

NO	REQUIREMENTS
MR 1	Copy of Certificate of Incorporation/Business Registration in Kenya
MR 2	Duly Filled Form of Tender in the format provided.
MR 3	Duly Filled Price Schedules.
MR 4	Tender Security amounting to Kenya Shillings One Hundred Thousand (Kshs 100,000) in form of a Bank Guarantee drawn by a bank licensed and operating in Kenya or a guarantee from an Insurance Company registered with the Insurance Regulatory Authority (IRA) and listed by the Public Procurement Regulatory Authority (PPRA). The tender security should be valid for a period of 30 days beyond the tender validity period
MR 5	Copy of Current Tax Compliance Certificate valid at the time of tender closing/opening or tax exemption certificate issued by the Kenya Revenue Authority where applicable
MR 6	Copy of Manufacturers Authorization Form (this shall apply where the Bidder is not the Original Equipment Manufacturer) <i>Note: Tenderer must indicate name, contact person and email address of Manufacturer's Representative</i>
MR 7	Copy of CR-12 Certificate issued by the Registrar of Companies within six months from the date of tender opening confirming names of Directors and Shareholding for limited companies or ID card for Sole Proprietorships. For partnerships, bidders must attach the partnership deed or CR-13.
MR 8	Copy of Valid Business Permit from the County Government where the company business premises are located
MR 9	Provide a duly executed Power of Attorney sworn before a commissioner of oaths indicating that the tender has been duly signed by the person lawfully authorized to do so, in the event the person signing is not the company director.
MR10	Provide a valid ICT Authority accreditation certificate (ICTA) in Networks and Datacenter Category
MR11	Provide certified copy of Data Processor
MR 12	Duly filled Self Declaration Form (FORM SD1) that the Person/Tenderer Is Not Debarred in The Matter of the Public Procurement and Asset Disposal Act 2015.
MR 13	Duly filled Self Declaration Form (FORM SD2) that The Person/Tenderer Will Not Engage in Any Corrupt or Fraudulent Practice.
MR 14	Duly filled Confidential Business Questionnaire Form.

MR 15	Letter from the Bidder confirming that the equipment shall be covered for a warranty period of three (3) years for both parts and labor.
MR 16	Submission of One (1) Original and one (1) copy of the bid document well bound, serialized and paginated.
MR 17	Bidder MUST attach product brochures for the equipment to be supplied.
MR 18	Tenderer MUST provide the draft Service Level Agreement (SLA) for maintenance and repair after end of the warranty period