debriefing. The Purchaser shall provide a debriefing to all unsuccessful Bidders whose request is received within this deadline.

44.2 Where a request for debriefing is received within the deadline, the Purchaser shall provide a debriefing within five (5) Business Days, unless the Purchaser decides, for justifiable reasons, to provide the debriefing outside this timeframe. In that case, the standstill period shall automatically be extended until five (5) Business Days after such debriefing is provided. If more than one debriefing is so delayed, the standstill period shall not end earlier than five (5) Business Days after the last debriefing takes place. The Purchaser shall promptly inform, by the quickest means available, all Bidders of the extended standstill period

44.3 Where a request for debriefing is received by the Purchaser later than the three (3)-Business Day deadline, the Purchaser should provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of Public Notice of Award of contract.

Requests for debriefing received outside the three (3)-day deadline shall not lead to extension of the standstill period.

- 44.4 Debriefings of unsuccessful Bidders may be done in writing or verbally. The Bidders shall bear their own costs of attending such a debriefing meeting.

#### **45. Signing of Contract**

- 45.1 The Purchaser shall send to the successful Bidder the Letter of Acceptance including the Contract Agreement, and a request to submit the Beneficial Ownership Disclosure Form providing additional information on its beneficial ownership. The Beneficial Ownership Disclosure Form shall be submitted within eight (8) Business Days of receiving this request.

- 45.2 The successful Bidder shall sign, date and return to the Purchaser, the Contract Agreement within twenty-eight (28) days of its receipt.

- 45.3 Notwithstanding ITB 45.2 above, in case signing of the Contract Agreement is prevented by any export restrictions attributable to the Purchaser, to the country of the Purchaser, or to the use of the products/goods, systems or services to be supplied, where such export restrictions arise from trade regulations from a country supplying those products/goods, systems or services, the Bidder shall not be bound by its Bid, always provided however, that the Bidder can demonstrate to the satisfaction of the Purchaser and of the Bank that signing of the Contract Agreement has not been prevented by any lack of diligence on the part of the Bidder in completing any formalities, including applying for permits, authorizations and licenses necessary for the export of the products/goods, systems or services under the terms of the Contract.

#### **46. Performance Security**

- 46.1 Within twenty-eight (28) days of the receipt of Letter of Acceptance from the Purchaser, the successful Bidder, if required, shall furnish the Performance Security in accordance with the GCC 18, using for that purpose the Performance Security Form included in Section X, Contract Forms, or another Form acceptable to the Purchaser. If the Performance Security furnished by the successful Bidder is in the form of a bond, it shall be issued by a bonding or insurance company that has been determined by the successful Bidder to be acceptable to the Purchaser. A foreign institution providing a bond shall have a correspondent financial institution located in the Purchaser's

Country, unless the Purchaser has agreed in writing that a correspondent financial institution is not required.

- 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 forfeiture of the Bid Security. In that event the Purchaser may award the Contract to the Bidder offering the next Most Advantageous Bid.

**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	<p>The reference number of the Request for Bids (RFB) is: <b>KE-ICTA-553315-GO-RFB</b></p> <p>The Purchaser is: <b>The Information and Communications Technology Authority</b></p> <p>The name of the RFB is: <b>Supply, Delivery, Installation and Commissioning of Virtual Laboratory (VR) Equipment for Simulation-Based Training in TVET Institutions</b></p> <p>The number and identification of lots (contracts) comprising this RFB is: <b>Not Applicable</b></p>
ITB 2.1	<p>The Borrower is: <b>The Government of Kenya through the Information and Communications Technology Authority</b></p> <p>Loan or Financing Agreement amount: <b>USD. 390 Million</b></p> <p>The name of the Project is: <b>Kenya Digital Economy Acceleration Project</b></p>
ITB 4.1	Maximum number of members in the Joint Venture (JV) shall be: <b>Two (2)</b>
ITB 4.5	A list of debarred firms and individuals is available on the Bank's external website: <a href="http://www.worldbank.org/debarr">http://www.worldbank.org/debarr</a> .
	<b>B. Contents of Bidding Document</b>
ITB 7.1	<p>For <b><u>clarification of Bid purposes</u></b> only, the Purchaser's address is address is:</p> <p>Attention: <b>Deputy Director, Supply Chain Management</b></p> <p>Address: <b>P.O. Box 27150-00100</b></p> <p>Floor/ Room number: <b>12<sup>th</sup> Floor, Telposta Towers</b></p> <p>City: <b>Nairobi</b></p> <p>ZIP Code: <b>00100</b></p> <p>Country: <b>Kenya</b></p>

	<p>Telephone: <b>(+254) 20 667 6999</b></p> <p>Facsimile number: N/A</p> <p>Email address: <a href="mailto:procurement@ict.go.ke">procurement@ict.go.ke</a></p> <p>Requests for clarification should be received by the Purchaser no later than: <b>14 days</b></p> <p>Web page : <a href="http://www.icta.go.ke">www.icta.go.ke</a> / <a href="http://www.tenders.go.ke">www.tenders.go.ke</a></p>
	<b>C. Preparation of Bids</b>
<b>ITB 10.1</b>	<p>The <b>language of the Bid is English.</b></p> <p>All correspondence shall be in <b>English</b> language.</p> <p>The language for translation of supporting documents and printed literature is <b>English.</b></p>
<b>ITB 11.1 (j)</b>	<p>The Bidder shall submit the following additional documents in its Bid:</p> <p><b>Not Applicable</b></p>
<b>ITB 13.1</b>	Alternative Bids <b>shall not be</b> considered.
<b>ITB 14.5</b>	The prices quoted by the Bidder <b>shall not</b> be subject to adjustment during the performance of the Contract.
<b>ITB 14.6</b>	<p>Prices quoted for each lot (contract) shall correspond at least to <b>NOT APPLICABLE</b> percent of the items specified for each lot (contract).</p> <p>Prices quoted for each item of a lot shall correspond at least to <b>NOT APPLICABLE</b> percent of the quantities specified for this item of a lot.</p>
<b>ITB 14.7</b>	The Incoterms edition is: <b>Incoterm 2020</b>
<b>ITB 14.8 (b)(i)</b>	Place of destination: <b>As listed in Annex 1</b>
<b>ITB 14.8 (a)(iii), (b)(ii) and (c)(v)</b>	Final Destination (Project Site): <b>As listed in Annex 1</b>
<b>ITB 15.1</b>	The Bidder <b>is</b> required to quote in the currency of the Purchaser's Country the portion of the Bid price that corresponds to expenditures incurred in that currency.
<b>ITB 16.4</b>	Period of time the Goods are expected to be functioning (for the purpose of spare parts): <b>5 Years</b>

ITB 17.2 (a)	<p>Manufacturer's authorization is: <b>Required</b></p> <p><b>Manufacturer's authorization is required for the following items:</b></p> <ul style="list-style-type: none"> <li>● <b>Virtual Reality Headsets</b></li> <li>● <b>Workstations (Computers) with Monitors</b></li> <li>● <b>Interactive Displays (Screens)</b></li> <li>● <b>3000VA Smart Uninterruptible Power Supply (UPS)</b></li> </ul>
ITB 17.2 (b)	After sales service is: <b>Required</b>
ITB 18.1	The Bid shall be valid until: <b>29th November 2026</b>
ITB 18.3 (a)	The Bid price shall be adjusted by the following factor(s): <b>Not Applicable</b>
ITB 19.1	<p>A Bid Security <b>shall be</b> required.</p> <p>If a Bid Security shall be required, the amount and currency of the Bid Security shall be <b>Kenya Shilling (KES) 2,800,000.00 (Two Million Eight Hundred Thousand Only) OR Equivalent in a Freely Convertible Currency</b></p>
ITB 19.3 (d)	Other types of acceptable securities: <b>Not Applicable</b>
ITB 20.1	In addition to the original of the Bid, the number of copies is: <b>One Original Hard Copy, One Copy &amp; 1 Soft Copy in USB format</b>
ITB 20.3	The written confirmation of authorization to sign on behalf of the Bidder shall consist of: <b>Power of Attorney</b>
<b>D. Submission and Opening of Bids</b>	
ITB 22.1	<p>For <b><u>Bid submission purposes</u></b> only, the Purchaser's address is:</p> <p>Attention: <b>Chief Executive Officer, ICT Authority</b></p> <p>Street Address: <b>Telposta Towers, Kenyatta Avenue</b></p> <p>Floor/ Room number: <b>12<sup>th</sup> Floor, Boardroom</b></p> <p>City: <b>Nairobi</b></p> <p>ZIP/Postal Code: <b>00100</b></p> <p>Country: <b>Kenya</b></p> <p><b>The deadline for Bid submission is:</b></p> <p>Date: <b>July 29, 2026</b></p> <p>Time: <b>1000Hrs EAT</b></p>

	Bidders <b>shall not</b> have the option of submitting their Bids electronically.
<b>ITB 25.1</b>	<p>The Bid opening shall take place at:</p> <p>Street Address: <b>Telposta Towers, Kenyatta Avenue</b></p> <p>Floor/ Room number: <b>12<sup>th</sup> Floor, Boardroom</b></p> <p>City: <b>Nairobi</b></p> <p>Country: <b>Kenya</b></p> <p>Date: <b>July 29, 2026</b></p> <p>Time: <b>10:00 a.m. EAT</b></p> <p>The electronic Bid opening procedures shall be: <b>Not Applicable</b></p>
<b>ITB 25.6</b>	The Letter of Bid and Price Schedules shall be initialed by <b>ALL</b> representatives of the Purchaser conducting Bid opening.
<b>E. Evaluation and Comparison of Bids</b>	
<b>ITB 32.1</b>	<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: <b>Kenya Shillings</b></p> <p>The source of exchange rate shall be: <b>Central Bank of Kenya</b></p> <p>The date for the exchange rate shall be: <b>Bid Submission Deadline</b></p>
<b>ITB 33.1</b>	<p>A margin of domestic preference <b>shall not</b> apply.</p> <p>If a margin of preference applies, the application methodology shall be defined in Section III – Evaluation and Qualification Criteria.</p>
<b>ITB 34.2(a)</b>	<p>Evaluation will be done for <b>Complete Package/Contract</b></p> <p>Note:</p> <p><b>Bids will be evaluated for the <u>complete package/contract</u></b></p>
<b>ITB 34.6</b>	<p>The adjustments shall be determined using the following criteria, from amongst those set out in Section III, Evaluation and Qualification Criteria:</p> <p>(a) Deviation in Delivery schedule: <b>No</b></p> <p>(b) Deviation in payment schedule: <b>No</b></p> <p>(c) the cost of major replacement component, mandatory spare parts, and service: <b>No</b></p> <p>(d) the availability in the Purchaser’s Country of spare parts and aftersales</p>

	<p>services for the equipment offered in the Bid; <b>No</b></p> <p>(e) Life cycle costs: the costs during the life of the goods or equipment <b>No</b></p> <p>(f) The performance and productivity of the equipment offered; <b>No</b></p> <p>(g) Evaluation criteria; <b>No</b></p>
	<b>F. Award of Contract</b>
<b>ITB 42</b>	<p>The maximum percentage by which quantities may be increased is: <b>15 Percent</b></p> <p>The maximum percentage by which quantities may be decreased is: <b>15 Percent</b></p>
<b>ITB 47.1</b>	<p>The procedures for making a Procurement-related Complaint are detailed in the “<a href="#">Procurement Regulations for IPF Borrowers</a> (Annex III).” 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><b>For the attention:</b> Jessy K. Maruti</p> <p><b>Title/position:</b> Chief Executive Officer</p> <p><b>Purchaser:</b> The Information and Communications Technology Authority</p> <p><b>Email address:</b> <a href="mailto:procurement@ict.go.ke">procurement@ict.go.ke</a> / <a href="mailto:info@icta.go.ke">info@icta.go.ke</a></p> <p>A copy of the complaint can be sent for the Bank’s information and monitoring to: <a href="mailto:pprocurementcomplaints@worldbank.org">pprocurementcomplaints@worldbank.org</a></p> <p>In summary, a Procurement-related Complaint may challenge any of the following:</p> <ol style="list-style-type: none"> <li>1. the terms of the Bidding Documents;</li> <li>2. the Purchaser’s decision to exclude a Bidder from the procurement process prior to the award of contract; and</li> <li>3. the Purchaser’s decision to award the contract.</li> </ol>



# **Section III - Evaluation and Qualification Criteria**

## **Contents**

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## 1. Margin of Preference (ITB 33)

*[For off- the- shelf Goods, normally not applicable as remarked in the BDS, in which case delete this provision]*

If the Bidding Data Sheet so specifies, the Purchaser will grant a margin of preference to goods manufactured in the Purchaser's Country for the purpose of Bid comparison, in accordance with the procedures outlined in subsequent paragraphs.

Substantially responsive Bids will be classified in one of three groups, as follows:

- (a) **Group A:** Bids offering goods manufactured in the Purchaser's Country, for which (i) labor, raw materials, and components from within the Purchaser's Country account for more than thirty (30) percent of the EXW price; and (ii) the production facility in which they will be manufactured or assembled has been engaged in manufacturing or assembling such goods at least since the date of Bid submission;
- (b) **Group B:** All other Bids offering Goods manufactured in the Purchaser's Country;
- (c) **Group C:** Bids offering Goods manufactured outside the Purchaser's Country that have been already imported or that will be imported.

To facilitate this classification by the Purchaser, the Bidder shall complete whichever version of the Price Schedule furnished in the bidding document is appropriate provided, however, that the completion of an incorrect version of the Price Schedule by the Bidder shall not result in rejection of its Bid, but merely in the Purchaser's reclassification of the Bid into its appropriate Bid group.

The Purchaser 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.

The Bids in each group will then be compared to determine the Bid with the lowest evaluated cost in that group. The lowest evaluated cost Bid from each group shall then be compared with each other and if as a result of this comparison a Bid from Group A or Group B is the lowest, it shall be selected for the award.

If as a result of the preceding comparison, a Bid from Group C is the lowest evaluated cost, all Bids from Group C shall be further compared with the Bid with the lowest evaluated cost from Group A after adding to the evaluated costs of goods offered in each Bid from Group C, for the purpose of this further comparison only, an amount equal to 15% (fifteen percent) of the respective CIP Bid price for goods to be imported and already imported goods. Both prices shall include unconditional discounts and be corrected for arithmetical errors. If the Bid from Group A is the lowest, it shall be selected for award. If not, the lowest evaluated cost from Group C shall be selected.

### **Most Advantageous Bid**

The Purchaser shall use the criteria and methodologies listed in Section 2 and 3 below to determine the Most Advantageous Bid. The Most Advantageous Bid is the Bid of the Bidder that meets the qualification criteria and whose Bid has been determined to be:

- (a) substantially responsive to the bidding document; and
- (b) the lowest evaluated cost.

## 2. Evaluation (ITB 34)

### 2.1. Evaluation Criteria (ITB 34.6)

The Purchaser's evaluation of a Bid may take into account, in addition to the Bid Price quoted in accordance with ITB 14.8, one or more of the following factors as specified in ITB 34.2(f) and in BDS referring to ITB 34.6, using the following criteria and methodologies.

- (a) Delivery schedule. (As per Incoterms specified in the BDS) **NOT APPLICABLE**

*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 of [insert the adjustment factor], 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.*

- (b) Deviation in payment schedule. *[insert one of the following]* **NOT APPLICABLE**

- (i) *Bidders shall state their Bid price for the payment schedule outlined in the SCC. Bids shall be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in Bid price they wish to offer for such alternative payment schedule. The Purchaser may consider the alternative payment schedule and the reduced Bid price offered by the Bidder selected on the basis of the base price for the payment schedule outlined in the SCC.*

**or**

- (i) *The SCC stipulates the payment schedule specified by the Purchaser. If a Bid deviates from the schedule and if such deviation is considered acceptable to the Purchaser, the Bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the Bid as compared with those stipulated in the SCC, at the rate per annum [insert adjustment rate].*
- (c) Cost of major replacement components, mandatory spare parts, and service. *[insert one of the following]*
    - (i) *The list of items and quantities of major assemblies, components, and selected spare parts, likely to be required during the initial period of operation specified in the BDS 16.4, is in the List of Goods. An adjustment equal to the total cost of these items, at the unit prices quoted in each Bid, shall be added to the Bid price, for evaluation purposes only.*

**or**

- (i) *The Purchaser will draw up a list of high-usage and high-value items of components and spare parts, along with estimated quantities of usage in the initial period of operation specified in the BDS 16.4. The total cost of these items and quantities will be computed from spare parts unit prices submitted by the Bidder and added to the Bid price, for evaluation purposes only.*
- (d) Availability in the Purchaser's Country of spare parts and after sales services for equipment offered in the Bid.

An adjustment equal to the cost to the Purchaser of establishing the minimum service facilities and parts inventories if quoted separately, shall be added to the Bid price, for evaluation purposes only.

- (e) Life Cycle Costs **NOT APPLICABLE**

If specified in BDS 34.6, an adjustment to take into account the additional life cycle costs for the period specified below, such as the operating and maintenance costs of the Goods, will be added to the Bid price, for evaluation purposes only. The adjustment will be evaluated in accordance with the methodology specified below and the following information:

*[Note to Purchaser: Life cycle costing should be used when the costs of operation and/or maintenance over the specified life of the goods are estimated to be considerable in comparison with the initial cost and may vary among different Bids. Life cycle costs shall be evaluated on a net present value basis. If life cycle costs apply, then specify the factors required to determine them for evaluation purposes.*

*[Either amend the following text as required, or delete if life cycle cost is not applicable]*

- (i) number of years for life cycle cost determination *[insert the number of years]*;
- (ii) the discount rate to be applied to determine the net present value of future operation and maintenance costs (recurrent costs) is *[insert the discount rate]*;
- (iii) the annual operating and maintenance costs (recurrent costs) shall be determined on the basis of the following methodology: *[insert methodology]*;
- (iv) and the following information is required from bidders *[insert any information required from bidders, including prices]*.
- (f) Performance and productivity of the equipment: **NOT APPLICABLE**
- (i) Performance and productivity of the equipment. An adjustment representing the capitalized cost of additional operating costs over the life of the goods will be added to the Bid price, for evaluation purposes if specified in the BDS 34.6. The adjustment will be evaluated based on the drop in the guaranteed performance or efficiency offered in the Bid below the norm of 100, using the methodology specified below.

*[insert the methodology and criteria if applicable]*

**or**

- (i) An adjustment to take into account the productivity of the goods offered in the Bid will be added to the Bid price, for evaluation purposes only, if specified in BDS 34.6. The adjustment will be evaluated based on the cost per unit of the actual productivity of goods offered in the Bid with respect to minimum required values, using the methodology specified below.

*[insert the methodology and criteria if applicable]*

- (g) Specific additional criteria **NOT APPLICABLE**

*[Other specific additional criteria to be considered in the evaluation, and the evaluation method shall be detailed in BDS 34.6][If specific **sustainable procurement technical requirements** have been specified in Section VII-Specification, **either** state that (i) those requirements will be evaluated on a pass/fail (compliance basis) **or** otherwise (ii) in addition to evaluating those requirements on a pass/fail (compliance basis), if applicable, specify the monetary adjustments to be applied to Bid Prices for comparison purposes on account of Bids that exceed the specified minimum sustainable procurement technical requirements.]*

## **2.2. Multiple Contracts (ITB 34.4) NOT APPLICABLE**

If in accordance with ITB 1.1, Bids are invited for individual lots or for any combination of lots, the contract will be awarded to the Bidder or Bidders offering a substantially responsive Bid(s) and the lowest evaluated cost to the Purchaser for combined lots, after considering all possible combination of lots, subject to the selected Bidder(s) meeting the required qualification criteria (this Section III, Sub-Section ITB 37 Qualification Requirements) for a lot or combination of lots as the case may be.

In determining Bidder or Bidders that offer the total lowest evaluated cost to the Purchaser for combined lots, the Purchaser shall apply the following steps in sequence:

- (a) evaluate individual lots to determine the substantially responsive Bids and corresponding evaluated costs;
- (b) for each lot, rank the substantially responsive Bids starting from the lowest evaluated cost for the lot;
- (c) apply to the evaluated costs listed in b) above, any applicable discounts/price reductions offered by a Bidder (s) for the award of multiple contracts based on the discounts and the methodology for their application offered by the respective Bidder; and
- (d) determine contract award on the basis of the combination of lots that offer the total lowest evaluated cost to the Purchaser.

## **2.3. Alternative Bids (ITB 13.1) NOT APPLICABLE**

*An alternative if permitted under ITB 13.1, will be evaluated as follows:*

*[insert one of the following]*

“A Bidder may submit an alternative Bid only with a Bid for the base case. The Purchaser shall only consider the alternative Bids offered by the Bidder whose Bid for the base case was determined to be the Most Advantageous Bid.”

**or**

“A Bidder may submit an alternative Bid with or without a Bid for the base case. The Purchaser shall consider Bids offered for alternatives as specified in the Technical Specifications of Section VII, Schedule of Requirements. All Bids received, for the base case, as well as alternative Bids meeting the specified requirements, shall be evaluated on their own merits in accordance with the same procedures, as specified in the ITB 34.”

## COMPLIANCE WITH TECHNICAL SPECIFICATIONS

### i. Virtual Reality Headset

No	Specification	Minimum Requirement	Mandatory/ Optional	Bidder Must State Their Compliance with the Specification and reference each spec to the provided Product Datasheet (Yes/No)
1.	Device Type	Standalone VR headset	Mandatory	
2.	Processor	Advanced XR processor	Mandatory	
3.	RAM	Minimum 8 GB	Mandatory	
4.	Storage	Minimum 128 GB internal storage	Mandatory	
5.	Operating System	Built-in VR operating system	Mandatory	
<b>Display Specifications</b>				
6.	Display Type	LCD or better	Mandatory	
7.	Display Resolution	Minimum 2064 × 2208 per eye	Mandatory	
8.	Refresh Rate	Minimum 90 Hz	Mandatory	
9.	Field of View	Minimum 100°	Mandatory	
10.	Lens Type	Pancake lenses or equivalent	Mandatory	
<b>Tracking &amp; Interaction</b>				
11.	Tracking Technology	Inside-out positional tracking	Mandatory	
12.	Controllers	Two motion controllers included	Mandatory	
13.	Hand Tracking	Mandatory	Mandatory	
14.	Spatial Tracking Cameras	Minimum 4 cameras	Mandatory	
15.	Mixed Reality Capability	Color passthrough supported	Mandatory	
<b>Connectivity Requirements</b>				
16.	Wi-Fi	Wi-Fi 6 or higher	Mandatory	
17.	Bluetooth	Bluetooth 5.0 or higher	Mandatory	
18.	USB Port	USB-C	Mandatory	

No	Specification	Minimum Requirement	Mandatory/ Optional	Bidder Must State Their Compliance with the Specification and reference each spec to the provided Product Datasheet (Yes/No)
19.	PC Connectivity	Wireless & wired PC VR support	Mandatory	
<b>Audio Specifications</b>				
20.	Built-in Audio	Integrated spatial audio speakers	Mandatory	
21.	Microphone	Integrated microphone	Mandatory	
22.	Headphone Support	3.5 mm jack or Bluetooth audio	Mandatory	
<b>Battery and Power</b>				
23.	Battery Type	Rechargeable lithium battery	Mandatory	
24.	Battery Life	Minimum 2 hours active usage	Mandatory	
25.	Charging Interface	USB-C charging	Mandatory	
<b>Physical Requirements</b>				
26.	Adjustable Head Strap	Mandatory	Mandatory	
27.	Interpupillary Distance (IPD) Adjustment	Mandatory	Mandatory	
<b>Accessories</b>				
28.	Motion controllers (pair)	Mandatory	Mandatory	
29.	Charging cable	Mandatory	Mandatory	
30.	Power adapter	Mandatory	Mandatory	
31.	Protective face interface	Mandatory	Mandatory	
32.	Sanitization Kit	Mandatory	Mandatory	
33.	Carrying case	Optional	Optional	
34.	Extra controller batteries	Optional	Optional	

No	Specification	Minimum Requirement	Mandatory/ Optional	Bidder Must State Their Compliance with the Specification and reference each spec to the provided Product Datasheet (Yes/No)
<b>Software &amp; Application Support</b>				
35.	VR Application Platform	Access to VR application ecosystem	Mandatory	
<b>Warranty Requirement</b>				
36.	Warranty Period	Minimum 2 years	Mandatory	
37.	Technical Support	Authorized technical support	Mandatory	
38.	Spare Parts Availability	Minimum 3 years	Mandatory	
		<b>Note: Bidder MUST attach product datasheet that highlights the features matching each requirements/specification. Stating compliance without providing a product datasheet will be deemed non-compliant.</b>		

**ii. High Performance Workstation Computer with Monitor**

No	Specification	Minimum Requirement	Mandatory/ Optional	Bidder Must State Their Compliance with the Specification and reference each spec to the provided Product Datasheet (Yes/No)
1.	Device Type	High-performance workstation computer	Mandatory	
2.	Processor (CPU)	≥ 12 cores processor	Mandatory	
3.	RAM	Minimum 64 GB	Mandatory	

No	Specification	Minimum Requirement	Mandatory/Optional	Bidder Must State Their Compliance with the Specification and reference each spec to the provided Product Datasheet (Yes/No)
4.	Graphics Processing Unit (GPU)	Dedicated GPU supporting DirectX 12	Mandatory	
5.	GPU Memory	≥ 16 GB VRAM	Mandatory	
6.	Storage	Minimum 2 TB NVMe SSD	Mandatory	
7.	Operating System	Windows 11 (64-bit) licensed	Mandatory	
8.	Network Interface	1 × Gigabit Ethernet	Mandatory	
<b>Ports and Connectivity</b>				
9.	Front USB Ports	1 × USB-C and 2 × USB-A (USB 3.x)	Mandatory	
10.	Rear USB Ports	≥ 6 USB ports total	Mandatory	
11.	Video Output	HDMI and DisplayPort via dedicated GPU	Mandatory	
12.	Additional Ports	Audio input/output	Optional	
<b>Monitor Specifications</b>				
13.	Display Type	IPS / LCD	Mandatory	
14.	Display size	Minimum 27"	Mandatory	
15.	Screen Resolution	Full HD (1920 × 1080) or higher	Mandatory	
16.	Contrast Ratio	Minimum 1000:1	Mandatory	
17.	Brightness	Minimum 400 cd/m <sup>2</sup>	Mandatory	
18.	Display Ports	2 × HDMI 2.0	Mandatory	
19.	USB Ports on Display	USB Type-A 5Gbps	Optional	
20.	USB Upstream Port	1 × USB-B	Optional	
<b>Power and Physical Requirements</b>				
21.	Power Supply	Compatible with 220–240 V AC		
22.	Form Factor	Workstation chassis	Mandatory	

No	Specification	Minimum Requirement	Mandatory/ Optional	Bidder Must State Their Compliance with the Specification and reference each spec to the provided Product Datasheet (Yes/No)
23.	Cooling	High-performance cooling system	Mandatory	
<b>Accessories</b>				
24.	Keyboard	Keyboard	Mandatory	
25.	Optical mouse	Optical mouse	Mandatory	
26.	Power cables	Power cables	Mandatory	
27.	Display cables (HDMI or DisplayPort)	Display cables (HDMI or DisplayPort)	Mandatory	
<b>Warranty Requirements</b>				
28.	Warranty Period	Minimum 3 years	Mandatory	
29.	Technical Support	Authorized service support	Mandatory	
30.	Spare Parts Availability	Minimum 3 years	Mandatory	
		<b>Note: Bidder MUST attach product datasheet that highlights the features matching each requirements/specification. Stating compliance without providing a product datasheet will be deemed non-compliant.</b>		

### iii. Interactive Display

No	Specification	Minimum Requirement	Mandatory/Optional	Bidder Must State Their Compliance with the Specification and reference each spec to the provided Product Datasheet (Yes/No)
1	Screen Size	Minimum 75 Inches	Mandatory	
2	Display Type	IPS or equivalent panel technology	Mandatory	
3	Resolution	4K UHD (3840 × 2160)	Mandatory	
4	Brightness	Minimum 350 cd/m <sup>2</sup>	Mandatory	
5	Viewing Angle	Minimum 178° (H/V)	Mandatory	
6	Contrast Ratio	Minimum 1,000:1	Mandatory	
7	Protective Glass	Anti-glare tempered glass	Mandatory	
8	Glass Hardness	Minimum 7H	Mandatory	
<b>Touch Technology Specifications</b>				
9	Touch Technology	Infrared (IR) or equivalent	Mandatory	
10	Touch Points	Minimum 20 simultaneous touches	Mandatory	
11	Touch Response Time	≤ 10 ms	Mandatory	
12	Touch Accuracy	±1 mm	Mandatory	
13	Writing Tools	Finger or stylus	Mandatory	
14	Multi-user Interaction	Mandatory	Mandatory	
<b>Built-in System &amp; Software</b>				
15	Operating System	Android or equivalent built-in OS	Mandatory	
16	Whiteboard Software	Built-in interactive whiteboard	Mandatory	
17	File Compatibility	Support for PDF, Word, Excel, PPT	Mandatory	
18	Web Browser	Built-in	Mandatory	
19	Screen Recording	Optional	Optional	

No	Specification	Minimum Requirement	Mandatory/Optional	Bidder Must State Their Compliance with the Specification and reference each spec to the provided Product Datasheet (Yes/No)
20	Split Screen Function	Optional	Optional	
<b>Connectivity Requirements</b>				
21	HDMI Inputs	Minimum 3	Mandatory	
22	HDMI Output	Minimum 1	Mandatory	
23	USB Ports	Minimum 4	Mandatory	
24	USB Touch Ports	Minimum 2	Mandatory	
25	LAN Port	Minimum 1 (RJ45)	Mandatory	
26	Wi-Fi 6	Built-in	Mandatory	
27	Bluetooth 5	optional	Optional	
28	OPS Slot	Mandatory	Mandatory	
29	RS-232 Control	Optional	Optional	
<b>Audio Requirements</b>				
30	Built-in Speakers	Yes	Mandatory	
31	Speaker Output	Minimum 2 × 15 W	Mandatory	
32	External Audio Output	Mandatory	Mandatory	
<b>Physical Requirements</b>				
33	Mounting Standard	VESA compatible	Mandatory	
34	VESA Size	Minimum 800 × 600 mm	Mandatory	
35	Protective Glass	Tempered	Mandatory	
<b>Power Requirements</b>				
37	Power Supply	AC 100–240 V	Mandatory	
38	Frequency	50 / 60 Hz	Mandatory	
39	Standby Power	≤ 1 W	Optional	
<b>Accessories</b>				
40	Interactive stylus pens	Mandatory	Mandatory	
41	Remote control	Mandatory	Mandatory	
42	Power cable	Mandatory	Mandatory	

No	Specification	Minimum Requirement	Mandatory/Optional	Bidder Must State Their Compliance with the Specification and reference each spec to the provided Product Datasheet (Yes/No)
43	HDMI cable	Mandatory	Mandatory	
44	USB cable	Mandatory	Mandatory	
45	Adjustable Screen Trolley Stand	Mandatory	Mandatory	
<b>Warranty &amp; Support</b>				
46	Warranty Period	Minimum 3 Years	Mandatory	
47	Technical Support	Local authorized support	Mandatory	
48	Spare Parts Availability	Minimum 3 years	Mandatory	
		<b>Note: Bidder MUST attach product datasheet that highlights the features matching each requirements/specification. Stating compliance without providing a product datasheet will be deemed non-compliant.</b>		

**iv. Virtual Reality Headset Charging & Storage Cabinet**

<b>No.</b>	<b>Specification</b>	<b>Minimum Required Specification</b>	<b>Mandatory/ Optional</b>	<b>Bidder Must State Their Compliance with the Specification and reference each spec to the provided Product Datasheet (Yes/No)</b>
1	Item Description	Charging and lockable storage cabinet for VR headsets	Mandatory	
2	Type	Mobile cart or stationary lockable storage cabinet	Mandatory	
3	Intended Use	Suitable for institutional use	Mandatory	
4	Minimum Capacity	Must store not less than 20 VR headsets	Mandatory	
5	Accessory Storage	Storage for controllers, charging cables, and accessories	Mandatory	
6	Device Separation	Compartments/dividers to prevent devices from touching or scratching	Mandatory	
7	Construction Material	Heavy-duty steel or equivalent durable metal construction	Mandatory	
8	Finish	Anti-rust / corrosion-resistant powder-coated finish	Mandatory	
9	Safety of Edges	Smooth rounded edges for user safety	Mandatory	
10	Structural Strength	Reinforced frame and door construction suitable for daily use	Mandatory	
<b>Security and Access</b>				
11	Locking System	Lockable door(s) with key lock / digital lock / combination lock	Mandatory	

No.	Specification	Minimum Required Specification	Mandatory/ Optional	Bidder Must State Their Compliance with the Specification and reference each spec to the provided Product Datasheet (Yes/No)
12	Keys / Access	Minimum two keys provided or full digital credentials	Mandatory	
13	Door Security	Secure hinges and tamper-resistant locking points	Mandatory	
<b>Charging System</b>				
14	Charging Capacity	Simultaneous charging of minimum 20 devices	Mandatory	
15	Charging Interface	USB-C and AC charging provision	Mandatory	
16	Charging Identification	Charging points clearly labeled	Mandatory	
17	Cable Management	Integrated cable routing and cable organizers	Mandatory	
18	Power Distribution	Integrated PDU or internal power strip	Mandatory	
19	Electrical Input	Compatible with 220–240V AC, 50Hz	Mandatory	
20	Overload Protection	Built-in overload protection	Mandatory	
21	Surge Protection	Built-in surge protection	Mandatory	
22	Main Power Control	Main power switch or indicator	Optional	
<b>Cooling and Ventilation</b>				
23	Ventilation	Passive ventilation openings and/or active cooling	Mandatory	
24	Heat Management	Adequate airflow during charging	Mandatory	
<b>Internal Storage Design</b>				
25	Internal Layout	Dedicated slots, trays, or shelves for each VR headset	Mandatory	

No.	Specification	Minimum Required Specification	Mandatory/Optional	Bidder Must State Their Compliance with the Specification and reference each spec to the provided Product Datasheet (Yes/No)
26	Controller Storage	Separate holders for controllers	Mandatory	
27	Lens/Device Protection	Design to protect lenses, straps, and sensors	Mandatory	
28	Dust Protection	Cabinet protects devices when closed	Mandatory	
29	Internal Protection Material	Non-abrasive padding/dividers	Mandatory	
<b>Mobility and Stability</b>				
30	Mobility	Heavy-duty swivel castors	Optional	
31	Wheel Locks	Minimum two lockable wheels	Optional	
32	Handles	Push/pull handles for movement	Optional	
33	Stability	Stable base to minimize tipping	Mandatory	
34	Stationary Option	Anti-tip design or anchoring provision	Mandatory	
<b>Physical and Space Requirements</b>				
35	Dimensions	Supplier to provide dimensions (H × W × D)	Mandatory	
36	Space Efficiency	Compact design suitable for classrooms and labs	Mandatory	
<b>Compatibility and Safety</b>				
37	Compatibility	Compatible with supplied VR headset models	Mandatory	
38	Electrical Safety	Wiring enclosed and protected	Mandatory	
39	Safety Standards	Must comply with relevant electrical and safety standards	Mandatory	
<b>Accessories and Documentation</b>				

No.	Specification	Minimum Required Specification	Mandatory/ Optional	Bidder Must State Their Compliance with the Specification and reference each spec to the provided Product Datasheet (Yes/No)
40	Included Accessories	Power cable, charging accessories, keys, manuals	Mandatory	
41	Installation	Supplier to deliver, assemble, and install unit	Mandatory	
42	Commissioning	Supplier to test charging and locking systems	Mandatory	
43	User Demonstration	Basic user orientation provided	Mandatory	
44	Warranty	Minimum 1-year warranty (3 years preferred)	Mandatory	
45	After-Sales Support	Supplier to provide support and spare parts	Mandatory	
<p><b>Note: Bidder MUST attach product datasheet that highlights the features matching each requirements/specification. Stating compliance without providing a product datasheet will be deemed non-compliant.</b></p>				

v. **3000VA Smart Uninterruptible Power Supply (UPS)**

No.	Specification	Minimum Required Specification	Mandatory/ Optional	Bidder Must State Their Compliance with the Specification and reference each spec to the provided Product Datasheet (Yes/No)
1	UPS Type	Smart UPS (Line-Interactive or Online)	Mandatory	
2	Power Capacity	Minimum 3000VA / 2700W	Mandatory	

No.	Specification	Minimum Required Specification	Mandatory/Optional	Bidder Must State Their Compliance with the Specification and reference each spec to the provided Product Datasheet (Yes/No)
3	Output Waveform	Pure sine wave	Mandatory	
4	Form Factor	Tower design (Floor standing)	Mandatory	
5	Green Mode	Energy efficient mode supported	Optional	
6	AVR	Automatic Voltage Regulation supported	Mandatory	
7	Cold Start	Ability to start without utility power	Mandatory	
<b>Battery and Runtime Specifications</b>				
11	Battery Type	Maintenance-free sealed lead-acid (VRLA)	Mandatory	
12	Recharge Time	< 3 hours typical	Mandatory	
13	Battery Life	3–5 years expected service life	Mandatory	
	User Replaceable	User-replaceable battery modules	Mandatory	
	Hot-Swappable	Supported (Replace while load is on)	Optional	
<b>Output Specifications</b>				
14	Nominal Output	230V	Mandatory	
15	Configurable Volts	220V / 230V / 240V	Mandatory	
16	Output Frequency	50 Hz	Mandatory	
17	Output Ports (Low)	Minimum 6 x IEC 320 C13 (For headsets/monitors)	Mandatory	
18	Output Ports (High)	Minimum 1 x IEC 320 C19 (For high-draw PC hubs)	Mandatory	
<b>Input Specifications</b>				
23	Input Voltage	180 – 287 V adjustable	Mandatory	
24	Extended Input	Adjustable to 170 – 300 V	Optional	

No.	Specification	Minimum Required Specification	Mandatory/ Optional	Bidder Must State Their Compliance with the Specification and reference each spec to the provided Product Datasheet (Yes/No)
	Input Frequency	47 – 63 Hz	Mandatory	
	Input Connection	IEC 320 C20	Mandatory	
<b>Communication and Management</b>				
25	Display	Multi-function LCD status and control console	Mandatory	
26	Management Port	USB interface (DB-9/Serial optional)	Mandatory	
27	Software	Full compatibility with monitoring software	Mandatory	
28	Alarms	Audible alerts for low battery, overload, and faults	Mandatory	
<b>Environmental Requirements</b>				
30	Op Temp	0 – 40 °C	Mandatory	
31	Noise Level	< 45 dBA	Optional	
32	Operating Humidity	0 – 95% non-condensing	Mandatory	
<b>Certification &amp; Standards</b>				
35	Safety Certification	CE compliant	Mandatory	
36	Electrical Compliance	VDE / GOST / SABS or equivalent	Mandatory	
	Standards Compliance	EN/IEC 62040-1	Mandatory	
	EMC Compliance	EN/IEC 62040-2	Mandatory	
<b>Accessories</b>				
37	Power cables	Mandatory	Mandatory	
38	USB communication cable	Mandatory	Mandatory	
39	Management software	Mandatory	Mandatory	
	User manual	Mandatory	Mandatory	
<b>Warranty &amp; Support</b>				

No.	Specification	Minimum Required Specification	Mandatory/ Optional	Bidder Must State Their Compliance with the Specification and reference each spec to the provided Product Datasheet (Yes/No)
40	Warranty Period	Minimum 1 years	Mandatory	
41	Battery Warranty	Minimum 1 years	Mandatory	
42	Technical Support	Authorized local support	Mandatory	
<b>Note: Bidder MUST attach product datasheet that highlights the features matching each requirements/specification. Stating compliance without providing a product datasheet will be deemed non-compliant.</b>				

**v. Device Management Software for Virtual Lab Devices**

No	Specification	Minimum Requirement	Bidder Must State Their Compliance with the Specification and reference each spec to the provided Product Datasheet (Yes/No)
1	<b>Centralized Management Functions (System-Level):</b>	Registration, provisioning, and configuration of all VR devices across participating institutions;	
2		Centralized control of content access, authorization, and user roles;	
3		Management of content distribution, version control, and update orchestration;	
4		Remote monitoring of device status, usage, and performance;	
5		Remote diagnostics, troubleshooting, and technical support capabilities; and	
6		System-wide reporting and administrative oversight.	
7		Registration, provisioning, and configuration of all VR devices across participating institutions;	

8	<b>Institution-Level Functions (Local Lab Level):</b>	Local synchronization of content to devices;	
9		Session management and day-to-day operation of VR lab devices;	
10		Routine device administration and user management;	
11		Support for continued operation in offline or low-connectivity environments; and	
12		Local troubleshooting and first-level technical support.	
<b>Update and Synchronization Mechanism</b>			
13	<b>Update and Synchronization Mechanism</b>	Online updates for institutions with reliable connectivity; and	
14		Offline or low-bandwidth update methods for constrained environments.	
15	<b>Interoperability and Integration Requirements</b>	Capability to integrate or interface with LMS platforms for learner tracking, reporting, and content linkage;	
16		Support for data exchange related to training usage, learner progress, and assessment outcomes;	
17		Use of open standards or well-documented interfaces (e.g., APIs) to enable future integration and scalability; and	
		Avoidance of proprietary lock-in that restricts interoperability or future system expansion.	
<b>PROJECT IMPLEMENTATION TEAM</b>			
18	<b>Project manager</b>	<p><b>Academic Requirements</b> A minimum of Master's degree in Education Technology, Computer Science, ICT, Engineering, Project Management or related field.</p> <p><b>General Experience:</b> At least five (5) years of experience managing IT or Technology related projects</p> <p><b>Certification</b> Certification in Project Management: Prince 2, PMI, PMP or equivalent</p>	

		<p><b>Specific Experience:</b> A minimum of 3 years in designing, developing, and implementing technology infrastructure and systems</p>	
19	Systems Engineer/Integrator	<p><b>Academic Requirements</b> A minimum of Bachelor’s degree in Computer science, Engineering, Educational Technology, Technical Education or related field.</p> <p><b>Certifications</b> Relevant certifications in Technology infrastructure such as network and hardware</p> <p><b>General Experience</b> Should have a minimum of 4 years in designing, deploying and integrating infrastructure and systems of diverse technologies.</p> <p><b>Specific Experience</b> Should have a minimum of two years in designing, installing, integrating and maintaining technology infrastructure and systems</p>	
20	Technology Technician	<p><b>Academic Requirements</b> A minimum of diploma in IT, Computer Science, Engineering or related field.</p> <p><b>Specific Experience</b> A minimum of 3 years hands-on experience in installing, implementing and maintaining technology infrastructure and systems;</p>	
<b>Training</b>			
22	<b>Training of System Administrators</b>	Provide a detailed training programme/schedule, training content & training methodologies	

**Note: Bidder MUST provide Curriculum Vitae (CV) and all required testimonials to support their compliance**

### 3. Qualification (ITB 37)

#### 3.1 Qualification Criteria (ITB 37.1)

After determining the substantially responsive Bid which offers the lowest-evaluated cost in accordance with ITB 34, and, if applicable, the assessment of any Abnormally Low Bid (in accordance with ITB 36) the Purchaser shall carry out the post-qualification of the Bidder in accordance with ITB 37, using only the requirements specified. Requirements not included in the text below shall not be used in the evaluation of the Bidder's qualifications.

- (a) **Financial Capability:** The Bidder shall submit audited financial statements or, if not required by the law of the Bidder's country, other financial statements acceptable to the Purchaser, for the last **three (3)** years prior to bid submission deadline, demonstrating the current soundness of the Bidder's financial position. For a joint venture, this requirement shall be met by each member;
- (b) **Specific Experience:** The Bidder shall demonstrate that it has successfully completed at least **Two (2)** contracts within the last **Five (5)** years prior to bid submission deadline, each with a value of at least **Kes. 110 Million** that have been successfully and substantially completed and that are similar in nature and complexity to the Goods and Related Services under the Contract. For a joint venture, this requirement may be met by all members combined.
- (c) **Documentary Evidence:** The Bidder shall furnish documentary evidence to demonstrate that the goods it offers meet the following usage requirement: **Product datasheets for: -**
- i. **Virtual Reality Headset**
  - ii. **Workstation (Computers) with Monitors**
  - iii. **Interactive Display (Screens)**
  - iv. **Virtual Reality Headset Charging & Storage Cabinet**
  - v. **3000VA Smart Uninterruptible Power Supply (UPS)**
  - vi. **Device Management Software for Virtual Lab Devices**

**[for off-the-shelf Goods, para. (e) may normally be the case, in which case para. (d) below shall be deleted.]**

(d) **Manufacturer's authorization:** A Bidder who does not manufacture an item/s **where a manufacturer authorization is required** in accordance with BDS ITB 17.2 (a), the Bidder shall provide evidence of being duly authorized by a manufacturer (Manufacturer's Authorization Form, Section IV, Bidding Forms), meeting the criteria in (d) (i) and (ii) above, to supply the Goods;

(e) A bidder who does who does not manufacture an item/s **where a manufacturer authorization is not required** in accordance with BDS ITB 17.2 (a), the bidder shall submit documentation on, its status as a supplier, to the satisfaction of the Purchaser (e.g. authorized dealer/ distributor of the items). At the time of Contract Award, the Bidder (including each subcontractor proposed by the Bidder) shall not be subject to disqualification by the Bank for non-compliance with SEA/ SH obligations.



# Section IV - Bidding Forms

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## Letter of Bid

*INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE DOCUMENT*

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

*Note: All italicized text is to help Bidders in preparing this form.*

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

**RFB No.:** *[insert number of RFB process]*

**Request for Bid No.:** *[insert identification]*

**Alternative No.:** *[insert identification No if this is a Bid for an alternative]*

**To:** *[insert complete name of Purchaser]*

- (a) **No reservations:** We have examined and have no reservations to the bidding document, including Addenda issued in accordance with Instructions to Bidders (ITB 8);
- (b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITB 4;
- (c) **Bid/Proposal-Securing Declaration:** We have not been suspended nor declared ineligible by the Purchaser based on execution of a Bid-Securing Declaration or Proposal-Securing Declaration in the Purchaser's Country in accordance with ITB 4.7;
- (d) **Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment (SH):** *[select the appropriate option from (i) to (iii) below and delete the others. In case of JV members and/or subcontractors, indicate the status of disqualification by the Bank of each JV member and/or subcontractor].*

We, including any of our subcontractors:

- (i) *[have not been subject to disqualification by the Bank for non-compliance with SEA/ SH obligations.]*
- (ii) *[are subject to disqualification by the Bank for non-compliance with SEA/ SH obligations.]*
- (iii) *[had been subject to disqualification by the Bank for non-compliance with SEA/ SH obligations, and were removed from the disqualification list. An arbitral award on the disqualification case has been made in our favor.]*

- (e) **Conformity:** We offer to supply in conformity with the bidding 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*];
- (f) **Bid Price:** The total price of our Bid, 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 Bid 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*];
- (g) **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 application of discounts is shown below: [*Specify in detail the method that shall be used to apply the discounts*];
- (h) **Bid Validity:** Our Bid shall be valid until [*insert day, month and year in accordance with ITB 18.1*], and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (i) **Performance Security:** If our Bid is accepted, we commit to obtain a performance security in accordance with the bidding document;
- (j) **One Bid per Bidder:** We are not submitting any other Bid(s) as an individual Bidder, and we are not participating in any other Bid(s) as a Joint Venture member, or as a subcontractor, and meet the requirements of ITB 4.3, other than alternative Bids submitted in accordance with ITB 13;
- (k) **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 World Bank Group or a debarment imposed by the World Bank Group in accordance with the Agreement for Mutual Enforcement of Debarment Decisions between the World Bank and other development banks. Further, we are not ineligible under the Purchaser's Country laws or official regulations or pursuant to a decision of the United Nations Security Council;

(l) **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 ITB 4.6];*

(m) **Commissions, gratuities, fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Bidding 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.”)

(n) **Binding Contract:** We understand that this Bid, 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;

(o) **Purchaser Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Bid, the Most Advantageous Bid or any other Bid that you may receive; and

(p) **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.

**Name of the Bidder:** *\*[insert complete name of the Bidder]*

**Name of the person duly authorized to sign the Bid on behalf of the Bidder:** *\*\*[insert complete name of person duly authorized to sign the Bid]*

**Title of the person signing the Bid:** *[insert complete title of the person signing the Bid]*

**Signature of the person named above:** *[insert signature of person whose name and capacity are shown above]*

**Date signed** *[insert date of signing]* **day of** *[insert month]*, *[insert year]*

\*: In the case of the Bid submitted by a 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. The power of attorney shall be attached with the Bid Schedules.

## 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 number of RFB process]*  
 Alternative No.: *[insert identification No if this is a Bid for an alternative]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

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, in accordance with ITB 4.4. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB 4.1. <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITB 4.6 documents establishing: <ul style="list-style-type: none"> <li>• Legal and financial autonomy</li> <li>• Operation under commercial law</li> <li>• Establishing that the Bidder is not under the supervision of the Purchaser</li> </ul>
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. The successful Bidder shall provide additional information on beneficial ownership, using the Beneficial Ownership Disclosure Form.

## 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 number of Bidding process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

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, in accordance with ITB 4.4.  <input type="checkbox"/> In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Purchaser, in accordance with ITB 4.6.
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. The successful Bidder shall provide additional information on beneficial ownership for each JV member using the Beneficial Ownership Disclosure Form.

## Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment Performance Declaration

*[The following table shall be filled in by the Bidder, each member of a Joint Venture and each subcontractor proposed by the Bidder]*

Bidder's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member's or Subcontractor's Name: *[insert full name]*

RFB No. and title: *[insert RFB number and title]*

Page *[insert page number]* of *[insert total number]* pages

<b>SEA and/or SH Declaration in accordance with Section III, Qualification Criteria, and Requirements</b>
<p>We:</p> <p><input type="checkbox"/> (a) have not been subject to disqualification by the Bank for non-compliance with SEA/ SH obligations</p> <p><input type="checkbox"/> (b) are subject to disqualification by the Bank for non-compliance with SEA/ SH obligations</p> <p><input type="checkbox"/> (c) had been subject to disqualification by the Bank for non-compliance with SEA/ SH obligations and were removed from the disqualification list. An arbitral award on the disqualification case has been made in our favor.</p>
<p><b><i>[If (c) above is applicable, attach evidence of an arbitral award reversing the findings on the issues underlying the disqualification.]</i></b></p>

## Price Schedule Forms

*[The Bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the List of Goods and Related Services specified by the Purchaser in the Schedule of Requirements.]*

### Price Schedule: Goods Manufactured Outside the Purchaser’s Country, to be Imported

(Group C Bids, goods to be imported)							Date: _____	
Currencies in accordance with ITB 15							RFB No: _____	
							Alternative No: _____	
							Page N° _____ of _____	
1	2	3	4	5	6	7	8	9
Line Item N°	Description of Goods	Country of Origin	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price CIP <i>[insert place of destination]</i> in accordance with ITB 14.8(b)(i)	CIP Price per line item (Col. 5x6)	Price per line item for inland transportation and other services required in the Purchaser’s Country to convey the Goods to their final destination specified in BDS	Total Price per Line item (Col. 7+8)
<i>[insert number of the item]</i>	<i>[insert name of good]</i>	<i>[insert country of origin of the Good]</i>	<i>[insert quoted Delivery Date]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit price CIP per unit]</i>	<i>[insert total CIP price per line item]</i>	<i>[insert the corresponding price per line item]</i>	<i>[insert total price of the line item]</i>
							Total Price	

Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[Insert Date]*

### Price Schedule: Goods Manufactured Outside the Purchaser’s Country, already imported\*

(Group C Bids, Goods already imported)

Date: \_\_\_\_\_  
 RFB No: \_\_\_\_\_  
 Alternative No: \_\_\_\_\_  
 Page N° \_\_\_\_\_ of \_\_\_\_\_

Currencies in accordance with ITB 15

1	2	3	4	5	6	7	8	9	10	11	12
Line Item N°	Description of Goods	Country of Origin	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price including Custom Duties and Import Taxes paid, in accordance with ITB 14.8(c)(i)	Custom Duties and Import Taxes paid per unit in accordance with ITB 14.8(c)(ii) , [to be supported by documents]	Unit Price net of custom duties and import taxes, in accordance with ITB 14.8 (c) (iii) (Col. 6 minus Col.7)	Price per line item net of Custom Duties and Import Taxes paid, in accordance with ITB 14.8(c)(i) (Col. 5×8)	Price per line item for inland transportation and other services required in the Purchaser’s Country to convey the goods to their final destination, as specified in BDS in accordance with ITB 14.8 (c)(v)	Sales and other taxes paid or payable per item if Contract is awarded (in accordance with ITB 14.8(c)(iv)	Total Price per line item (Col. 9+10)
<i>[insert number of the item]</i>	<i>[insert name of Goods]</i>	<i>[insert country of origin of the Good]</i>	<i>[insert quoted Delivery Date]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit price per unit]</i>	<i>[insert custom duties and taxes paid per unit]</i>	<i>[insert unit price net of custom duties and import taxes]</i>	<i>[ insert price per line item net of custom duties and import taxes]</i>	<i>[insert price per line item for inland transportation and other services required in the Purchaser’s Country]</i>	<i>[insert sales and other taxes payable per item if Contract is awarded]</i>	<i>[insert total price per line item]</i>
Total Bid Price											

Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]*

\* *[For previously imported Goods, the quoted price shall be distinguishable from the original import value of these Goods declared to customs and shall include any rebate or mark-up of the local agent or representative and all local costs except import duties and taxes, which have been and/or have to be paid by the Purchaser. For clarity the Bidders are asked to quote the price including import duties, and additionally to provide the import duties and the price net of import duties which is the difference of those values.]*

### Price Schedule: Goods Manufactured in the Purchaser’s Country

Purchaser’s Country  _____		(Group A and B Bids)  Currencies in accordance with ITB 15				Date: _____ RFB No: _____ Alternative No: _____ Page N° _____ of _____			
1	2	3	4	5	6	7	8 <sup>1</sup>	9	10
Line Item N°	Description of Goods	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price EXW	Total EXW price per line item (Col. 4×5)	Price per line item for inland transportation and other services required in the Purchaser’s Country to convey the Goods to their final destination	Cost of local labor, raw materials and components with origin in the Purchaser’s Country % of Col. 5	Sales and other taxes payable per line item if Contract is awarded (in accordance with ITB 14.8(a)(ii))	Total Price per line item (Col. 6+7)
<i>[insert number of the item]</i>	<i>[insert name of Good]</i>	<i>[insert quoted Delivery Date]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert EXW unit price]</i>	<i>[insert total EXW price per line item]</i>	<i>[insert the corresponding price per line item]</i>	<i>[Insert cost of local labor, raw material and components from within the Purchase’s country as a % of the EXW price per line item]</i>	<i>[insert sales and other taxes payable per line item if Contract is awarded]</i>	<i>[insert total price per item]</i>
<b>Total Price</b>									

Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]*

<sup>1</sup> *[Delete Column 8 if domestic preference is not applicable, which should normally be the case for off-the-shelf Goods]*

### Price and Completion Schedule - Related Services

Currencies in accordance with ITB 15						Date: _____
						RFB No: _____
						Alternative No: _____
						Page N° _____ of _____
1	2	3	4	5	6	7
Service N°	Description of Services (excludes inland transportation and other services required in the Purchaser's Country to convey the goods to their final destination)	Country of Origin	Delivery Date at place of Final destination	Quantity and physical unit	Unit price	Total Price per Service (Col. 5*6 or estimate)
<i>[insert number of the Service]</i>	<i>[insert name of Services]</i>	<i>[insert country of origin of the Services]</i>	<i>[insert delivery date at place of final destination per Service]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit price per item]</i>	<i>[insert total price per item]</i>
<b>Total Bid Price</b>						

Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]*

## Form of Bid Security

### (Bank Guarantee)

*[The bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]*

*[Guarantor letterhead or SWIFT identifier code]*

**Beneficiary:** *[Purchaser to insert its name and address]*

**RFB No.:** *[Purchaser to insert reference number for the Request for Bids]*

**Alternative No.:** *[Insert identification No if this is a Bid for an alternative]*

**Date:** *[Insert date of issue]*

**BID 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 the Bidder, which in the case of a joint venture shall be the name of the joint venture (whether legally constituted or prospective) or the names of all members thereof]* (hereinafter called "the Applicant") has submitted or will submit to the Beneficiary its Bid (hereinafter called "the Bid") for the execution of \_\_\_\_\_ under Request for Bids No. \_\_\_\_\_ ("the RFB").

Furthermore, we understand that, according to the Beneficiary's conditions, Bids must be supported by a Bid 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 \_\_\_\_\_ (\_\_\_\_\_) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:

- (a) has withdrawn its Bid prior to the Bid validity expiry date set forth in the Applicant's Letter of Bid, or any extended date provided by the Applicant; or
- (b) having been notified of the acceptance of its Bid by the Beneficiary prior to the expiry date of the Bid validity or any extension thereof provided by the Applicant has failed to:
  - (i) sign the contract agreement, or
  - (ii) furnish the performance security, in accordance with the Instructions to Bidders ("ITB") of the Beneficiary's bidding document.

This guarantee will expire: (a) if the Applicant is the successful Bidder, upon our receipt of copies of the Contract agreement signed by the Applicant and the performance security issued to the Beneficiary in relation to such Contract agreement; or (b) if the Applicant is not the successful Bidder, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Bidding process; or (ii) twenty-eight days after the expiry date of the Bid validity.

Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No. 758.

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*[Signature(s)]*

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

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## Form of Bid Security (Bid Bond)

*[The Surety shall fill in this Bid Bond Form in accordance with the instructions indicated.]*

BOND NO. \_\_\_\_\_

BY THIS BOND *[name of Bidder]* as Principal (hereinafter called “the Principal”), and *[name, legal title, and address of surety]*, **authorized to transact business in** *[name of country of Purchaser]*, as Surety (hereinafter called “the Surety”), are held and firmly bound unto *[name of Purchaser]* as Obligee (hereinafter called “the Purchaser”) in the sum of *[amount of Bond]*<sup>2</sup> *[amount in words]*, for the payment of which sum, well and truly to be made, we, the said Principal and Surety, bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Principal has submitted or will submit a written Bid to the Purchaser dated the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, for the supply of *[name of Contract]* (hereinafter called the “Bid”).

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Principal:

- (a) withdraws its Bid prior to the Bid validity expiry date set forth in the Principal’s Letter of Bid, or any extended date provided by the Principal; or
- (b) having been notified of the acceptance of its Bid by the Purchaser prior to the expiry date of the Bid validity or any extension thereto provided by the Applicant has failed to: (i) execute the Contract agreement; or (ii) furnish the Performance Security, in accordance with the Instructions to Bidders (“ITB”) of the Purchaser’s bidding document.

then the Surety undertakes to immediately pay to the Purchaser up to the above amount upon receipt of the Purchaser’s first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

The Surety hereby agrees that its obligation will remain in full force and effect up to and including the date 28 days after the date of expiry of the Bid validity set forth in the Principal’s Letter of Bid or any extension thereto provided by the Principal.

IN TESTIMONY WHEREOF, the Principal and the Surety have caused these presents to be executed in their respective names this \_\_\_ day of \_\_\_\_\_ 20\_\_\_.

Principal: \_\_\_\_\_ Surety: \_\_\_\_\_  
                   Corporate Seal (where appropriate)

<sup>2</sup> The amount of the Bond shall be denominated in the currency of the Purchaser’s Country or the equivalent amount in a freely convertible currency.

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*(Signature)*  
*(Printed name and title)*

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*(Signature)*  
*(Printed name and title)*

## 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)]*

Bid No.: *[number of RFB process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[complete name of Purchaser]*

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 or submitting proposals in any contract with the Purchaser for the period of time specified in Section II – Bid Data Sheet, if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn our Bid prior to the expiry date of the Bid validity specified in the Letter of Bid or any extended date provided by us; or
- (b) having been notified of the acceptance of our Bid by the Purchaser prior to the expiry date of the Bid validity in the Letter of Bid or any extended date provided by us, (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 expiry date of the Bid validity.

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

*[If applicable only]*

*[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 number of RFB process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Purchaser]*

### 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 Clause 28 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

We confirm that we do not engage or employ forced labor or persons subject to trafficking or child labor, in accordance with Clause 14 of the General Conditions of Contract.

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 Bank-Financed Procurement**

In reference to ITB 4.8 and ITB 5.1, for the information of the Bidders, at the present time firms, goods and services from the following countries are excluded from this Bidding process:

Under ITB 4.8(a) and ITB 5.1: None

Under ITB 4.8(b) and ITB 5.1: None



# Section VI - Fraud and Corruption

**(Section VI shall not be modified)**

## 1. Purpose

1.1 The Bank's Anti-Corruption Guidelines and this annex apply with respect to procurement under Bank Investment Project Financing operations.

## 2. Requirements

2.1 The Bank requires that Borrowers (including beneficiaries of Bank financing); bidders (applicants/proposers), consultants, contractors and suppliers; any sub-contractors, sub-consultants, service providers or suppliers; any agents (whether declared or not); and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Bank-financed contracts, and refrain from Fraud and Corruption.

2.2 To this end, the Bank:

- a. Defines, for the purposes of this provision, the terms set forth below as follows:
  - i. "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - ii. "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
  - iii. "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - iv. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - v. "obstructive practice" is:
    - (a) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive 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

- (b) acts intended to materially impede the exercise of the Bank’s inspection and audit rights provided for under paragraph 2.2 e. below.
- b. Rejects a proposal for award if the Bank determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- c. In addition to the legal remedies set out in the relevant Legal Agreement, may take other appropriate actions, including declaring misprocurement, if the Bank determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement process, selection and/or execution of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;
- d. Pursuant to the Bank’s Anti- Corruption Guidelines, and in accordance with the Bank’s prevailing sanctions policies and procedures, may sanction a firm or individual, either indefinitely or for a stated period of time, including by publicly declaring such firm or individual ineligible (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;<sup>1</sup> (ii) to be a nominated<sup>2</sup> sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project;
- e. Requires that a clause be included in bidding/request for proposals documents and in contracts financed by a Bank loan, requiring (i) bidders (applicants/proposers), consultants, contractors, and suppliers, and their sub-contractors, sub-consultants, service providers, suppliers, agents, personnel, permit the Bank to inspect<sup>3</sup> all accounts, records and other documents relating

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<sup>1</sup> For the avoidance of doubt, a sanctioned party’s ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

<sup>2</sup> A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the particular bidding document) is one which has been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

<sup>3</sup> Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Bank or persons appointed by the Bank to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as

to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the Bank.

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relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.



## **PART 2 – Supply Requirements**



# Section VII - Schedule of Requirements

## Contents

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## Notes for Preparing the Schedule of Requirements

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

The objective of the Schedule of Requirements is to provide sufficient information to enable Bidders to prepare their Bids efficiently and accurately, in particular, the Price Schedule, for which a form is provided in Section IV. In addition, the Schedule of Requirements, together with the Price Schedule, should serve as a basis in the event of quantity variation at the time of award of contract pursuant to ITB 42.1.

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 Bidder’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

Line Item N°	Description of Goods	Quantity	Physical unit	Final Destination (Project Site) as specified in BDS	Delivery (as per Incoterms) Date		
					Earliest Delivery Date	Latest Delivery Date	Bidder's offered Delivery date [to be provided by the Bidder]
							[insert the number of days following the date of effectiveness of the Contract]
1	Supply, Delivery & Installation of Standalone Virtual Reality Headset	450	PCs	As per Annex 1	30 days	365 days	
2	Supply, Delivery & Installation of High-Performance Computer (Virtual Reality-ready)	60	PCs	As per Annex 1	30 days	365 days	
3	Supply, Delivery & Installation of 75-inch Interactive Screen	30	PCs	As per Annex 1	30 days	365 days	
4	Supply, Delivery & Installation of Charging & lockable Storage Cabinet	30	PCs	As per Annex 1	30 days	365 days	
5	Supply, Delivery & Installation of Sanitization kit (per headset)	450	PCs	As per Annex 1	30 days	365 days	
6	Supply, Delivery & Installation of UPS 3kVA + surge protection	60	PCs	As per Annex 1	30 days	365 days	

7	Accessories	30	Set	As per Annex 1	30 days	365 days	
8	Supply, Delivery & Installation of Device management software for virtual lab devices	1	PCs	As per Annex 1	30 days	365 days	
9	Training of Administrative Staff	1	Lot	As per Annex 1	30 days	365 days	

## 2. List of Related Services and Completion Schedule

*[This table shall be filled in by the Purchaser. The Required Completion Dates should be realistic, and consistent with the required Goods Delivery Dates (as per Incoterms)]*

Service	Description of Service	Quantity <sup>1</sup>	Physical Unit	Place where Services shall be performed	Final Completion Date(s) of Services
<i>[insert Service No]</i>	<i>[insert description of Related Services]</i>	<i>[insert quantity of items to be supplied]</i>	<i>[insert physical unit for the items]</i>	<i>[insert name of the Place]</i>	<i>[insert required Completion Date(s)]</i>
1	1 Year Support and Maintenance	1 year	Lot	As Listed in Annex 1	1 year upon installation

1. If applicable



### 3. Technical Specifications

#### 1. BACKGROUND

The Government of the Republic of Kenya (GoK) has received financing in the amount equivalent to US\$390 Million from the World Bank towards the cost of the first phase of the Kenya Digital Economy & Acceleration Project and it intends to apply part of the proceeds to payments for goods, works, non-consulting services and consulting services to be procured under this project.

The project will include the following components as included in the Project Appraisal Document (PAD).

1. **Component 1: Digital Infrastructure and Services:** The aim of this component is to increase access to high-speed internet for individuals, industry, and government—the ‘foundation of the foundations’ of a digital economy and strengthen Kenya’s role as regional digital leader—while leveraging investments from the private sector
2. **Component 2: Digital Government and Services:** This component will invest in the foundational digital services, platforms, architectures, and policies needed to transform the way the Government communicates and conducts its internal operations.
3. **Component 3: Digital Skills and Markets:** This component aims to equip young Kenyans with digital skills and strengthen their abilities to access and compete in domestic and regional markets through supporting skills development, to study mechanisms to improve access to affordable devices and through enhancing the enabling environment for e-commerce to support Kenya’s role as a regional digital hub.
4. **Component 4: Project Management:** This component will support project implementation, coordination, for the Project Implementation Unit (PIU) within ICTA and capacity building.
5. **Component 5: Contingent Emergency Response Components:** This component will be activated in the event of an emergency.

The Government of Kenya places strong emphasis on skills development as a driver of productivity, employment creation, and industrial competitiveness. This priority is anchored in the Constitution of Kenya (2010), which guarantees the right to education (Article 43), mandates

inclusive access for persons with disabilities (Article 54), and obligates the State to equip youth with appropriate education and training (Article 55).

The State Department for Technical and Vocational Education and Training (SDTVET) supervises 247 TVET institutions—comprising 1 Kenya School of TVET, 33 National Polytechnics, 48 Technical Training Institutes, and 163 Technical and Vocational Colleges—with a combined enrolment exceeding 600,000 trainees supported by approximately 12,000 trainers.

Kenya has made sustained investments in Technical and Vocational Education and Training (TVET) infrastructure to support the transition to Competency-Based Education and Training (CBET). This transition to Competency-Based Education and Training (CBET) requires intensive, repeated, and safe practical exposure. However, physical laboratory constraints, high equipment costs, safety risks, and uneven geographic distribution continue to undermine effective CBET delivery. These constraints were exposed during recent global disruptions, reinforcing the need for resilient, technology-enabled training models. These constraints are further compounded by the rapid pace of technological change, which renders physical equipment obsolete faster than procurement cycles can respond, and by the safety risks associated with practical training in high-stakes technical environments.

There is therefore an urgent need for a scalable, modern, and cost-effective approach that can complement physical workshops while ensuring equitable access, standardized delivery, and alignment with evolving industry requirements.

The Virtual Simulation Laboratories initiative represents a low-risk, high-impact investment that converts KDEAP-enabled digital infrastructure and connectivity in TVET institutions into functional practical training capacity, reduce dependence on high-cost physical equipment, and contribute to the institutionalization of safe, standardized, and repeatable practical training nationwide. It addresses persistent constraints in CBET practical delivery—equipment limitations, uneven training standards, safety risks, and high lifecycle costs—through a scalable, modern, and inclusive simulation-based approach. When integrated with CBET curricula, Virtual Labs offer a sustainable pathway to improving training quality and return on public investment.

By embedding Virtual Labs into SDTVET systems, curriculum delivery, and sustainability frameworks, the initiative positions Kenya to deliver consistent national competency standards, improve employ-ability outcomes, enhance inclusion for women and persons with disabilities, and support emerging Industry 4.0 and green-economy workforce needs.

The initiative will be implemented across 30 TVET institutions, with beneficiary selection guided by connectivity readiness, enrolment size, regional balance, and alignment with priority economic sectors to ensure equitable national coverage and optimal impact. The integration of virtual reality laboratories is expected to significantly strengthen learning outcomes by providing immersive, competency-based training for effective skills transfer that mirrors real-world work environments. This, in turn, will enhance the employability and employment retention of TVET graduates by equipping them with industry-relevant technical and digital skills aligned to current and future labour market demands.

The proposed Virtual Labs for Simulation-Based Training Initiative directly operationalizes this mandate.

## **2. OBJECTIVE**

To enhance the quality, accessibility, safety, and labour-market relevance of skills development in Kenyan TVET institutions by deploying virtual simulation laboratories that support Competency-Based Education and Training (CBET) and prepare learners for Industry 4.0 and digital-economy occupations.

### **2.1 Specific Objectives**

- i. To expand institutional coverage of virtual labs measurable by the number of TVET institutions provided with operational Virtual Labs;
- ii. To provide TVET trainees with access to high-quality simulation-based practical experiences for improved mastery and competency through unlimited practice opportunities;
- iii. To enhance trainer capacity in modern virtual lab technologies;
- iv. To provide immersive, hands-on simulations that enhance practical skills acquisition, improve trainee comprehension and safety in high-risk training environments, and increase graduates' employability by aligning competencies with real-world industry standards;

- v. To reduce operational costs associated with physical laboratories;

### **3. SCOPE OF SERVICES AND SPECIFIC TASKS OF THE ASSIGNMENT**

The scope of work will involve supply, delivery, installation and configuring virtual simulation labs equipment and associated accessories in select TVET institutions across the country.

#### **3.1 Institutional Coverage**

This activity will support the deployment of Virtual Simulation Laboratories in 30 Technical and Vocational Education and Training (TVET) institutions across Kenya. The selected institutions will be drawn from:

- National Polytechnics
- Technical Training Institutes
- Technical and Vocational Colleges
- State Department for TVET

The scope is intentionally defined to allow standardized deployment at scale, while remaining feasible within the KDEAP implementation period.

#### **3.2 Scope of intervention**

The Contractor will design and implement the required infrastructure to support the Virtual Labs initiative. The scope includes:

1. Survey/assessment of the identified TVET sites and document the inception report;
2. Provide layout plans to guide the installation of the virtual Lab equipment;
3. Supply, delivery, installation and configuration of all equipment and components for the virtual labs system;
4. Provide comprehensive training of the users/administrators to operate, support and maintain the virtual labs system;
5. Providing one-year support and maintenance for the virtual lab system post inspection and acceptance.

#### **3.3 Key Tasks and Responsibilities**

**Task 1: Inception and assessment of the identified 30 TVET sites**

The contractor will:

- Undertake assessment of the identified sites to ascertain readiness and requirements for the virtual labs system as per the set guidelines provided by SD TVET;
- Analyze collected data and create functional requirements document;
- Create a proposed implementation methodology in phased manner that includes a draft implementation schedule showing completion within the required contract period

**Output:** Inception report and assessment report with detailed implementation work plan

**Task 2: Layout plans**

The contractor will:

- Define and document layout plans and present them for approval

**Output: Detailed layout plans**

**Task 3: Supply, delivery, installation and configuration of virtual lab equipment and components**

The contractor will:

- supply all equipment, components and licenses necessary for implementation of the virtual labs' system in conformance with set specifications;
- Install and configure the supplied equipment adhering to manufacturers' guides;
- Carry out all the necessary tests and document the test results

**Output:** Delivery notes, test result documents, inspection and acceptance report

**Task 4: User training**

The contractor will:

- Prepare a concise user training programme for approval;
- Undertake comprehensive training for the identified users/system administrators;
- Document a training report

**Output:** Approved user/system administrator training programme, training report, attendance register

### **Task 5: Post implementation support and maintenance**

The contractor will:

- Prepare a comprehensive support and maintenance service level agreement (SLA) for approval;
- Implement the support and maintenance according to the terms of SLA;
- Provide support and maintenance as per SLA terms

**Output:** Approved SLA document, work tickets

### **3.4 Requirements for Setting Up the Virtual Lab**

The contractor will undertake supply, delivery, installation and configuration of equipment to support the virtual lab initiative. The contractor will also provide comprehensive training of the users/system administrators. Additionally, the provide one (1) year post implementation support and maintenance of the virtual lab equipment and infrastructure.

It is imperative to note that selected technical domains and their spatial implications will guide the contractor in aligning room layout design, equipment positioning, learner flow, and interaction zones with the intended simulation-based training activities and CBET delivery requirements.

**Table 1: Proposed Technical Domains, Training Scenarios, Competencies and Spatial Implications**

<b>Technical Domain</b>	<b>Proposed Course / Training Module</b>	<b>Proposed VR / Digital Content Focus</b>	<b>Illustrative Training Scenarios / Use Cases</b>	<b>Core Competencies to be Developed</b>	<b>Implications for Virtual Lab Layout / Design</b>
<b>Building and Construction Technologies</b>	Plumbing Installation and Maintenance	Pipe fitting, water supply systems, drainage systems, leak detection, sanitation installation	Pipe routing and jointing; installation of water supply lines; drainage and waste system setup; leak detection and repair; sanitary fixture installation; safe handling of plumbing tools and fittings	Pipe fitting and installation accuracy; interpretation of plumbing layouts; fault diagnosis and corrective action; safe tool handling; sanitation and compliance with	Requires open practice zone for standing movement, scenario-based task stations, wall display/briefing screen, and safe learner circulation space for repetitive procedural practice

				installation procedures	
<b>Electrical and Mechanical Engineering</b>	Heating, Ventilation, and Air Conditioning (HVAC) Installation and Maintenance	Refrigeration cycle simulation, HVAC system installation, fault diagnosis, maintenance procedures, safety practices	Refrigeration cycle visualization; component assembly and disassembly; HVAC unit installation; fault tracing in compressors, fans, and sensors; preventive maintenance routines; PPE and safety drills	Understanding of HVAC system components and processes; installation and commissioning skills; troubleshooting and diagnostics; preventive maintenance; safety compliance	Requires simulation stations with adequate interaction space, instructor demonstration area, clear observation/viewing angles, and room for pair/group troubleshooting sessions
<b>Automotive and Industrial Mechatronics</b>	Car Assembly and Basic Automotive Diagnostics	Vehicle assembly sequence, component identification, engine systems, sensors and actuators, diagnostic procedures	Vehicle sub-system assembly; engine component identification; sensor and actuator testing; basic fault-code interpretation; diagnostic workflow practice; maintenance and replacement procedures	Assembly sequencing; component recognition; use of diagnostic logic; interpretation of sensor/actuator behavior; troubleshooting and system integration skills	Requires flexible layout for immersive movement, modular learner stations, display zone for instructor-led demonstrations, and collaborative working areas for team-based diagnostics
<b>ICT and Computer Systems</b>	VR Storage / VR Systems Management	VR hardware setup, digital asset storage, system configuration, content deployment, troubleshooting of VR platforms	Headset and controller setup; user account/device provisioning; digital content upload and deployment; storage and retrieval of assets; troubleshooting connectivity or synchronization problems; system update routines	Device setup and configuration; digital asset management; content deployment and update handling; troubleshooting of VR platforms; operational support skills	Requires configuration desk/workbench area, device charging/storage zone, stable connectivity access points, control/monitoring station, and secure storage arrangements for accessories and equipment
<b>Renewable Energy Technologies</b>	Solar Systems Design and Operation	Solar assembly, airflow and heat transfer visualization, temperature	Component assembly; airflow path visualization; heat transfer and temperature control	Renewable energy system understanding; assembly and operation of solar	Requires open demonstration area, visual display support for thermal/airflow

		control, process monitoring, maintenance	simulation; cycle monitoring; fault identification; maintenance and optimization exercises	dryer systems; environmental monitoring; performance optimization; maintenance procedures	processes, learner practice stations, and sufficient circulation for collaborative observation and guided operation
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**Table 2: Summary of proposed requirements**

<b>Support Area</b>	<b>Details</b>	<b>Responsibility</b>
<b>Dedicated laboratory room</b>	Provide a dedicated room with secure access control, adequate ventilation and lighting, and reliable internet connectivity for virtual lab setup; workstations, ergonomic seating. The standard requirements for the room will be guided by SD TVET (Annex 3)	Beneficiary institution
<b>Implementation of the virtual lab system</b>	Define layout plans for the virtual lab equipment; Supply, delivery, installation, configuration and testing of virtual lab equipment and components	Contractor
<b>Training of system administrators</b>	Delivery of system administrators training	Contractor
<b>Support and maintenance</b>	Provision of one-year post installation support and maintenance of the virtual lab equipment and infrastructure	Contractor
<b>Others</b>	Management committee cost	Contractor

### 3.5 Technical Requirements

The procuring entity intends to establish a Virtual Reality (VR) Laboratory to support immersive learning, simulation training, research, and digital innovation. The laboratory will consist of VR headsets, high-performance VR-ready workstations, interactive display systems, and supporting infrastructure.

### 3.6 Scope of Supply

- i. Virtual Reality Headsets;
- ii. VR Ready High-Performance Workstations & Display Monitors;

- iii. Interactive Display Board;
- iv. All required accessories and cables;
- v. Delivery, installation, and commissioning;
- vi. User training and documentation;

The bidder shall submit a proposal containing details of the solution design, technical specifications and performance characteristics of items and components to be supplied. The bidder shall adhere to the following requirements:

1. **Completeness of Technical Bid:** The bidder shall submit a proposal containing details of the solution design, technical specifications and performance characteristics of items and components to be supplied. The bidder must quote for all the items to cover the entire scope as listed in the bill of Materials.
2. **Layout plans:** The bidder will be expected to provide layout plans to guide installation of the virtual lab equipment. The final plans provided shall be approved during the implementation of the project;
3. **Components supply:** The bidder shall supply all components necessary to complete the implementation of the virtual labs' infrastructure. All materials and other supplies incorporated in the work installations must be new, unused and of most recent or current models. This should incorporate all recent improvements in design and materials.
4. **Solution:** The bidder shall be responsible for the installation, configuration, testing and commissioning of the virtual Labs technology system as required. The solution is required to support secure integration, scalability, reliability and simple infrastructure management. The solution shall have a consistent architecture to reduce the total cost of support and maintenance, component and interface management, scalability, relocations, security, redundancy and training;
5. **Manufacturer Authorization:** Bidder will provide Authentic Manufacturer Authorization for all equipment for the virtual Lab infrastructure;
6. **Warranty and support:** The bidder must attach a proof from manufacturer's that the virtual Lab equipment will have the requisite support. The Bidder shall warrant that all

the work installations and equipment are free from defects and if any defect is discovered; then the Bidder shall take immediate action to replace the damaged device as required during the warranty period.

7. **Workplan:** The bidder will provide proposed implementation methodology in phased manner and must include a draft implementation schedule showing completion within the required contract period
8. **Training:** The bidder shall be expected to provide a comprehensive training for the entire solution to three (3) users/ administrators.
9. **Testing:** Upon installation and completion; the bidder must carry out tests and document the test results showing the components used;
10. **Documentation:** The bidder shall avail three copies of documentation to the client detailing the layout, the devices and components used in the system which must include all information for future references and maintenance purposes;
11. **Acceptance:** The client's acceptance will be based on visual inspection and satisfaction of the works done during installation and configuration of the virtual lab system within the project period as well as the technical tests carried out to ensure that they fully passed after project completion.
12. **Brochures:** The bidder must enclose together with their submitted bids brochures detailing technical Literature and specifications of the equipment for the virtual Lab system;

### 3.7 Conformity to Technical Specifications

The following technical specifications will be used as standard for equipment, components and accessories to be supplied:

#### I. Supply, Delivery, Installation and Commissioning of Virtual Reality (VR) Headsets

##### a. General Requirements

The procuring entity intends to procure standalone Virtual Reality (VR) Headsets suitable for immersive learning, virtual simulations, digital training, and research applications.

The VR system shall support high-resolution displays, inside-out tracking, mixed reality capabilities, wireless operation, and hand controller interaction.

Bidders shall supply equipment equivalent or superior to the provided headset specifications.

**b. Technical Specifications Compliance Table (VR Headsets)**

Bidders must indicate Comply / Partially Comply / Not Comply and provide supporting documentation.

No	Specification	Minimum Requirement	Mandatory / Optional
1.	Device Type	Standalone VR headset	Mandatory
2.	Processor	Advanced XR processor	Mandatory
3.	RAM	Minimum 8 GB	Mandatory
4.	Storage	Minimum 128 GB internal storage	Mandatory
5.	Operating System	Built-in VR operating system	Mandatory
<b>Display Specifications</b>			
6.	Display Type	LCD or better	Mandatory
7.	Display Resolution	Minimum 2064 × 2208 per eye	Mandatory
8.	Refresh Rate	Minimum 90 Hz	Mandatory
9.	Field of View	Minimum 100°	Mandatory
10.	Lens Type	Pancake lenses or equivalent	Mandatory
<b>Tracking &amp; Interaction</b>			
11.	Tracking Technology	Inside-out positional tracking	Mandatory
12.	Controllers	Two motion controllers included	Mandatory
13.	Hand Tracking	Supported	Mandatory
14.	Spatial Tracking Cameras	Minimum 4 cameras	Mandatory
15.	Mixed Reality Capability	Color passthrough supported	Mandatory
<b>Connectivity Requirements</b>			
16.	Wi-Fi	Wi-Fi 6 or higher	Mandatory
17.	Bluetooth	Bluetooth 5.0 or higher	Mandatory
18.	USB Port	USB-C	Mandatory
19.	PC Connectivity	Wireless & wired PC VR support	Mandatory
<b>Audio Specifications</b>			
20.	Built-in Audio	Integrated spatial audio speakers	Mandatory
21.	Microphone	Integrated microphone	Mandatory
22.	Headphone Support	3.5 mm jack or Bluetooth audio	Mandatory
<b>Battery and Power</b>			
23.	Battery Type	Rechargeable lithium battery	Mandatory
24.	Battery Life	Minimum 2 hours active usage	Mandatory

No	Specification	Minimum Requirement	Mandatory / Optional
25.	Charging Interface	USB-C charging	Mandatory
<b>Physical Requirements</b>			
26.	Adjustable Head Strap	Mandatory	Mandatory
27.	Interpupillary Distance (IPD) Adjustment	Mandatory	Mandatory

### c. Accessories

The equipment must be supplied with the following accessories:

No	Accessory	Mandatory / Optional
28.	Motion controllers (pair)	Mandatory
29.	Charging cable	Mandatory
30.	Power adapter	Mandatory
31.	Protective face interface	Mandatory
32.	Sanitization Kit	Mandatory
33.	Carrying case	Optional
34.	Extra controller batteries	Optional

### d. Software & Application Support

Requirement	Minimum Specification
VR Application Platform	Access to VR application ecosystem

### e. Installation & Commissioning

The supplier shall:

- Deliver the equipment to the designated site.
- Configure the VR headsets for operational use.
- Install necessary applications or management software.
- Conduct functionality testing.
- Provide user orientation and training.

This requirement is **Mandatory**.

### f. Warranty Requirements

Requirement	Minimum Specification
Warranty Period	Minimum 2 years
Technical Support	Authorized technical support
Spare Parts Availability	Minimum 3 years

## II. Supply, Delivery, Installation and Commissioning of High-Performance Workstation Computer with Monitor

### a. General Description

The procuring entity intends to procure high-performance workstation computers suitable for virtual reality applications, simulation software, graphics processing, AI workloads, and advanced digital training environments.

The workstation must support high computational processing power, advanced graphics capability, large memory capacity, and high-speed storage.

### b. Technical Specifications Compliance Table (Work Station)

Bidders shall indicate **Comply / Partially Comply / Not Comply** and provide supporting documentation (brochures or datasheets).

No	Specification	Minimum Requirement	Mandatory / Optional
1.	Device Type	High-performance workstation computer	Mandatory
2.	Processor (CPU)	≥ 12 cores processor	Mandatory
3.	RAM	Minimum 64 GB	Mandatory
4.	Graphics Processing Unit (GPU)	Dedicated GPU supporting DirectX 12	Mandatory
5.	GPU Memory	≥ 16 GB VRAM	Mandatory
6.	Storage	Minimum 2 TB NVMe SSD	Mandatory
7.	Operating System	Windows 11 (64-bit) licensed	Mandatory
8.	Network Interface	1 × Gigabit Ethernet	Mandatory
<b>Ports and Connectivity</b>			
9.	Front USB Ports	1 × USB-C and 2 × USB-A (USB 3.x)	Mandatory
10.	Rear USB Ports	≥ 6 USB ports total	Mandatory
11.	Video Output	HDMI and DisplayPort via dedicated GPU	Mandatory
12.	Additional Ports	Audio input/output	Optional
<b>Monitor Specifications</b>			

No	Specification	Minimum Requirement	Mandatory / Optional
13.	Display Type	IPS / LCD	Mandatory
14.	Display size	Minimum 27"	Mandatory
15.	Screen Resolution	Full HD (1920 × 1080) or higher	Mandatory
16.	Contrast Ratio	Minimum 1000:1	Mandatory
17.	Brightness	Minimum 400 cd/m <sup>2</sup>	Mandatory
18.	Display Ports	2 × HDMI 2.0	Mandatory
19.	USB Ports on Display	USB Type-A 5Gbps	Optional
20.	USB Upstream Port	1 × USB-B	Optional
<b>Power and Physical Requirements</b>			
21.	Power Supply	Compatible with 220–240 V AC	Mandatory
22.	Form Factor	Workstation chassis	Mandatory
23.	Cooling	High-performance cooling system	Mandatory

### c. Accessories

The workstation shall be supplied with the following accessories:

No	Accessory	Mandatory / Optional
23	Keyboard	Mandatory
24	Optical mouse	Mandatory
25	Power cables	Mandatory
26	Display cables (HDMI or DisplayPort)	Mandatory

### d. Installation and Commissioning

The supplier shall:

- Deliver the equipment to the designated site.
- Install and configure the workstation.
- Install the operating system and drivers.
- Conduct testing to ensure proper functionality.
- Provide basic user orientation.

This requirement is **Mandatory**.

### e. Warranty Requirements

Requirement	Minimum Specification
Warranty Period	Minimum 3 years
Technical Support	Authorized service support
Spare Parts Availability	Minimum 3 years

## III. Supply, Delivery, Installation and Commissioning of Interactive Display

### a. General Requirements

The procuring entity seeks to procure 75-inch Interactive Flat Panel Displays suitable for classroom teaching, training environments, and collaborative meetings. The display must support multi-touch interaction, UHD resolution, wireless collaboration, and integrated annotation tools.

Bidders must provide equipment **equivalent or superior to the Interactive Display specifications.**

#### 1.1 Technical Specifications Compliance Table (Interactive Display)

No	Specification	Minimum Requirement	Mandatory / Optional
1	Screen Size	Minimum 75 Inches	Mandatory
2	Display Type	IPS or equivalent panel technology	Mandatory
3	Resolution	4K UHD (3840 × 2160)	Mandatory
4	Brightness	Minimum 350 cd/m <sup>2</sup>	Mandatory
5	Viewing Angle	Minimum 178° (H/V)	Mandatory
6	Contrast Ratio	Minimum 1,000:1	Mandatory
7	Protective Glass	Anti-glare tempered glass	Mandatory
8	Glass Hardness	Minimum 7H	Mandatory
<b>Touch Technology Specifications</b>			
9	Touch Technology	Infrared (IR) or equivalent	Mandatory
10	Touch Points	Minimum 20 simultaneous touches	Mandatory
11	Touch Response Time	≤ 10 ms	Mandatory
12	Touch Accuracy	±1 mm	Mandatory
13	Writing Tools	Finger or stylus	Mandatory
14	Multi-user Interaction	Mandatory	Mandatory
<b>Built-in System &amp; Software</b>			
15	Operating System	Android or equivalent built-in OS	Mandatory
16	Whiteboard Software	Built-in interactive whiteboard	Mandatory

No	Specification	Minimum Requirement	Mandatory / Optional
17	File Compatibility	Support for PDF, Word, Excel, PPT	Mandatory
18	Web Browser	Built-in	Mandatory
19	Screen Recording	Optional	Optional
20	Split Screen Function	Optional	Optional
<b>Connectivity Requirements</b>			
21	HDMI Inputs	Minimum 3	Mandatory
22	HDMI Output	Minimum 1	Mandatory
23	USB Ports	Minimum 4	Mandatory
24	USB Touch Ports	Minimum 2	Mandatory
25	LAN Port	Minimum 1 (RJ45)	Mandatory
26	Wi-Fi 6	Built-in	Mandatory
27	Bluetooth 5	Optional	Optional
28	OPS Slot	Mandatory	Mandatory
29	RS-232 Control	Optional	Optional
<b>Audio Requirements</b>			
30	Built-in Speakers	Yes	Mandatory
31	Speaker Output	Minimum 2 × 15 W	Mandatory
32	External Audio Output	Supported	Mandatory
<b>Physical Requirements</b>			
33	Mounting Standard	VESA compatible	Mandatory
34	VESA Size	Minimum 800 × 600 mm	Mandatory
35	Protective Glass	Tempered	Mandatory
<b>Power Requirements</b>			
37	Power Supply	AC 100–240 V	Mandatory
38	Frequency	50 / 60 Hz	Mandatory
39	Standby Power	≤ 1 W	Optional

#### b. Accessories

The equipment must be supplied with the following accessories:

No	Accessory	Mandatory / Optional
40	Interactive stylus pens	Mandatory
41	Remote control	Mandatory
42	Power cable	Mandatory
43	HDMI cable	Mandatory

44	USB cable	Mandatory
45	Adjustable Screen Trolley Stand	Mandatory

### c. Installation & Commissioning

The supplier shall:

- Deliver the equipment to the designated site.
- Install and mount the display.
- Configure the system for operation.
- Conduct functional testing.
- Provide user orientation/training.

This requirement is **Mandatory**.

### d. Warranty Requirements

Requirement	Minimum Specification
Warranty Period	Minimum 3 Years
Technical Support	Local authorized support
Spare Parts Availability	Minimum 3 years

## IV. Supply, Delivery, Installation and Commissioning of VR Headset Charging and Storage Cabinet

### a. General Description

The procuring entity intends to procure charging and lockable storage cabinets for Virtual Reality (VR) headsets to ensure safe storage, organized charging, and protection of devices used in VR laboratories and digital training environments.

The unit must provide secure storage, organized device compartments, integrated charging capability, and adequate ventilation for safe operation.

### b. Technical Specifications Compliance Table (VR Headset Charging and Storage cabinet)

Bidders shall indicate **Comply / Partially Comply / Not Comply** and provide documentary evidence such as brochures or datasheets.

No.	Specification	Minimum Required Specification	Mandatory / Optional
1	Item Description	Charging and lockable storage cabinet for VR headsets	Mandatory
2	Type	Mobile cart or stationary lockable storage cabinet	Mandatory
3	Intended Use	Suitable for institutional use	Mandatory
4	Minimum Capacity	Must store not less than 20 VR headsets	Mandatory
5	Accessory Storage	Storage for controllers, charging cables, and accessories	Mandatory
6	Device Separation	Compartments/dividers to prevent devices from touching or scratching	Mandatory
7	Construction Material	Heavy-duty steel or equivalent durable metal construction	Mandatory
8	Finish	Anti-rust / corrosion-resistant powder-coated finish	Mandatory
9	Safety of Edges	Smooth rounded edges for user safety	Mandatory
10	Structural Strength	Reinforced frame and door construction suitable for daily use	Mandatory
<b>Security and Access</b>			
11	Locking System	Lockable door(s) with key lock / digital lock / combination lock	Mandatory
12	Keys / Access	Minimum two keys provided or full digital credentials	Mandatory
13	Door Security	Secure hinges and tamper-resistant locking points	Mandatory
<b>Charging System</b>			
14	Charging Capacity	Simultaneous charging of minimum 20 devices	Mandatory
15	Charging Interface	USB-C and AC charging provision	Mandatory
16	Charging Identification	Charging points clearly labeled	Mandatory
17	Cable Management	Integrated cable routing and cable organizers	Mandatory
18	Power Distribution	Integrated PDU or internal power strip	Mandatory
19	Electrical Input	Compatible with 220–240V AC, 50Hz	Mandatory
20	Overload Protection	Built-in overload protection	Mandatory
21	Surge Protection	Built-in surge protection	Mandatory
22	Main Power Control	Main power switch or indicator	Optional
<b>Cooling and Ventilation</b>			

No.	Specification	Minimum Required Specification	Mandatory / Optional
23	Ventilation	Passive ventilation openings and/or active cooling	Mandatory
24	Heat Management	Adequate airflow during charging	Mandatory
<b>Internal Storage Design</b>			
25	Internal Layout	Dedicated slots, trays, or shelves for each VR headset	Mandatory
26	Controller Storage	Separate holders for controllers	Mandatory
27	Lens/Device Protection	Design to protect lenses, straps, and sensors	Mandatory
28	Dust Protection	Cabinet protects devices when closed	Mandatory
29	Internal Protection Material	Non-abrasive padding/dividers	Mandatory
<b>Mobility and Stability</b>			
30	Mobility	Heavy-duty swivel castors	Optional
31	Wheel Locks	Minimum two lockable wheels	Optional
32	Handles	Push/pull handles for movement	Optional
33	Stability	Stable base to minimize tipping	Mandatory
34	Stationary Option	Anti-tip design or anchoring provision	Mandatory
<b>Physical and Space Requirements</b>			
35	Dimensions	Supplier to provide dimensions (H × W × D)	Mandatory
36	Space Efficiency	Compact design suitable for classrooms and labs	Mandatory
<b>Compatibility and Safety</b>			
37	Compatibility	Compatible with supplied VR headset models	Mandatory
38	Electrical Safety	Wiring enclosed and protected	Mandatory
39	Safety Standards	Must comply with relevant electrical and safety standards	Mandatory
<b>Accessories and Documentation</b>			
40	Included Accessories	Power cable, charging accessories, keys, manuals	Mandatory
41	Installation	Supplier to deliver, assemble, and install unit	Mandatory
42	Commissioning	Supplier to test charging and locking systems	Mandatory
43	User Demonstration	Basic user orientation provided	Mandatory
44	Warranty	Minimum 1-year warranty (3 years preferred)	Mandatory

No.	Specification	Minimum Required Specification	Mandatory / Optional
45	After-Sales Support	Supplier to provide support and spare parts	Mandatory

## V. Supply, Delivery, Installation and Commissioning of 3000VA Smart Uninterruptible Power Supply (UPS)

### a. General Description

The procuring entity seeks to procure Smart Uninterruptible Power Supply (UPS) systems designed to provide reliable backup power and voltage regulation for VR laboratory equipment and digital learning systems.

The UPS must provide pure sine wave output, automatic voltage regulation, and intelligent battery management to ensure safe and continuous operation of connected equipment.

Equipment supplied shall be equivalent or superior to the UPS 3000VA Tower.

### b. Technical Specifications Compliance Table (UPS)

Bidders must indicate **Comply / Partially Comply / Not Comply** and provide supporting documentation.

No	Specification	Minimum Requirement	Mandatory / Optional
1	UPS Type	Smart UPS (Line-Interactive or Online)	Mandatory
2	Power Capacity	Minimum 3000VA / 2700W	Mandatory
3	Output Waveform	Pure sine wave	Mandatory
4	Form Factor	Tower design (Floor standing)	Mandatory
5	Green Mode	Energy efficient mode supported	Optional
6	AVR	Automatic Voltage Regulation supported	Mandatory
7	Cold Start	Ability to start without utility power	Mandatory
<b>Battery and Runtime Specifications</b>			
8	Battery Type	Maintenance-free sealed lead-acid (VRLA)	Mandatory
9	Recharge Time	< 3 hours typical	Mandatory
10	Battery Life	3–5 years expected service life	Mandatory
11	User Replaceable	User-replaceable battery modules	Mandatory
12	Hot-Swappable	Supported (Replace while load is on)	Optional
<b>Output Specifications</b>			
13	Nominal Output	230V	Mandatory
14	Configurable Volts	220V / 230V / 240V	Mandatory

15	Output Frequency	50 Hz	Mandatory
16	Output Ports (Low)	Minimum 6 x IEC 320 C13 (For headsets/monitors)	Mandatory
17	Output Ports (High)	Minimum 1 x IEC 320 C19 (For high-draw PC hubs)	Mandatory
<b>Input Specifications</b>			
18	Input Voltage	180 – 287 V adjustable	Mandatory
19	Extended Input	Adjustable to 170 – 300 V	Optional
20	Input Frequency	47 – 63 Hz	Mandatory
21	Input Connection	IEC 320 C20	Mandatory
<b>Communication and Management</b>			
22	Display	Multi-function LCD status and control console	Mandatory
23	Management Port	USB interface (DB-9/Serial optional)	Mandatory
24	Software	Full compatibility with monitoring software	Mandatory
25	Alarms	Audible alerts for low battery, overload, and faults	Mandatory
<b>Environmental Requirements</b>			
26	Op Temp	0 – 40 °C	Mandatory
27	Noise Level	< 45 dBA	Optional
28	Operating Humidity	0 – 95% non-condensing	Mandatory

### c. Certifications and Standards

No	Certification	Requirement
35	Safety Certification	CE compliant
36	Electrical Compliance	VDE / GOST / SABS or equivalent
37	Standards Compliance	EN/IEC 62040-1
38	EMC Compliance	EN/IEC 62040-2

### d. Accessories

The UPS must be supplied with:

No	Accessory	Mandatory / Optional
39	Power cables	Mandatory
40	USB communication cable	Mandatory
41	Management software	Mandatory
42	User manual	Mandatory

### e. Installation and Commissioning

The supplier shall:

- Deliver and install the UPS to the designated installation site
- Test battery and load performance
- Configure monitoring software
- Provide basic operational training

This requirement is **Mandatory**.

### f. Warranty Requirements

Requirement	Minimum Specification
Warranty Period	Minimum 1 years
Battery Warranty	Minimum 1 years
Technical Support	Authorized local support

### vi. Device Management Software for Virtual Lab Devices

The Contractor shall provide a robust Device Management System (DMS) for all VR lab devices to support content distribution, device management, and system administration. The system shall have the capability of enabling secure, scalable, and quality-controlled deployment of immersive training solutions across participating TVET institutions.

The system shall operate using a hybrid architecture, combining centralized platform-level control with institution-level operational capability.

The DMS shall include the following:

#### a) Centralized Management Functions (System-Level):

- Registration, provisioning, and configuration of all VR devices across participating institutions;
- Centralized control of content access, authorization, and user roles;
- Management of content distribution, version control, and update orchestration;
- Remote monitoring of device status, usage, and performance;
- Remote diagnostics, troubleshooting, and technical support capabilities; and
- System-wide reporting and administrative oversight.

**b) Institution-Level Functions (Local Lab Level):**

- Local synchronization of content to devices;
- Session management and day-to-day operation of VR lab devices;
- Routine device administration and user management;
- Support for continued operation in offline or low-connectivity environments; and
- Local troubleshooting and first-level technical support.

The Contractor shall clearly describe the hybrid architecture, including system design, data flows, division of responsibilities, deployment approach, connectivity requirements, technical support arrangements, and cost implications.

**c) Update and Synchronization Mechanism**

The system shall support regular content updates and synchronization, including:

- Online updates for institutions with reliable connectivity; and
- Offline or low-bandwidth update methods for constrained environments.

**d) Interoperability and Integration Requirements**

The system shall be designed to support interoperability with institutional Learning Management Systems (LMS) and other relevant digital systems where applicable.

At a minimum, the Contractor shall ensure:

- Capability to integrate or interface with LMS platforms for learner tracking, reporting, and content linkage;
- Support for data exchange related to training usage, learner progress, and assessment outcomes;
- Use of open standards or well-documented interfaces (e.g., APIs) to enable future integration and scalability; and
- Avoidance of proprietary lock-in that restricts interoperability or future system expansion.

The Contractor shall clearly describe the proposed integration approach, technical requirements, and any dependencies.

**IV. Documentation**

Bidders must provide:

- Manufacturer product datasheets
- Technical brochures
- Compliance certifications
- User manuals
- Warranty documentation

**V. Bill of material for Virtual Lab infrastructure**

The bidder shall supply all components necessary to complete the installation, configuration, testing and commissioning of the virtual labs' infrastructure. The bill of materials is the minimum estimate; The client is not liable for any omission.

**Table 3: Bill of Materials /requirements**

No	Item Description	Unit of measure	No. Per Inst.	No. of Inst.	Total Qty
1.	Standalone VR headset	No.	15	30	<b>450</b>
2.	High-performance computer (VR-ready)	No.	2	30	<b>60</b>
3.	75-inch smart screen	No.	1	30	<b>30</b>
4.	Charging & lockable storage cabinet	No.	1	30	<b>30</b>
5.	Sanitization kit (per headset)	No.	15	30	<b>450</b>
6.	UPS 3kVA + surge protection	No	2	30	<b>60</b>
7.	Accessories	Lot	1	30	<b>30</b>
8.	Device management software for virtual lab devices	Lot	1	1	<b>1</b>
9.	One-year Support and maintenance	Lot	1	1	<b>1</b>

#### **4. DELIVERABLES AND INDICATIVE TIMELINE**

The assignment for supply, delivery, installation, configuration and commissioning of virtual Lab equipment will be undertaken in 30 TVET institutions over a period of 12 months from the contract commencement date.

#### **5. INSTITUTIONAL ARRANGEMENTS, COORDINATION AND REPORTING**

The Contractor will report to SDTEVT & ICTA through the designated Project Coordinator. The assignment will be coordinated with the State Department for TVET (SDTVET) for site identification and prioritization, institutional coordination, and implementation. The contractor will collaborate with any designated national technical reference partner(s) as directed by ICTA & SDTVET to ensure standardization and quality assurance.

##### **5.1 TEAM COMPOSITION AND MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS FOR THE KEY EXPERTS**

The contracting firm shall have well qualified and experienced professionals as required and appropriate for completion of the exercise. They should possess necessary resources to undertake services of such nature including equipment and software required to execute the assignment. The key professionals/expert shall personally carry out (with assistance of other non-key experts and staff deemed appropriate) the services as described in this TOR. The key experts to be provided by the Contractor to conduct this assignment are as follows:

**Table 6: Qualification and Work Experience of the Key Experts**

<b>Expert</b>	<b>Requirement</b>
<b>Project manager</b>	<p><b>Academic Requirements</b> A minimum of Master’s degree in Education Technology, Computer Science, ICT, Engineering, Project Management or related field.</p> <p><b>General Experience:</b> At least five (5) years of experience managing IT or Technology related projects</p> <p><b>Certification</b> Certification in Project Management: Prince 2, PMI, PMP or equivalent</p> <p><b>Specific Experience:</b> A minimum of 3 years in designing, developing, and implementing technology infrastructure and systems</p>
<b>Systems Engineer/Integrator</b>	<p><b>Academic Requirements</b> A minimum of Bachelor’s degree in Computer science, Engineering, Educational Technology, Technical Education or related field.</p> <p><b>Certifications</b> Relevant certifications in Technology infrastructure such as network and hardware</p> <p><b>General Experience</b> Should have a minimum of 4 years in designing, deploying and integrating infrastructure and systems of diverse technologies.</p> <p><b>Specific Experience</b> Should have a minimum of two years in designing, installing, integrating and maintaining technology infrastructure and systems</p>
<b>Technology Technician</b>	<p><b>Academic Requirements</b> A minimum of diploma in IT, Computer Science, Engineering or related field.</p> <p><b>Specific Experience</b> A minimum of 3 years hands-on experience in installing, implementing and maintaining technology infrastructure and systems;</p>

## 5.2 ESTIMATED TIME INPUTS FOR KEY EXPERTS

The number of key experts and the estimated time input for each key expert for the assignment are presented in Table 7

**Table 7: Estimated Time Inputs for Key Experts**

S/No	Key and support Staff	No	Estimated Time Input (staff-months)
1)	Project manager / Team Leader	1	12
2)	Systems Engineer/Integrator	3	36
3)	Technology Technician	5	60
Total		9	108 Months.

### 5.3 OBLIGATIONS OF THE CLIENT

The contractor will be contracted by the Information and Communications Technology Authority (ICTA) on behalf of the State Department for TVET. The firm will ensure that the tasks identified in the scope of work are performed in a results-oriented manner, with the primary objective of achieving the expected outputs and outcomes of the assignment—specifically the supply, delivery, installation, configuration and configuration of required equipment and components for establishment and effective adoption of VR-enabled Virtual Labs for CBET delivery. The firm is encouraged to utilize local expertise wherever possible.

TVET shall provide the following support:

- a) Identification of beneficiary institutions: TVET will identify and provide access to beneficiary TVET institutions during assessment, implementation and maintenance of virtual Lab infrastructure and system;
- b) Access to Key Officials and Stakeholders: TVET will facilitate access to key officials within relevant government ministries and departments, and to institutional leadership (principals, heads of department, ICT coordinators), as needed to support deployment, adoption, and governance of VR-enabled Virtual Labs.
- c) Stakeholder Engagement: TVET will assist in convening key stakeholders (including industry partners where appropriate) and ensure cooperation with relevant organizations to smooth implementation.
- d) Timely Feedback and Approvals: TVET will review and provide timely feedback on all deliverables—including workplans, designs, delivery notes, and inspection reports—ensuring that approvals, revisions, and clarifications are communicated promptly to avoid delays in rollout.

## 6. OBLIGATIONS OF THE CONTRACTOR

The contractor is responsible for ensuring that all tasks identified in the scope of work are completed in a results-oriented manner, with the sole objective of achieving the outputs and outcomes expected from the assignment—specifically, the effective implementation, adoption and institutionalization of VR-enabled Virtual Labs for CBET delivery across participating TVET institutions. The firm is encouraged to leverage local expertise where appropriate and ensure that project activities are aligned with TVET’s strategic goals.

Key responsibilities include:

- a) Provision of necessary resources: The firm will be responsible for providing all necessary resources to carry out the assignment, including but not limited to:
  - i. Providing layout plans to guide installation and configuration Virtual Labs equipment;
  - ii. Supplying all components necessary to complete the implementation of the virtual labs’ system;
  - iii. Installation, configuration, testing and commissioning of the virtual Labs technology system as required;
  - iv. Ensuring manufacturer’s requisite warranty support for the virtual Lab system;
  - v. Provide comprehensive training for the entire solution to identified users/administrators;
  - vi. Provide means of communication and coordination;
  - vii. Provide timely implementation reports;
- b) Consistency with Professional and Legal Standards: The contractor is expected to perform all activities and produce outputs that are in line with professional standards and legal requirements, including access controls and public-sector procurement considerations. All deliverables must meet the expectations outlined in the Terms of Reference.
- c) Modern equipment and Technology: The contractor must ensure All materials and other supplies incorporated in the work installations must be new, unused and of most recent or current models.
- d) Consultative Process: The contractor will be required to follow a consultative process ensuring that the project maintains authenticity and ownership among stakeholders. Stakeholder engagement will be prioritized throughout the assignment including any designated national technical reference partner(s), as directed by ICTA and SDTVET, to

ensure standardization, technical consistency, and quality assurance across all participating institutions.

- e) **Timely Communication:** The contractor will maintain regular communication with the client throughout the project and notify them promptly of any delays, challenges, or significant changes to the work plan and implementation schedules.

## **7. PROPRIETY RIGHTS OF CLIENT IN REPORT AND RECORDS**

All reports, data, and information developed, collected, or obtained during the performance of the contract from the Client or other institutions shall remain the property of the Client. No use shall be made of such materials without prior written authorization from the Client.

At the end of the services, the Contractor shall relinquish all equipment, data, manuals, reports, and information—including Virtual Lab equipment, configuration files, user guides, source files/codes (where applicable), databases, and related documentation—to the Client, and shall not use them for any other assignment without prior written authority from the Client.

## **8. PROJECT REPORTING**

Upon submission of every report, the consultant is expected to make a presentation of the submitted report to the Client in a scheduled meeting. The acceptance of the report shall be recorded in the minutes of the meeting.

All draft and final reports shall be submitted in the prescribed format to:

The Chief Executive Officer, ICT Authority  
Telposta Towers, 12th Floor, Kenyatta Ave  
P.O. Box 27150 – 00100  
Nairobi, Kenya  
Tel: +254 20 2089061 / 2211960  
Fax: +254 20 2211960  
Email: [procurement@ict.go.ke](mailto:procurement@ict.go.ke), [info@icta.go.ke](mailto:info@icta.go.ke)  
Website: [www.icta.go.ke](http://www.icta.go.ke)



**ANNEX 2. LIST OF SELECTED INSTITUTIONS FOR VIRTUAL ESTABLISHMENT OF VIRTUAL LABS**

<b>LIST OF TVET INSTITUTIONS-KDEAP VR EQUIPMENT</b>									
<b>Sno</b>	<b>Name</b>	<b>Current Enrolment</b>	<b>Region</b>	<b>County</b>	<b>VR-Ready Workstations</b>	<b>VR Headsets</b>	<b>Smart Boards</b>	<b>VR charging Stations</b>	<b>UPS</b>
1.	Nyandarua National Polytechnic	11106	Central	Nyandarua	2	15	1	1	2
2.	Lodwar Technical and Vocational College	1,633	North Rift	Turkana	2	15	1	1	2
3.	Michuki National Polytechnic	4807	Central	Murang'a	2	15	1	1	2
4.	Ndia Technical and Vocational College	2587	Central	Kirinyaga	2	15	1	1	2
5.	Jeremiah Nyaga National Polytechnic	7147	Central Eastern	Embu	2	15	1	1	2
6.	Msambweni Technical and Vocational College	1543	Coast	kwale	2	15	1	1	2
7.	Taita Taveta National Polytechnic	3979	Coast	Taita Taveta	2	15	1	1	2
8.	Weru Technical and Vocational College	2032	Coast	Kilifi	2	15	1	1	2
9.	Kaimosi Friends National Polytechnic	5973	Western	Vihiga	2	15	1	1	2
10.	Rift Valley Technical Training Institute	8909	North Rift	Uasin Gishu	2	15	1	1	2
11.	Karen Technical Training Institute for The Deaf	1807	Nairobi	Nairobi	2	15	1	1	2
12.	Kenya School of TVET	249	Nairobi	Nairobi	2	15	1	1	2
13.	Samburu Technical and Vocational College	2890	North Rift	Samburu	2	15	1	1	2
14.	North Eastern National Polytechnic	1380	North Eastern	Garissa	2	15	1	1	2
15.	Mandera Technical Training Institute	1029	North Eastern	Mandera	2	15	1	1	2
16.	The Rift Valley National Polytechnic	9492	South Rift	Nakuru	2	15	1	1	2

<b>LIST OF TVET INSTITUTIONS-KDEAP VR EQUIPMENT</b>									
<b>Sno</b>	<b>Name</b>	<b>Current Enrolment</b>	<b>Region</b>	<b>County</b>	<b>VR-Ready Workstations</b>	<b>VR Headsets</b>	<b>Smart Boards</b>	<b>VR charging Stations</b>	<b>UPS</b>
17.	Kipsoen National Polytechnic	2628	North Rift	Elgeyo Marakwet	2	15	1	1	2
18.	Endebes Technical Training Institute	2440	North Rift	Trans Nzoia	2	15	1	1	2
19.	Keroka Technical Training Institute	3330	Nyanza	Kisii	2	15	1	1	2
20.	Siaya National Polytechnic	5649	Nyanza	Siaya	2	15	1	1	2
21.	Sikri Technical Training Institute for The Blind and Deaf	2535	Nyanza	Homabay	2	15	1	1	2
22.	Mwala Technical and Vocational College	2240	South Eastern	Machakos	2	15	1	1	2
23.	Tseikuru National Polytechnic Mwingi	3631	South Eastern	Kitui	2	15	1	1	2
24.	Wote Technical Training Institute	3589	South Eastern	Makueni	2	15	1	1	2
25.	Ol'lessos National Polytechnic	12493	South Rift	Nandi	2	15	1	1	2
26.	Sotik Technical Training Institute	4674	South Rift	Bomet	2	15	1	1	2
27.	Masai National Polytechnic	3031	South Rift	Kajiado	2	15	1	1	2
28.	Matili Technical Training Institute	6745	Western	Bungoma	2	15	1	1	2
29.	Shamberere National Polytechnic	5894	Western	Kakamega	2	15	1	1	2
30.	Chuka Technical Training Institute	4874	Central Eastern	Tharaka Nithi	2	15	1	1	2
<b>Total</b>		<b>130,316</b>			<b>60</b>	<b>450</b>	<b>30</b>	<b>30</b>	<b>60</b>

## ANNEX 3: VIRTUAL REALITY (VR) LABORATORY ROOM REQUIREMENTS (FOR TVET INSTITUTIONS)

### 1.0 DOCUMENT TITLE

Room Specification and Requirements for Establishment of a Virtual Reality (VR) Laboratory (15 Headsets Capacity)

### 2.0 PURPOSE

This document provides the minimum room specifications and infrastructure requirements for setting up a Virtual Reality (VR) Laboratory in select TVET institutions. It is intended to guide preparation/setup of the VR laboratory facility.

### 3.0 SCOPE

The VR Laboratory shall support immersive training and simulation-based learning using Virtual Reality technologies. The room shall be designed to accommodate the following equipment and capacity:

1. 15 Virtual Reality (VR) Headsets
2. 2 High-Performance Computers
3. 1 Smart Screen (75-inch)
4. 2 UPS (3KVA)
5. 1 Lockable VR Headset Storage Cabinet (Capacity 20)

### 4.0 ROOM CAPACITY REQUIREMENT

Category	Capacity
Maximum VR Learners	15
Trainer/Instructor	1–2
Total Occupancy	16–17 persons

### 5.0 MINIMUM ROOM SPECIFICATIONS

#### 5.1 Room Size and Dimensions

The VR laboratory room shall have adequate open space to allow safe movement for VR users.

Requirement	Minimum Standard
Minimum Floor Area	70 m <sup>2</sup>
Recommended Floor Area	80–90 m <sup>2</sup>
Minimum Dimensions	10m × 7m
Ceiling Height	Minimum 2.8m (Recommended 3.0m)

---

## 5.2 Room Layout and Zoning

The room shall be organized into the following functional zones:

1. VR Practice/Open Movement Zone
2. Instructor/Control Workstation Zone
3. Display/Presentation Zone
4. Storage and Charging Zone

The VR practice zone must occupy at least 50–60% of the room to ensure safe movement and avoid collisions.

---

## 6.0 FLOORING REQUIREMENTS

The flooring shall meet the following minimum standards:

- a) Flat, smooth, and non-slippery surface
- b) Must be durable and suitable for frequent movement
- c) Recommended flooring materials:
  - o Heavy duty vinyl flooring
  - o Rubber flooring
  - o Anti-slip tiles
- d) No loose carpets or uneven surfaces shall be permitted.

---

## 7.0 WALLS AND CEILING REQUIREMENTS

- a) Walls shall be painted in neutral, non-reflective colors to minimize glare and improve tracking stability.
- b) Walls shall be free from protrusions and sharp edges.
- c) Ceiling must not contain hanging objects that may obstruct movement.
- d) Any ceiling fans shall be avoided or installed with safety clearance.

---

## 8.0 DOORS AND ACCESSIBILITY REQUIREMENTS

- a) Door width shall be minimum 900mm to allow equipment movement.
- b) The laboratory shall comply with accessibility standards including:
  - o Clear pathways
  - o Provision for persons with disabilities (PWD)
  - o Ramp access where required

---

## 9.0 ELECTRICAL POWER REQUIREMENTS

### 9.1 Main Power Supply

- i. Power supply shall be stable and adequate for ICT and VR equipment.
- ii. Minimum supply:
  - o Single Phase 240V AC

- iii. A dedicated circuit is recommended for the VR lab.

---

### 9.2 Power Outlet Requirements

The laboratory shall have sufficient power points distributed strategically.

Location	Minimum Outlets
1. Instructor workstation (2 PCs + accessories)	4
2. Smart screen location	2
3. Headset storage/charging area	4
4. General/Expansion sockets	2
<b>Total Minimum</b>	<b>12 outlets</b>

All outlets must be properly grounded and protected.

---

### 9.3 UPS Requirement

- a) The laboratory shall allow for installation of 2 × 3KVA UPS
- b) The UPS shall be positioned to provide backup for:
  - 2 high-performance computers
  - networking equipment (router/switch)
  - optional support for the smart screen depending on load
- c) UPS shall be installed in a well-ventilated location and away from walk paths.

---

### 9.4 Surge and Safety Protection

- Surge protectors shall be installed for all sensitive ICT equipment.
- Electrical wiring must be done using conduit trunking and certified fittings.
- Electrical installation must comply with national electrical safety standards.

---

## 10.0 NETWORK AND INTERNET REQUIREMENTS

### 10.1 Internet Bandwidth

The laboratory shall have reliable internet connectivity to support VR content downloads, cloud simulations, updates, and streaming.

Requirement	Minimum Standard
Internet Bandwidth	20 Mbps minimum
Recommended Bandwidth	50 Mbps and above

---

### 10.2 Network Infrastructure

The laboratory shall have both wired and wireless connectivity.

Minimum requirements include:

- 1 Gigabit router
- 1 network switch (8–16 ports recommended)
- Wi-Fi access point(s) to ensure full coverage

---

### 10.3 LAN Points

A minimum of **4 LAN points** shall be provided:

Device/Area	LAN Points
High-performance computers	2
Smart screen	1
Spare/Expansion	1
<b>Total Minimum</b>	<b>4</b>

---

### 11.0 DISPLAY AND PRESENTATION INSTALLATION REQUIREMENTS

- The laboratory shall allow for installation of 1 × 75-inch smart screen:
  - wall-mounted with heavy-duty bracket OR
  - mounted on a stable mobile stand
- The screen will be positioned to allow full visibility from the VR practice zone.

---

### 12.0 FURNITURE AND EQUIPMENT PLACEMENT REQUIREMENTS

#### 12.1 Instructor Workstation

- 2 computer desks or a dual workstation bench
- Must include:
  - cable management system
  - ergonomic chairs
  - adequate ventilation space around CPU/GPU units

#### 12.2 Learner Seating

- Minimum of **15 stackable chairs**
- Seating shall be arranged along the wall or designated area to avoid obstructing VR movement.

#### 12.3 VR Headset Storage Cabinet

The laboratory shall allow for installation of 1 lockable headset storage cabinet (minimum 20 headset capacity)

---

### 13.0 LIGHTING REQUIREMENTS

- i. Lighting shall be uniform and sufficient for safe movement.
- ii. Recommended lighting:
  - LED ceiling panels
- iii. Lighting must not produce flicker or glare.
- iv. Provision for presentation mode lighting control is recommended.

---

### 14.0 VENTILATION AND AIR CONDITIONING REQUIREMENTS

The VR laboratory shall provide adequate ventilation due to heat generated by computers and headsets.

Minimum standards:

- i. Natural ventilation through windows AND/OR mechanical ventilation
- ii. Recommended:
  - o split air conditioning system(s)

Room temperature shall be maintained between:

- o 20°C – 25°C

## 15.0 SAFETY REQUIREMENTS

### 15.1 Physical Safety

- VR movement area must be clearly marked using floor tape or boundary mats.
- No exposed cables shall be allowed in walking zones.
- Cable trunking and floor cable protectors must be used.

### 15.2 Fire Safety

The laboratory shall have:

- **CO<sub>2</sub> fire extinguisher** (minimum 1 unit)
- Smoke detector (recommended)
- Emergency exit signage

### 15.3 First Aid

- 1 first aid kit shall be available within the laboratory or nearby.

## 16.0 SECURITY REQUIREMENTS

The VR laboratory shall have security measures due to the high value of equipment.

Minimum requirements:

- i. Lockable doors
- ii. Window grills where applicable
- iii. CCTV surveillance (recommended)
- iv. Controlled access through authorized users only

## 17.0 HOUSEKEEPING AND HYGIENE REQUIREMENTS

The laboratory shall provide:

- hand sanitizer stations
- disinfectant wipes for headset cleaning
- disposable face covers (optional)
- regular cleaning schedule for shared equipment

## 18.0 MINIMUM EQUIPMENT ACCOMMODATION LIST

The laboratory shall be able to safely accommodate and operate the following:

Item	Quantity
------	----------

Virtual Reality Headsets	15
High Performance Computers	2
Smart Screen	1 (75 inch)
UPS	2 (3KVA)
VR Storage Cabinet	1 (20 headset capacity)

## 19.0 INSPECTION AND COMPLIANCE CHECKLIST

The following shall be used during inspection and commissioning:

Requirement	Compliance (Yes/No)
Room area is minimum 70 m <sup>2</sup>	
Ceiling height minimum 2.8m	
Clear VR movement zone marked	
Flooring is non-slip and even	
Minimum 12 power sockets installed	
Proper grounding and surge protection available	
Dedicated power circuit provided	
3KVA UPS installed and functional	
Smart screen installed and functional	
LAN points installed (minimum 4)	
Wi-Fi connectivity available	
VR headset cabinet lockable and ventilated	
Adequate ventilation/AC installed	
Fire extinguisher installed (CO <sub>2</sub> )	
First aid kit available	
Security measures in place (locks/grills/CCTV)	
Cable management implemented	

## 20.0 COMMISSIONING REQUIREMENTS

Before commissioning, the following shall be tested and verified:

- Power stability test
- Internet connectivity test (Wi-Fi and LAN)
- Safety compliance (fire extinguisher, exit access, cable management)
- Physical spacing verification for 15 learners

## 21.0 RECOMMENDED ROOM LAYOUT DESCRIPTION

- Instructor workstation placed near the smart screen.
- Open VR movement zone placed centrally with boundary markings.

- Chairs placed along the perimeter to avoid interference with VR activity.
- 

**Prepared For:** TVET Institutions – Virtual Laboratory Setup

**Document Use:** Inspection, Compliance Verification and Commissioning

## 4. Drawings

This bidding document includes **No** drawings.

<b>List of Drawings</b>		
<b>Drawing Nr.</b>	<b>Drawing Name</b>	<b>Purpose</b>
Not Applicable	Not Applicable	Not Applicable

## **5. Inspections and Tests**

The following inspections and tests shall be performed:

- (a) Physical inspection**
- (b) Power- on and Boot test**
- (c) Performance and hardware testing**
- (d) Stress test and Final Verification**



## **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) **“Bank”** means the World Bank and refers to the International Bank for Reconstruction and Development (IBRD) or the International Development Association (IDA).
- (b) **“Contract”** means the Contract Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- (c) **“Contract Documents”** means the documents listed in the Contract Agreement, including any amendments thereto.
- (d) **“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.
- (e) **“Day”** means calendar day.
- (f) **“Completion”** means the fulfillment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.
- (g) **“GCC”** means the General Conditions of Contract.
- (h) **“Goods”** means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser under the Contract.
- (i) **“Purchaser’s Country”** is the country specified in the **Special Conditions of Contract (SCC)**.
- (j) **“Purchaser”** means the entity purchasing the Goods and Related Services, as **specified in the SCC**.
- (k) **“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.
- (l) **“SCC”** means the Special Conditions of Contract.
- (m) **“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.

- (n) **“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 Purchaser and is named as such in the Contract Agreement.
- (o) **“The Project Site,”** where applicable, means the place named in the SCC.

## 2. Contract Documents

2.1 Subject to the order of precedence set forth in the Contract Agreement, 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. Fraud and Corruption

3.1 The Bank requires compliance with the Bank’s Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the WBG’s Sanctions Framework, as set forth in Appendix 1 to the GCC.

3.2 The Purchaser 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 **specified in the SCC**.

(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** and published by the International Chamber of Commerce in Paris, France.

### 4.3 Entire Agreement

The Contract constitutes the entire agreement between the Purchaser 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 Purchaser, 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.
- 5.2 The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation, for documents provided by the Supplier.

- 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 Purchaser 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 Purchaser.
- 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 and financed by the Bank 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 the Purchaser’s Country, unless otherwise specified in the **SCC**.
- 9.2 Throughout the execution of the Contract, the Supplier shall comply with the import of goods and services prohibitions in the Purchaser’s Country when:
- (a) as a matter of law or official regulations, the Borrower’s country prohibits commercial relations with that country; 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 from that country or any payments to any country, person, or entity in that country.

**10. Settlement of Disputes**

- 10.1 The Purchaser 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 Purchaser shall pay the Supplier any monies due the Supplier.

**11. Inspections and Audit by the Bank**

- 11.1 The Supplier shall keep, and shall make all reasonable efforts to cause its Subcontractors to keep, accurate and systematic accounts and records in respect of the Goods in such form and details as will clearly identify relevant time changes and costs.
- 11.2 Pursuant to paragraph 2.2 e. of Appendix 1 to the General Conditions the Supplier shall permit and shall cause its agents (where declared or not), subcontractors, subconsultants, service providers, suppliers, and personnel, to permit, the Bank and/or persons appointed by the Bank to inspect the site and/or the accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have such accounts, records and other documents audited by auditors appointed by the Bank. The Supplier's and its Subcontractors' and subconsultants' attention is drawn to Sub-Clause 3.1 (Fraud and Corruption) which provides, inter alia, that acts intended to materially impede the exercise of the Bank's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Bank's prevailing sanctions procedures).

- 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 Subject to GCC Sub-Clause 33.1, 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 GCC Clause 12, and the Delivery and Completion Schedule, as per GCC Clause 13.
- 14.2 The Supplier, including its Subcontractors, shall not employ or engage forced labor or persons subject to trafficking, as described in GCC Sub-Clauses 14.3 and 14.4.
- 14.3 Forced labor consists of any work or service, not voluntarily performed, that is exacted from an individual under threat of force or penalty, and includes any kind of involuntary or compulsory labor, such as indentured labor, bonded labor or similar labor-contracting arrangements.
- 14.4 Trafficking in persons is defined as the recruitment, transportation, transfer, harbouring or receipt of persons by means of the threat or use of force or other forms of coercion, abduction, fraud, deception, abuse of power, or of a position of vulnerability, or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purposes of exploitation.
- 14.5 The Supplier, including its Subcontractors, shall not employ or engage a child under the age of 14 unless the national law specifies a higher age (the minimum age).
- 14.6 The Supplier, including its Subcontractors, shall not employ or engage a child between the minimum age and the age of 18 in a manner that is likely to be hazardous, or to interfere with, the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development.
- 14.7 Work considered hazardous for children is work that, by its nature or the circumstances in which it is carried out, is likely to jeopardize the health, safety, or morals of children. Such work activities prohibited for children include work:
- (a) with exposure to physical, psychological or sexual abuse;
  - (b) underground, underwater, working at heights or in confined spaces;

- (c) with dangerous machinery, equipment or tools, or involving handling or transport of heavy loads;
- (d) in unhealthy environments exposing children to hazardous substances, agents, or processes, or to temperatures, noise or vibration damaging to health; or
- (e) under difficult conditions such as work for long hours, during the night or in confinement on the premises of the employer.

14.8 The Supplier shall comply, and shall require its Subcontractors if any to comply, with all applicable health and safety regulations, laws, guidelines, and any other requirement stated in the Technical Specifications.

14.9 The Supplier shall comply with additional obligations as **specified in the SCC**.

## **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 Purchaser in writing, accompanied by invoices describing, as appropriate, the Goods delivered and Related Services performed, and by the documents submitted pursuant to GCC Clause 13 and upon fulfillment of all other obligations stipulated in the Contract.

16.3 Payments shall be made promptly by the Purchaser, but in no case later than sixty (60) days after submission of an invoice or request for payment by the Supplier, and after the Purchaser 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.

16.5 In the event that the Purchaser fails to pay the Supplier any payment by its due date or within the period set forth in the **SCC**, the Purchaser shall pay to the Supplier interest on the amount of such delayed payment at the rate shown in the **SCC**, for the period of delay until payment has been made in full, whether before or after judgment or arbitration award.

**17. Taxes and Duties**

- 17.1 For goods manufactured outside the Purchaser's Country, the Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the Purchaser's Country.
- 17.2 For goods Manufactured within the Purchaser's Country, the Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.
- 17.3 If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in the Purchaser's Country, the Purchaser shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.

**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 Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 18.3 As specified in the SCC, the Performance Security, if required, shall be denominated in the currency(ies) of the Contract, or in a freely convertible currency acceptable to the Purchaser; and shall be in one of the format stipulated by the Purchaser in the SCC, or in another format acceptable to the Purchaser.
- 18.4 The Performance Security shall be discharged by the Purchaser 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, unless specified otherwise in the SCC.

**19. Copyright**

- 19.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party.

**20. Confidential Information**

- 20.1 The Purchaser and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination

of the Contract. Notwithstanding the above, the Supplier may furnish to its Subcontractor such documents, data, and other information it receives from the Purchaser to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier under GCC Clause 20.

20.2 The Purchaser shall not use such documents, data, and other information received from the Supplier for any purposes unrelated to the contract. Similarly, the Supplier shall not use such documents, data, and other information received from the Purchaser for any purpose other than the performance of the Contract.

20.3 The obligation of a party under GCC Sub-Clauses 20.1 and 20.2 above, however, shall not apply to information that:

- (a) the Purchaser or Supplier need to share with the Bank 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.

20.4 The above provisions of GCC Clause 20 shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof.

20.5 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 Purchaser in writing of all subcontracts awarded under the Contract if not already specified in the Bid. Notification by the Supplier, for addition of any Subcontractor not named in the Contract, shall also include the Subcontractor's declaration in accordance with Appendix 2 to the GCC- Sexual exploitation and Abuse (SEA) and/or Sexual Harassment (SH) Performance Declaration. 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 Section VI, 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 Purchaser, by giving a notice of such disclaimer to the Purchaser.
- (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 Purchaser and shall be treated in accordance with GCC Clause 33.

## **23. Packing and Documents**

- 23.1 The Supplier 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. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 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 Purchaser.

## **24. Insurance**

- 24.1 Unless otherwise specified in the SCC, the Goods supplied under the Contract shall be fully insured—in a freely convertible currency from an eligible country—against loss or damage incidental to manufacture or acquisition, transportation, storage,

and delivery, in accordance with the applicable Incoterms or 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 any or all of the following services, including additional services, if any, specified in **SCC**:

- (a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- (d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- (e) training of the Purchaser's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

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 Purchaser 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 Purchaser's 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 Purchaser.

26.3 The Purchaser 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 Purchaser 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 Purchaser. The Supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Purchaser or its designated representative to attend the test and/or inspection.

26.5 The Purchaser 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 Purchaser with a report of the results of any such test and/or inspection.

26.7 The Purchaser 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 Purchaser, and shall repeat the test and/or inspection, at no cost to the Purchaser, 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 Purchaser 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 Except as provided under GCC Clause 32, 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 Purchaser 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 Purchaser may terminate the Contract pursuant to GCC Clause 35.

## **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 Purchaser 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 Purchaser 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 Purchaser.
- 28.6 If having been notified, the Supplier fails to remedy the defect within the period specified in the SCC, the Purchaser 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 Purchaser may have against the Supplier under the Contract.

## **29. Patent Indemnity**

- 29.1 The Supplier shall, subject to the Purchaser's compliance with GCC Sub-Clause 29.2, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright,

or other intellectual property right registered or otherwise existing at the date of the Contract by reason of:

- (a) the installation of the Goods by the Supplier or the use of the Goods in the country where the Site is located; and
- (b) the sale in any country of the products produced by the Goods.

Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract.

29.2 If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to in GCC Sub-Clause 29.1, the Purchaser shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.

29.3 If the Supplier fails to notify the Purchaser within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.

29.4 The Purchaser shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.

29.5 The Purchaser shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser.

### **30. Limitation of Liability**

30.1 Except in cases of criminal negligence or willful misconduct,

- (a) the Supplier shall not be liable to the Purchaser, 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 Purchaser and

- (b) the aggregate liability of the Supplier to the Purchaser, 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 Purchaser 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 place of the Purchaser's Country where the Site is located (which shall be deemed to include any change in interpretation or application by the competent authorities) 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.

32.2 For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

32.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all

reasonable alternative means for performance not prevented by the Force Majeure event.

**33. Change Orders and Contract Amendments**

33.1 The Purchaser 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 Purchaser;
- (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 Purchaser'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 **Value Engineering:** The Supplier may prepare, at its own cost, a value engineering proposal at any time during the performance of the contract. The value engineering proposal shall, at a minimum, include the following;

- (a) the proposed change(s), and a description of the difference to the existing contract requirements;
- (b) a full cost/benefit analysis of the proposed change(s) including a description and estimate of costs (including life cycle costs) the Purchaser may incur in implementing the value engineering proposal; and
- (c) a description of any effect(s) of the change on performance/functionality.

The Purchaser may accept the value engineering proposal if the proposal demonstrates benefits that:

- (a) accelerates the delivery period; or

- (b) reduces the Contract Price or the life cycle costs to the Purchaser; or
- (c) improves the quality, efficiency or sustainability of the Goods; or
- (d) yields any other benefits to the Purchaser,

without compromising the necessary functions of the Facilities.

If the value engineering proposal is approved by the Purchaser and results in:

- (a) a reduction of the Contract Price; the amount to be paid to the Supplier shall be the percentage specified **in the PCC** of the reduction in the Contract Price; or
- (b) an increase in the Contract Price; but results in a reduction in life cycle costs due to any benefit described in (a) to (d) above, the amount to be paid to the Supplier shall be the full increase in the Contract Price.

33.5 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 Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Purchaser 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 Purchaser, 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 Purchaser pursuant to GCC Clause 34;
  - (ii) if the Supplier fails to perform any other obligation under the Contract; or
  - (iii) if the Supplier, in the judgment of the Purchaser has engaged in Fraud and Corruption, as defined in paragraph 2.2 a of the Appendix 1 to the GCC, in competing for or in executing the Contract.
- (b) In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 35.1(a), the Purchaser 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 Purchaser for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

### 35.2 Termination for Insolvency.

- (a) The Purchaser 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 Purchaser

### 35.3 Termination for Convenience.

- (a) The Purchaser, 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 Purchaser'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 Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser 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 Purchaser 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 Purchaser, to the country of the Purchaser, 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, always provided, however, that the Supplier can demonstrate to the satisfaction of the Purchaser and of the Bank that it has completed all formalities in a timely manner, including applying for permits, authorizations and licenses necessary for the export of the products/goods, systems or services under the terms of the Contract. Termination of the Contract on this basis shall be for the Purchaser's convenience pursuant to Sub-Clause 35.3.

# APPENDIX 1

## Fraud and Corruption

*(Text in this Appendix shall not be modified)*

### 1. Purpose

1.1 The Bank's Anti-Corruption Guidelines and this annex apply with respect to procurement under Bank Investment Project Financing operations.

### 2. Requirements

2.1 The Bank requires that Borrowers (including beneficiaries of Bank financing); bidders (applicants/proposers), consultants, contractors and suppliers; any sub-contractors, sub-consultants, service providers or suppliers; any agents (whether declared or not); and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Bank-financed contracts, and refrain from Fraud and Corruption.

2.2 To this end, the Bank:

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

- i. "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- ii. "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
- iii. "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- iv. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- v. "obstructive practice" is:
  - (a) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive 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

- (b) acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under paragraph 2.2 e. below.
- b. Rejects a proposal for award if the Bank determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- c. In addition to the legal remedies set out in the relevant Legal Agreement, may take other appropriate actions, including declaring misprocurement, if the Bank determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement process, selection and/or execution of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;
- d. Pursuant to the Bank's Anti- Corruption Guidelines and in accordance with the Bank's prevailing sanctions policies and procedures, may sanction a firm or individual, either indefinitely or for a stated period of time, including by publicly declaring such firm or individual ineligible (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;<sup>1</sup> (ii) to be a nominated<sup>2</sup> sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project;
- e. Requires that a clause be included in bidding/request for proposals documents and in contracts financed by a Bank loan, requiring (i) bidders (applicants/proposers), consultants, contractors, and suppliers, and their sub-contractors, sub-consultants, service providers, suppliers, agents, personnel, permit the Bank to inspect<sup>3</sup> all accounts, records and other documents relating to the procurement process,

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<sup>1</sup> For the avoidance of doubt, a sanctioned party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

<sup>2</sup> A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the particular bidding document) is one which has been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

<sup>3</sup> Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Bank or persons appointed by the Bank to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

selection and/or contract execution, and to have them audited by auditors appointed by the Bank.

## APPENDIX 2

### Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment (SH) Performance Declaration for Subcontractors\*

*[The following table shall be filled in by each subcontractor proposed by the Supplier, that was not named in the Contract]*

Subcontractor's Name: *[insert full name]*

Date: *[insert day, month, year]*

Contract reference *[insert contract reference]*

Page *[insert page number]* of *[insert total number]* pages

<b>SEA and/or SH Declaration</b>
<p>We:</p> <p><input type="checkbox"/> (a) have not been subject to disqualification by the Bank for non-compliance with SEA/ SH obligations.</p> <p><input type="checkbox"/> (b) are subject to disqualification by the Bank for non-compliance with SEA/ SH obligations.</p> <p><input type="checkbox"/> (c) had been subject to disqualification by the Bank for non-compliance with SEA/ SH obligations, and were removed from the disqualification list. An arbitral award on the disqualification case has been made in our favor.</p>
<p><b><i>[If (c) above is applicable, attach evidence of an arbitral award reversing the findings on the issues underlying the disqualification.]</i></b></p>
<p>Period of disqualification: From: _____ To: _____</p>

Name of the Subcontractor \_\_\_\_\_

Name of the person duly authorized to sign on behalf of the Subcontractor \_\_\_\_\_

Title of the person signing on behalf of the Subcontractor \_\_\_\_\_

Signature of the person named above \_\_\_\_\_

Date signed \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Countersignature of authorized representative of the Supplier:

Signature: \_\_\_\_\_

Date signed \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

## 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.

<b>GCC 1.1(i)</b>	The Purchaser's Country is: <b>Kenya</b>
<b>GCC 1.1(j)</b>	The Purchaser is: <b>The Information and Communications Technology Authority</b>
<b>GCC 1.1(o)</b>	The Project Site(s)/Final Destination(s) is/are: <b>The TVET Institutions Indicated in Annex I</b>
<b>GCC 1.1 (p)</b>	<p>The term <b>SEA/SH</b> where used in the Contract has the following meaning:</p> <ul style="list-style-type: none"> <li>• <b>“Sexual Exploitation and Abuse” “(SEA)”</b> means the following:  <b>Sexual Exploitation</b> is defined as any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.  <b>Sexual Abuse</b> is defined as the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.</li> <li>• <b>“Sexual Harassment” “(SH)”</b> is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by contractor's personnel with other contractor's, subcontractors' or employer's personnel.</li> </ul>
<b>GCC 4.2 (a)</b>	The meaning of the trade terms shall be as prescribed by Incoterms. If the meaning of any trade term and the rights and obligations of the parties thereunder shall not be as prescribed by Incoterms, they shall be as prescribed by: <b>Not Applicable</b>
<b>GCC 4.2 (b)</b>	The version edition of Incoterms shall be <b>Incoterm 2020</b>
<b>GCC 5.1</b>	The language shall be: <b>English</b>

<b>GCC 8.1</b>	<p>For <b>notices</b>, the Purchaser’s address shall be:</p> <p>Attention: <b>Chief Executive Officer</b></p> <p>Street Address: <b>Kenyatta Avenue</b></p> <p>Floor/ Room number: <b>12<sup>th</sup> Floor, Telposta Towers, Supply Chain Management Office</b></p> <p>City: <b>Nairobi</b></p> <p>Country: <b>Kenya</b></p> <p>Electronic mail address: <b>procurement@ict.go.ke / <a href="mailto:info@icta.go.ke">info@icta.go.ke</a></b></p>
<b>GCC 9.1</b>	The governing law shall be the law of: <b>Kenya</b>
<b>GCC 10.2</b>	<p>The rules of procedure for arbitration proceedings pursuant to GCC Clause 10.2 shall be as follows:</p> <p><b><i>(a) Contract with foreign Supplier:</i></b>  GCC 10.2 (a)—Any dispute, controversy or claim arising out of or relating to this Contract, or breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force.</p> <p><b><i>(b) Contracts with Supplier national of the Purchaser’s Country:</i></b>  In the case of a dispute between the Purchaser and a Supplier who is a national of the Purchaser’s Country, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Purchaser’s Country.</p>
<b>GCC 13.1</b>	<p>Details of Shipping and other Documents to be furnished by the Supplier are a negotiable bill of lading, a non-negotiable sea way bill, an airway bill, a railway consignment note, a road consignment note, insurance certificate, Manufacturer’s or Supplier’s warranty certificate, inspection certificate issued by nominated inspection agency, Supplier’s factory shipping details etc.</p> <p>The above documents shall be received by the Purchaser before arrival of the Goods and, if not received, the Supplier will be responsible for any consequent expenses.</p>
<b>GCC 14.9</b>	<b>Not Applicable</b>
<b>GCC 15.1</b>	The prices charged for the Goods supplied and the related Services performed <b>shall not</b> be adjustable.

<p><b>GCC 16.1</b></p>	<p>GCC 16.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:</p> <p><b>Payment for Goods supplied from abroad:</b></p> <p>Payment of foreign currency portion shall be made in <b>Kenya Shillings</b> in the following manner:</p> <ul style="list-style-type: none"> <li>(i) <b>Advance Payment:</b> Ten (10) percent of the Contract Price shall be paid within thirty (30) days of signing of the Contract, and upon submission of claim and a bank guarantee for equivalent amount valid until the Goods are delivered and, in the form, provided in the bidding document or another form acceptable to the Purchaser.</li> <li>(ii) <b>On Shipment:</b> Eighty (80) percent of the Contract Price of the Goods shipped shall be paid through irrevocable confirmed letter of credit opened in favor of the Supplier in a bank in its country, upon submission of documents specified in GCC Clause 13.</li> <li>(iii) <b>On Acceptance:</b> Ten (10) percent of the Contract Price of Goods received shall be paid within thirty (30) days of receipt of the Goods upon submission of claim supported by the acceptance certificate issued by the Purchaser.</li> </ul> <p>Payment of local currency portion shall be made in <b>Kenya Shillings</b> within thirty (30) days of presentation of claim supported by a certificate from the Purchaser declaring that the Goods have been delivered and that all other contracted Services have been performed.</p> <p><b>Payment for Goods and Services supplied from within the Purchaser's Country:</b></p> <p>Payment for Goods and Services supplied from within the Purchaser's Country shall be made in <b>Kenya Shillings</b> as follows:</p> <ul style="list-style-type: none"> <li>(i) <b>Advance Payment: Ten (10)</b> percent of the Contract Price shall be paid within <b>thirty (30)</b> days of signing of the Contract against a simple receipt and a bank guarantee for the equivalent amount and in the form provided in the bidding document or another form acceptable to the Purchaser.</li> <li>(ii) <b>On Delivery: Sixty (60)</b> percent of the Contract Price shall be paid on receipt of the Goods and upon submission of the documents specified in GCC Clause 13.</li> <li>(iii) <b>On Training: Twenty (20)</b> percent of the Contract Price shall be paid upon offering of training and certification of the officers</li> </ul>
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	(iv) <b>On Acceptance:</b> The remaining <b>ten (10)</b> percent of the Contract Price shall be paid to the Supplier within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Purchaser.
<b>GCC 16.5</b>	The payment-delay period after which the Purchaser shall pay interest to the supplier shall be 60 days. The interest rate that shall be applied is <b>1 %</b>
<b>GCC 18.1</b>	A Performance Security shall be required The amount of the Performance Security shall be: 10%
<b>GCC 18.3</b>	If required, the Performance Security shall be in the form of: a <b>Performance Bond</b> If required, the Performance security shall be denominated in the currencies of payment of the Contract, in accordance with their portions of the Contract Price If required, the Performance security shall be denominated in <i>[insert “a freely convertible currency acceptable to the Purchaser” or “the currencies of payment of the Contract, in accordance with their portions of the Contract Price”]</i>
<b>GCC 18.4</b>	Discharge of the Performance Security shall take place: <b>Twenty-eight (28) days following the date of Completion of the Supplier’s performance obligations under the Contract, including any warranty obligations</b>

<p><b>GCC 23.2</b></p>	<p>The packing, marking and documentation within and outside the packages shall be:</p> <p><b><u>The Markings should be:</u></b></p> <ul style="list-style-type: none"> <li>• <u>Consignee Name and Address: [Full name and address of the receiving party]</u></li> <li>• <u>Shipper Name and Address: [Full name and address of the sending party]</u></li> <li>• <u>Package Number: [e.g., 1 of 5, 2 of 5, etc.]</u></li> <li>• <u>Country of Origin: [Country where the goods were manufactured]</u></li> <li>• <u>Handling Instructions: [e.g., "Fragile," "Handle with Care," "Keep Dry," "This Side Up"] - Use internationally recognized symbols where applicable.</u></li> </ul> <p><b><u>The Documentation Include:</u></b></p> <ul style="list-style-type: none"> <li>• <u>Packing List: Itemizing all contents of each package, including quantities, descriptions, and any identifying marks or serial numbers.</u></li> <li>• <u>Bill of Lading/Airway Bill: As appropriate for the mode of transport, providing details of the shipment, consignor, consignee, and carrier.</u></li> <li>• <u>Certificate of Origin: Certifying the country of origin of the goods.</u></li> <li>• <u>Commercial Invoice: Including detailed description of goods, quantity, unit price, total value, currency, Incoterms (e.g., FOB, CIF), HS codes</u></li> <li>• <u>(Harmonized System codes), country of origin, and all other necessary</u></li> <li>• <u>information for customs clearance</u></li> </ul> <p>All labels and markings shall be clear, legible, and durable, ensuring they remain intact throughout the shipping process. They should be printed in English</p>
<p><b>GCC 24.1</b></p>	<p>The insurance coverage shall be as specified in the Incoterms.</p> <p>If not in accordance with Incoterms, insurance shall be as follows:</p> <p><i>[insert specific insurance provisions agreed upon, including coverage, currency and amount]</i></p>
<p><b>GCC 25.1</b></p>	<p>Responsibility for transportation of the Goods shall be as specified in the Incoterms.</p> <p>If not in accordance with Incoterms, responsibility for transportations shall be as follows:</p>

	The supplier will bear the cost of transportation of the goods to the final destination.
<b>GCC 25.2</b>	Incidental services to be provided are: Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
<b>GCC 26.1</b>	The inspections and tests shall be: <b>a) Physical inspection</b> <b>b) Power- on and Boot test</b> <b>c) Performance and hardware testing</b> <b>d) Stress test and Final Verification</b>
<b>GCC 26.2</b>	The Inspections and tests shall be conducted at: <b>The inspection and testing of all devices shall be conducted at the respective TVET institutions as listed in Annex 1.</b>
<b>GCC 27.1</b>	The liquidated damage shall be: <b>0.05%</b> per week
<b>GCC 27.1</b>	The maximum amount of liquidated damages shall be: <b>10%</b>
<b>GCC 28.3</b>	The period of validity of the Warranty shall be: <b>730</b> days For purposes of the Warranty, the place(s) of final destination(s) shall be: <b>The Information and Communications Authority,</b> <b>Telposta Towers, Along Kenyatta Avenue,</b> <b>Nairobi, Kenya.</b>  GCC 28.3—In partial modification of the provisions, the warranty period shall be 120 hours of operation or 12 months from date of acceptance of the Goods or 14 months from the date of shipment, whichever occurs earlier. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:  (a) make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own

	<p>cost and expense and to carry out further performance tests in accordance with GCC 26.7,</p> <p><b>or</b></p> <p>(b) pay liquidated damages to the Purchaser with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be 0.05% per week.</p>
<b>GCC 28.5, GCC 28.6</b>	The period for repair or replacement shall be: <b>14 Business days.</b>
<b>GCC 33.4</b>	<b>Not Applicable</b>



# Section X - Contract Forms

## Table of Forms

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## Notification of Intention to Award

**[This Notification of Intention to Award shall be sent to each Bidder that submitted a Bid.]**

**[Send this Notification to the Bidder’s Authorized Representative named in the Bidder Information Form]**

For the attention of Bidder’s Authorized Representative

Name: *[insert Authorized Representative’s name]*

Address: *[insert Authorized Representative’s Address]*

Telephone/Fax numbers: *[insert Authorized Representative’s telephone/fax numbers]*

Email Address: *[insert Authorized Representative’s email address]*

**[IMPORTANT: insert the date that this Notification is transmitted to Bidders. The Notification must be sent to all Bidders simultaneously. This means on the same date and as close to the same time as possible.]**

**DATE OF TRANSMISSION:** This Notification is sent by: *[email/fax]* on *[date]* (local time)

## Notification of Intention to Award

**Purchaser:** *[insert the name of the Purchaser]*

**Project:** *[insert name of project]*

**Contract title:** *[insert the name of the contract]*

**Country:** *[insert country where RFB is issued]*

**Loan No. /Credit No. / Grant No.:** *[insert reference number for loan/credit/grant]*

**RFB No:** *[insert RFB reference number from Procurement Plan]*

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period you may:

- a) request a debriefing in relation to the evaluation of your Bid, and/or
- b) submit a Procurement-related Complaint in relation to the decision to award the contract.

### 1. The successful Bidder

<b>Name:</b>	<i>[insert name of successful Bidder]</i>
<b>Address:</b>	<i>[insert address of the successful Bidder]</i>
<b>Contract price:</b>	<i>[insert contract price of the successful Bid]</i>

**2. Other Bidders** *[INSTRUCTIONS: insert names of all Bidders that submitted a Bid. If the Bid’s price was evaluated include the evaluated price as well as the Bid price as read out.]*

Name of Bidder	Bid price	Evaluated Bid price (if applicable)
[insert name]	[insert Bid price]	[insert evaluated price]
[insert name]	[insert Bid price]	[insert evaluated price]
[insert name]	[insert Bid price]	[insert evaluated price]
[insert name]	[insert Bid price]	[insert evaluated price]
[insert name]	[insert Bid price]	[insert evaluated price]

### 3. Reason/s why your Bid was unsuccessful

***[INSTRUCTIONS: State the reason/s why this Bidder's Bid was unsuccessful. Do NOT include: (a) a point by point comparison with another Bidder's Bid or (b) information that is marked confidential by the Bidder in its Bid.]***

### 4. How to request a debriefing

**DEADLINE:** The deadline to request a debriefing expires at midnight on [insert date] (local time).

You may request a debriefing in relation to the results of the evaluation of your Bid. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award.

Provide the contract name, reference number, name of the Bidder, contact details; and address the request for debriefing as follows:

**Attention:** [insert full name of person, if applicable]

**Title/position:** [insert title/position]

**Agency:** [insert name of Purchaser]

**Email address:** [insert email address]

**Fax number:** [insert fax number] *delete if not used*

If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.

The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.

If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Contract Award Notice.

## 5. How to make a complaint

**Period: Procurement-related Complaint challenging the decision to award shall be submitted by midnight, [insert date] (local time).**

Provide the contract name, reference number, name of the Bidder, contact details; and address the Procurement-related Complaint as follows:

**Attention:** [*insert full name of person, if applicable*]

**Title/position:** [*insert title/position*]

**Agency:** [*insert name of Purchaser*]

**Email address:** [*insert email address*]

**Fax number:** [*insert fax number*] **delete if not used**

At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.

Further information:

For more information see the [Procurement Regulations for IPF Borrowers \(Procurement Regulations\)](#) (Annex III). You should read these provisions before preparing and submitting your complaint. In addition, the World Bank’s Guidance “[How to make a Procurement-related Complaint](#)” provides a useful explanation of the process, as well as a sample letter of complaint.

In summary, there are four essential requirements:

1. You must be an ‘interested party’. In this case, that means a Bidder who submitted a Bid in this bidding process, and is the recipient of a Notification of Intention to Award.
2. The complaint can only challenge the decision to award the contract.
3. You must submit the complaint within the period stated above.
4. You must include, in your complaint, all of the information required by the Procurement Regulations (as described in Annex III).

**6. Standstill Period**

**DEADLINE: The Standstill Period is due to end at midnight on [insert date] (local time).**

The Standstill Period lasts ten (10) Business Days after the date of transmission of this Notification of Intention to Award.

The Standstill Period may be extended as stated in Section 4 above.

If you have any questions regarding this Notification please do not hesitate to contact us.

On behalf of the Purchaser:

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title/position:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## Beneficial Ownership Disclosure Form

**INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM**

*This Beneficial Ownership Disclosure Form (“Form”) is to be completed by the successful Bidder. In case of joint venture, the Bidder must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.*

*For the purposes of this Form, a Beneficial Owner of a Bidder is any natural person who ultimately owns or controls the Bidder by meeting one or more of the following conditions:*

- *directly or indirectly holding 25% or more of the shares*
- *directly or indirectly holding 25% or more of the voting rights*
- *directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder*

**RFB No.:** *[insert number of RFB process]*

**Request for Bid No.:** *[insert identification]*

**To:** *[insert complete name of Purchaser]*

In response to your request in the Letter of Acceptance dated *[insert date of letter of Acceptance]* to furnish additional information on beneficial ownership: *[select one option as applicable and delete the options that are not applicable]*

(i) we hereby provide the following beneficial ownership information.

### Details of beneficial ownership

Identity of Beneficial Owner	Directly or indirectly holding 25% or more of the shares  (Yes / No)	Directly or indirectly holding 25 % or more of the Voting Rights  (Yes / No)	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Bidder  (Yes / No)
<i>[include full name (last, middle, first), nationality, country of residence]</i>			

**OR**

(ii) *We declare that there is no Beneficial Owner meeting one or more of the following conditions:*

- directly or indirectly holding 25% or more of the shares
- directly or indirectly holding 25% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder

**OR**

(iii) *We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Bidder shall provide explanation on why it is unable to identify any Beneficial Owner]*

- directly or indirectly holding 25% or more of the shares
- directly or indirectly holding 25% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder”

**Name of the Bidder:** \*[insert complete name of the Bidder]

**Name of the person duly authorized to sign the Bid on behalf of the Bidder:** \*\*[insert complete name of person duly authorized to sign the Bid]

**Title of the person signing the Bid:** [insert complete title of the person signing the Bid]

**Signature of the person named above:** [insert signature of person whose name and capacity are shown above]

**Date signed** [insert date of signing] **day of** [insert month], [insert year]

\* In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder. In the event that the Bidder is a joint venture, each reference to “Bidder” in the Beneficial Ownership Disclosure Form (including this Introduction thereto) shall be read to refer to the joint venture member.

\*\* Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.

# Letter of Acceptance

*[use letterhead paper of the Purchaser]*

*[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 Agency.

You are requested to furnish (i) the Performance Security within 28 days in accordance with the Conditions of Contract, using for that purpose one of the Performance Security Forms and (ii) the additional information on beneficial ownership in accordance with ITB 45.1 within eight (8) Business days using the Beneficial Ownership Disclosure Form, included in Section X, - Contract Forms, of the Bidding Document.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

**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 Purchaser]*, a *[insert description of type of legal entity, for example, an agency of the Ministry of .... of the Government of {insert name of Country of Purchaser}, or corporation incorporated under the laws of {insert name of Country of Purchaser}]* and having its principal place of business at *[insert address of Purchaser]* (hereinafter called “the Purchaser”), 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 Purchaser 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 Purchaser 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 Purchaser to the Supplier as specified in this Agreement, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
  4. The Purchaser 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 Purchaser

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

### Option 1: (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 Purchaser]*

**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]*,<sup>1</sup> 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...<sup>2</sup>, and any demand for payment under it must be received by us at this office indicated above on or before that date.

<sup>1</sup> *The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance, and denominated either in the currency (ies) of the Contract or a freely convertible currency acceptable to the Beneficiary.*

<sup>2</sup> *Insert the date twenty-eight days after the expected completion date as described in GC Clause 18.4. The Purchaser should note that in the event of an extension of this date for completion of the Contract, the Purchaser would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Purchaser might consider adding the following text to the form, at the end of the penultimate*

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No. 758, except that the supporting statement under Article 15(a) is hereby excluded.

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*[signature(s)]*

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

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*paragraph: “The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary’s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”*

## Option 2: Performance Bond

By this Bond [*insert name of Principal*] as Principal (hereinafter called “the Supplier”) and [*insert name of Surety*] as Surety (hereinafter called “the Surety”), are held and firmly bound unto [*insert name of Purchaser*] as Obligee (hereinafter called “the Supplier”) in the amount of [*insert amount in words and figures*], for the payment of which sum well and truly to be made in the types and proportions of currencies in which the Contract Price is payable, the Supplier and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Supplier has entered into a written Agreement with the Purchaser dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, for [*name of contract and brief description of Goods and related Services*] in accordance with the documents, plans, specifications, and amendments thereto, which to the extent herein provided for, are by reference made part hereof and are hereinafter referred to as the Contract.

NOW, THEREFORE, the Condition of this Obligation is such that, if the Supplier shall promptly and faithfully perform the said Contract (including any amendments thereto), then this obligation shall be null and void; otherwise, it shall remain in full force and effect. Whenever the Supplier shall be, and declared by the Purchaser to be, in default under the Contract, the Purchaser having performed the Purchaser’s obligations thereunder, the Surety may promptly remedy the default, or shall promptly:

- (1) complete the Contract in accordance with its terms and conditions; or
- (2) obtain a Bid or Bids from qualified Bidders for submission to the Purchaser for completing the Contract in accordance with its terms and conditions, and upon determination by the Purchaser and the Surety of the lowest responsive Bidder, arrange for a Contract between such Bidder and Purchaser and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the Balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term “Balance of the Contract Price,” as used in this paragraph, shall mean the total amount payable by Purchaser to Supplier under the Contract, less the amount properly paid by Purchaser to the Supplier; or
- (3) pay the Purchaser the amount required by Purchaser to complete the Contract in accordance with its terms and conditions up to a total not exceeding the amount of this Bond.

The Surety shall not be liable for a greater sum than the specified penalty of this Bond.

Any suit under this Bond must be instituted not later than twenty-eight (28) days following the date of completion of the Supplier’s performance of its obligations under the Contract, including any warranty obligations.

No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Purchaser named herein or the heirs, executors, administrators, successors, and assigns of the Purchaser.

In testimony whereof, the Supplier has hereunto set his hand and affixed his seal, and the Surety has caused these presents to be sealed with his corporate seal duly attested by the signature of his legal representative, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
\_\_\_\_\_.

SIGNED ON \_\_\_\_\_ on behalf of \_\_\_\_\_

By \_\_\_\_\_ in the capacity of \_\_\_\_\_

In the presence of \_\_\_\_\_

SIGNED ON \_\_\_\_\_ on behalf of \_\_\_\_\_

By \_\_\_\_\_ in the capacity of \_\_\_\_\_

In the presence of \_\_\_\_\_

## Advance Payment Security Demand Guarantee

*[Guarantor letterhead or SWIFT identifier code]*

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

**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]*<sup>1</sup> 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.

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<sup>1</sup> *The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Purchaser.*

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.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No.758, except that the supporting statement under Article 15(a) is hereby excluded.

\_\_\_\_\_  
*[signature(s)]*

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

**Annex 1: List of Selected Institutions / Final Site of Delivery & Installation**

<b>LIST OF TVET INSTITUTIONS-KDEAP VR EQUIPMENT</b>									
<b>Sno</b>	<b>Name</b>	<b>Current Enrolment</b>	<b>Region</b>	<b>County</b>	<b>VR-Ready Workstations</b>	<b>VR Headsets</b>	<b>Smart Boards</b>	<b>VR charging Stations</b>	<b>UPS</b>
1.	Nyandarua National Polytechnic	11106	Central	Nyandarua	2	15	1	1	2
2.	Lodwar Technical and Vocational College	1,633	North Rift	Turkana	2	15	1	1	2
3.	Michuki National Polytechnic	4807	Central	Murang'a	2	15	1	1	2
4.	Ndia Technical and Vocational College	2587	Central	Kirinyaga	2	15	1	1	2
5.	Jeremiah Nyaga National Polytechnic	7147	Central Eastern	Embu	2	15	1	1	2
6.	Msambweni Technical and Vocational College	1543	Coast	kwale	2	15	1	1	2
7.	Taita Taveta National Polytechnic	3979	Coast	Taita Taveta	2	15	1	1	2
8.	Weru Technical and Vocational College	2032	Coast	Kilifi	2	15	1	1	2
9.	Kaimosi Friends National Polytechnic	5973	Western	Vihiga	2	15	1	1	2
10.	Rift Valley Technical Training Institute	8909	North Rift	Uasin Gishu	2	15	1	1	2
11.	Karen Technical Training Institute for The Deaf	1807	Nairobi	Nairobi	2	15	1	1	2
12.	Kenya School of TVET	249	Nairobi	Nairobi	2	15	1	1	2
13.	Samburu Technical and Vocational College	2890	North Rift	Samburu	2	15	1	1	2
14.	North Eastern National Polytechnic	1380	North Eastern	Garissa	2	15	1	1	2
15.	Mandera Technical Training Institute	1029	North Eastern	Mandera	2	15	1	1	2

<b>LIST OF TVET INSTITUTIONS-KDEAP VR EQUIPMENT</b>									
<b>Sno</b>	<b>Name</b>	<b>Current Enrolment</b>	<b>Region</b>	<b>County</b>	<b>VR-Ready Workstations</b>	<b>VR Headsets</b>	<b>Smart Boards</b>	<b>VR charging Stations</b>	<b>UPS</b>
16.	The Rift Valley National Polytechnic	9492	South Rift	Nakuru	2	15	1	1	2
17.	Kipsoen National Polytechnic	2628	North Rift	Elgeyo Marakwet	2	15	1	1	2
18.	Endebes Technical Training Institute	2440	North Rift	Trans Nzoia	2	15	1	1	2
19.	Keroka Technical Training Institute	3330	Nyanza	Kisii	2	15	1	1	2
20.	Siaya National Polytechnic	5649	Nyanza	Siaya	2	15	1	1	2
21.	Sikri Technical Training Institute for The Blind and Deaf	2535	Nyanza	Homabay	2	15	1	1	2
22.	Mwala Technical and Vocational College	2240	South Eastern	Machakos	2	15	1	1	2
23.	Tseikuru National Polytechnic Mwingi	3631	South Eastern	Kitui	2	15	1	1	2
24.	Wote Technical Training Institute	3589	South Eastern	Makueni	2	15	1	1	2
25.	Ol'lessos National Polytechnic	12493	South Rift	Nandi	2	15	1	1	2
26.	Sotik Technical Training Institute	4674	South Rift	Bomet	2	15	1	1	2
27.	Masai National Polytechnic	3031	South Rift	Kajiado	2	15	1	1	2
28.	Matili Technical Training Institute	6745	Western	Bungoma	2	15	1	1	2
29.	Shamberere National Polytechnic	5894	Western	Kakamega	2	15	1	1	2
30.	Chuka Technical Training Institute	4874	Central Eastern	Tharaka Nithi	2	15	1	1	2
<b>Total</b>		<b>130,316</b>			<b>60</b>	<b>450</b>	<b>30</b>	<b>30</b>	<b>60</b>

