

**THE NAIROBI NATIONAL POLYTECHNIC**



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**PROVISION OF SANITARY DISPOSAL SERVICES**

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TENDER NO: TNNP/OT/07/2025-2026

PROVISION OF SANITARY DISPOSAL SERVICES

CATEGORY: RESERVED FOR AGPO

**CLOSING/OPENING DATE: 19 JUNE 2025 at 10AM**

## INVITATION TO TENDER

THE NAIROBI NATIONAL POLYTECHNIC invites tenders for the provision of Sanitary Disposal Services for the period beginning **1 July 2025 to 30 June 2026** from eligible bidders.

Complete tender documents may be obtained from the Procurement Office during normal working hours (8.00 am - 5.00 pm) Monday - Friday upon payment of the Kes. 1,000 (**NON REFUNDABLE**) and present the payment slip to the Institute's Finance Office for receipting. The Tender documents can also be downloaded from the Institute's website: [www.nairobipoly.ac.ke](http://www.nairobipoly.ac.ke) or from the government tender portal **free of charge**.

THE NAIROBI NATIONAL POLYTECHNIC commits to comply with the Provisions of the Data Protection Act 2019 in relation to the data that is provided by the Bidders.

Duly completed tender documents in plain sealed envelopes clearly marked "the Title and the Tender Reference number" should be addressed to the undersigned and dropped in the **TENDER Box at the Administration block on 1<sup>st</sup> floor next to procurement office** on or before 19 June 2025 at 10Am The bid ~~documents~~ will be opened immediately thereafter at the **ICT Boardroom in the presence of bidders or their representatives who choose to attend**.

Complete Tender Documents should be addressed to:

**THE PRINCIPAL,  
THE NAIROBI NATIONAL POLYTECHNIC  
P.O BOX 30039-00100  
NAIROBI**

Any tender document presented after the prescribed time shall neither be accepted nor opened.

NOTE: **Public Procurement Capacity Building Levy**: Pursuant to the enactment of the Legal Notice No. 206 on Public Procurement and Asset Disposal Act 2015, Section 3 (1), Nairobi National Polytechnic shall retain the Public Procurement Capacity Building Levy at the rate of zero point zero three per centum (**0.03%**) of the value of the signed contract effective 1st September, 2025.

Payment of the submitted invoices shall therefore be made minus this Levy.

Site visit will be on **12 June 2025 at 10Am**

## **1. ELIGIBILITY OF THE BIDDER**

- 1.1 This invitation for Tender application is open to all service providers eligible as described in the application documents.
- 1.2 TNNP Staff, their spouse, child, parent, brother, sister, or of a spouse, their business associates or agents and firms/organizations in which they have a substantial interest shall not be eligible to tender or be awarded a contract. Public Officers are also not allowed to participate in any procurement proceedings.
- 1.3 Bidders should not have been debarred in participating in the public procurement process as per the Public Procurement and Disposal Act (2015).
- 1.4 Bidders shall bear all costs associated with the submission of their applications and THE NAIROBI NATIONAL POLYTECHNIC will in no case be liable for such costs, regardless of the conduct or outcome of the process.
- 1.5 The Bidder shall furnish, as part of his/her application, documents establishing their eligibility to apply and qualifications to perform the contract if accepted.
- 1.6 The documentary evidence of the bidder's qualification to perform the contract if the application is accepted shall establish to the Institution's satisfaction;
  - a) This is a service
  - b) That the bidder has financial, technical and production capability necessary to perform the contract.
  - c) That the bidder has an established physical and postal address for ease of contact and he/she is licensed by National Environmental Management Authority NEMA and the Local Government to trade in the category applied for.
  - d) That the bidder is willing to do business with THE NAIROBI NATIONAL POLYTECHNIC and shall allow credit facility and acceptable trade terms.

## **2. SERVICE ELIGIBILITY AND CONFORMITY**

- 2.1 The bidder shall furnish as part of this application, documents establishing the eligibility and conformity to the application of all that the bidder proposes to execute if accepted.
- 2.2 The documentary evidence of the eligibility to service shall

consist of a price schedule, brochures, catalogues of the services offered which in some cases shall be confirmed by a certificate of origin issued at the time of shipment.

### **3. SUBMISSION OF APPLICATION**

#### **3.1 Validity of Tenders**

3.1.1 Tenders shall remain valid for 120 days from the date when the tender is opened. A tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.

3.1.2 In exceptional circumstances, the Procuring entity may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

#### **3.2 Format and Signing of Tender**

3.2.1 The bidder shall prepare the tender document and mark it appropriately.

3.2.2 The tender shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.

3.2.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the tender.

#### **3.3 Sealing and Marking of Tenders**

3.3.1 The bidder shall seal the tender in an envelope duly marked.

3.3.2 The envelope shall:

(a) be addressed to the Procuring entity at the address given in the invitation to tender.

(b) bear tender number and name in the invitation to tender and the words: "DO NOT OPEN BEFORE 19 June 2025 at 10AM. Dated to be inserted when the document is confirmed to be accurate

3.3.3 The envelope shall also indicate the name and address of the bidder to enable the tender to be returned unopened in case it is declared "late".

3.3.4 If the envelope is not sealed and marked as required by paragraph 3.3.2, the procuring entity will assume no responsibility for the tender's misplacement

or premature opening.

**3.4** Applications must be received by TNNP at the address, date and time specified on the invitation to tender.

**3.5** TNNP may at its discretion, extend this deadline by amending the application documents as per regulations governing amendments of tender documents in which case all rights and obligations of both the Institution and bidders previously subject to the initial deadline will thereafter be subject to the deadlines as extended.

#### **4. MODIFICATION AND WITHDRAWAL OF APPLICATION**

4.1 The bidder may modify or withdraw his/her application after submission, provided that written notice of modification, including substitution or withdrawal of the application is received by the Institution prior to the deadline prescribed for submission of applications.

4.2 The bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched as specified earlier in 4.1. Withdrawal notice may also be sent by email, but followed by signed confirmation copy, post marked not later than the deadline for submission of the application.

4.3 No application may be withdrawn in the interval between the deadline for submission of the application and expiration of the period of application validity specified on the application form.

#### **5. OPENING AND EVALUATION OF APPLICATIONS**

##### **5.1 Opening**

The opening committee shall open all the bids in the presence of bidders or their representatives who choose to attend in the designated place as per invitation. Bidder's representatives who choose to witness the opening shall sign a register evidencing their attendance.

5.2 The bidder's name, modifications or withdrawals and other details the committee considers appropriate will be announced at the opening.

5.3 The opening committee shall prepare minutes.

#### **6. CLARIFICATION OF APPLICATION**

6.1 To assist in the examination, evaluation and comparison of applications, TNNP may at its discretion ask the bidder for clarification of his/her application. The request for clarification and the response shall be in writing and no change in the substance of the application shall be sought, offered, or permitted except to confirm the correction of arithmetic errors discovered by the procuring entity in the evaluation of the tenders.

If a bidder does not provide clarifications of its Tender by the date and time set

in the procuring entity's request for clarification, its Tender may be disqualified.

- 6.2 Any effort by the bidder to influence the award during evaluation, may result in disqualification of bidder's application.

## **CLARIFICATION OF APPLICATION ON CONTENTS OF BIDDING DOCUMENTS**

For Clarification of bid purposes only, the Client's address is:

The Principal – The Nairobi National Polytechnic

Address: P.O. Box 30039-00100

Nairobi Telephone:

0721233394/0208034403

Email address: [info@nairobi.ac.ke](mailto:info@nairobi.ac.ke)

### **7. EXAMINATION FOR ACCEPTANCE**

- 7.1 Prior to the detailed evaluation, TNNP will determine the substantial, responsiveness of each bid document. A substantially responsive bid is one which conforms to all the terms and conditions without material deviations.

- 7.2 If an application is not substantially responsive, it will be rejected by TNNP and may not subsequently be made responsive by bidder through correcting the non-conformity.

## **SECTION IV – EVALUATION AND QUALIFICATION CRITERIA**

### **8. EVALUATION AND COMPARISON OF APPLICATIONS**

8.1 TNNP will only evaluate and compare bids that have been determined to be substantially responsive.

The following Evaluation criteria will be used: -

- a) substantially responsive to the tender documents; and
- b) the lowest evaluated responsive price.
- c) Technical evaluation where applicable

#### **8.2 Abnormally Low Tenders and Abnormally High tenders**

8.2.1 An Abnormally Low Tender is one where the Tender price, in combination with other constituent elements of the Tender, appears unreasonably low to the extent that the Tender price raises material concerns as to the capability of the Bidder to perform the Contract for the offered Tender price or that genuine competition between Bidders is compromised.

8.2.2 In the event of identification of a potentially Abnormally Low Tender by the evaluation committee, TNNP shall seek written clarifications from the bidder, including detailed price analysis of its tender price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the tendering document.

8.2.3 After evaluation of the price analysis and in the event that TNNP determines that the bidder has failed to demonstrate its capability to perform the contract for the offered tender price, TNNP shall reject the tender.

#### **8.3 Abnormally High Tenders**

8.3.1 An abnormally high tender price is one where the tender price, in combination with other constituent elements of the Tender, appears unreasonably too high to the extent that the committee is concerned that it (TNNP) may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between bidders is compromised.

8.3.2 In case of an abnormally high price, TNNP shall compare with the market prices, and review the tender documents to check if the specifications, scope of work and conditions of contract are contributory to the abnormally high tender price. TNNP may also seek written clarification from the bidder on the reason for the high tender price and shall proceed as follows:

- a) If the tender price is abnormally high based on wrong estimated cost of the contract, TNNP may accept or reject the tender depending on

TNNP 's budget considerations.

- b) If the specifications, the scope of work and/or conditions of the contract are contributory to the abnormally high tender prices, TNNP shall reject all tenders and may retender.

8.3.3 If TNNP determines that the Tender Price is abnormally too high because genuine competition between bidders is compromised (*often due to collusion, corruption or other manipulations*), TNNP shall reject all Tenders.

#### **8.4 Procuring Entity's Right to Accept or Reject any or all Tenders**

TNNP reserves the right to accept or reject any tender or all tenders and annul the tendering process at any time prior to contract award, without incurring any liability to bidders. In case of annulment, all bidders shall be notified with reasons and all tender securities, shall be promptly returned to the bidders.

### **9 SPECIAL CONDITIONS OF THE CONTRACT**

- a) Provision of Sanitary disposal services.
- b) The bidders shall offer Sanitary disposal services for The Nairobi National Polytechnic.

### **10. CORRUPT AND FRAUDULENT PRACTICES**

10.1 TNNP requires that bidders observe the highest standard of ethics during the procurement process. In pursuance of this TNNP: -

- a) defines for the purpose of this provision, the terms set forth below as follows: -
  - i. “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of TNNP official(s) in the procurement process or in contract execution including acceptance of this application.
  - ii. “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or execution of a contract to the detriment of the Institution and includes collusive practice among service providers (prior to or after application submission) designed to establish item prices at artificial non- competitive to deprive TNNP the benefit of free and open competition.
- b) shall reject a proposal for award if it determines that the bidder recommended for the award (acceptance) has engaged in corrupt or fraudulent practices in competing for the application in question

[

- c) shall declare the bidder ineligible, either indefinitely or for a period of time and blacklist them for award of any TNNP's future contracts.

## **11. TERMINATION**

### Termination for Default

- a) TNNP, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the service provider, may terminate the contract in whole or in part:
  - i) if the service provider fails to execute any or all of the service within the period specified in the Contract, or within any extension thereof granted by TNNP.
  - ii) if the service provider fails to perform any other obligation under the Contract; or
  - iii) if the service provider, in the judgment of TNNP has engaged in Fraud and Corruption, in competing for or in executing the Contract.
- b) In the event TNNP terminates the contract in whole or in part, TNNP may procure, upon such terms and in such manner as it deems appropriate, or related services similar to those undelivered or not performed, and the service provider shall be liable to TNNP for any additional costs for such similar or related services. However, the service provider may continue with the performance of the contract to the extent not terminated.

## **MANDATORY DOCUMENTS**

Interested bidders **MUST** attach documentary evidence of the following:

1. Dully filled Tender Form
2. Certificate of registration
3. KRA Current tax compliance certificate
4. Current single Business Permit.
5. Audited Financial Accounts (2 years) 2023 & 2024
6. Verifiable physical address that **MUST** include: the road, street, name of building and room number.
7. Current CR-12/13 FORM
8. Three letters of recommendation from previous/current clients. The recommenders must have verifiable physical address, email, and the current telephone numbers. Applicants are notified that failure by such clients to confirm such status may lead to disqualification.
9. Dully filled “Certificate of Independent Tender Determination” annexed to the Form of Tender.
10. NEMA Registration Certificate
11. County government permit
12. Evidence of ownership/lease of sanitary disposal equipment
13. Protective gear for the staff

**REGISTRATION SUBMISSION**

Date:

To: The Nairobi National

Polytechnic’s Gentlemen and/or Ladies:

We, the undersigned, submit our form for in accordance with the (Title of bid) Requested for

(Tender No)

Dated \_\_\_\_\_ and our Proposal.

We are hereby submitting our documents which include the following attachments;

Our Price list as submitted shall be binding upon us up to expiration of validity period specified in the instructions to bidders. We undertake that if our application is acceptable we will deliver

services in accordance with the delivery schedule as required or official order signed by authorized officer(s) of the Institution.

We understand that you are not bound to accept the lowest bid or any tender you may receive. We remain

Yours Sincerely

Duly authorized to sign for and on behalf of .....

Name and title of signature and stamp .....

Name of bidder’s company.....

Address.....

In presence of Witness name and signature.....

Date.....

## CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated:

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

### PART 1 – GENERAL

- a) Business Name .....
- b) Location of business premises County//Town .....
- c) Street / Road.....
- d) Building.....
- e) Plot Number .....
- f) Postal Address ..... Telephone No. ....
- g) Email Address.....
- h) Nature of Business ..... And Specialization.....
- i) Current Single business permit/Trade License  
No. .... Expiring Date ..... (Attach copy)
- j) Certificate of Incorporation/Registration... (Attach copy)
- k) Current Tax Compliance Certificate/ or Exemption letter from VAT Dep't
- l) Maximum Value of Business which you can handle at any one time Kes.....
- m) Name of your Bankers ..... Branch .....
- n) Your trade terms (including mode of payment, credit allowed and discount)  
.....

o) Banker Certificate on the bidder's liquidity, suitability and credit limitation  
.....

p) Name and Telephone of contact person  
.....

... q) Any other  
.....  
.....

**PART 2 (A) – SOLE PROPRIETORS**

Your name in full ..... Age .....

a) Nationality ..... Country of Origin .....

Citizenship details .....

**PART 2 (B) – PARTNERSHIP**

Give details of partners as follows: -

NAME	NATIONALITY	SHARES
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....
4. ....	.....	.....

**PART 2(C) REGISTERED COMPANY**

a) Private or Public ..... State the nominal and

Issued capital of the company  
Nominal Kshs. ....

Issued Kshs. ....

b) Details of Directors:

NAME            NATIONALITY            SHARES

1. ....
2. ....
3. ....
4. ....

If Kenyan Citizen, indicate under “Citizenship Details” whether by birth, naturalization or registration.

**FORM D: FINANCIAL POSITION**

Attach a copy of firm’s latest three years certified audited financial statements, giving summary of

assets and liabilities, income and expenditure, cash flow statement plus three months’ bank statements.

**FORM E: FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED STAFF**

(Qualifications and experience of ONE TECHNICAL STAFF proposed for administration and execution of the contract, both on and off site)

Proposed Position: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession:

\_\_\_\_\_

Date of Birth:

\_\_\_\_\_

Years with Firm:

\_\_\_\_\_

Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned:

\_\_\_\_\_

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

Education: \_\_\_\_\_

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

Employment Record: \_\_\_\_\_

[Starting with present position, list in reverse order every employment held.

List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.] Certification:

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

Full name of staff member: \_\_\_\_\_

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

Contact (Mobile) number: \_\_\_\_\_

Date:

\_\_\_\_\_

Full name of authorized representative:

\_\_\_\_\_

[Signature of authorized representative of the firm]: \_

Contact (Mobile) number: \_\_\_\_\_

Date:

**FIRM’S REFERENCES — REFEREE THREE 3**

Relevant projects done with Public Institution for the last three years would be an added advantage. Minimum required referees are three (3).

(MUST ATTACH EVIDENCE e.g. LOCAL PURCHASE ORDER, AWARD LETTER)

1. i) Name of 1<sup>st</sup> client .....  
Address of Client .....
- ii) Name of contact person of the client.....  
Telephone No. of contact person .....
- iii) Value of contract .....  
Duration of contract (date) .....
2. i) Name of 2<sup>nd</sup> client .....  
Address of Client .....
- ii) Name of contact person of the client.....  
Telephone No. of contact person .....
- iii) Value of contract .....  
Duration of contract (date) .....
3. i) Name of 3<sup>rd</sup> client .....  
Address of Client .....
- ii) Name of contact person of the client.....  
Telephone No. of contact person .....
- iii) Value of contract .....  
Duration of contract (date) .....

**FORM G: CREDIT FACILITY DECLARATION FORM**

Will you offer credit to the Institution if awarded the tender?

(Please tick (√) appropriately)

.....  
YES, .....  
NO

If yes.,

Note that the maximum number allowable by law is 90 (Ninety days)

**DECLARATION**

Having studied the information for the above exercise, I/we hereby state that the information furnished in our application is accurate to the best of our knowledge.

Name .....

For and on behalf of.....

Position.....

Sign.....

Stamp.....

**TENDER-SECURING DECLARATION FORM**

[The Bidder shall complete this Form in accordance with the instructions

indicated]Date .....of Tender Submission

Tender No.: .....

To: THE NAIROBI NATIONAL POLYTECHNIC

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Tender- Securing Declaration.
2. I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of [insert number of months or years] starting on [insert date], if we are in breach of our obligation(s) under the bid conditions, because we –
  - (a) have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or
  - (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity,
  - (i) fail or refuse to execute the Contract, if required, or
  - (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders.
3. I/We understand that this Tender Securing Declaration shall expire if we are not the successful Bidder(s), upon the earlier of: (a) our receipt of a copy of your notification of the name of the successful Bidder; or (b) thirty days after the expiration of our Tender.
4. I/We understand that if I am/we are/in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:.....

Capacity / title (director or partner or sole proprietor, etc.)

Name.....

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder

Dated on .....

..... day of..... , [Insert date of signing] Seal or stamp

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

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

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

.....  
.....  
(Title) (Signature) (Date)

Bidder's Official Stamp

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

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

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

.....

.....(Name) (Signature)

(Date)

Bidder Official Stamp

**DECLARATION AND COMMITMENT TO THE CODE OF ETHICS**

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

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

Name of Authorized signatory.....

Sign.....

Position.....

Office address.....

Telephone.....

E-mail.....

Name of the Firm/Company.....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name

.....

Sign.....

...

Date.....

...

## TENDERING FORMS

### 1. Form of Tender

#### INSTRUCTIONS TO TENDERERS

- i) *The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address.*
- ii) *All italicized text is to help Tenderer in preparing this form.*
- iii) *Tenderer must complete and sign CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION OF THE TENDERER and TENDERER'S ELIGIBILITY-CONFIDENTIAL BUSINESS QUESTIONNAIRE all attached to this Form of Tender.*
- iv) *The Form of Tender shall include the following Forms duly completed and signed by the Tenderer.*
  - a) *Tenderer's Eligibility-Confidential Business Questionnaire*
  - b) *Certificate of Independent Tender Determination*
  - c) *Self-Declaration of the Tenderer*

**Date of this Tender submission:** *\_[insert date (as day, month and year) of*

*Tender submission]* **ITT No.:**        *\_[insert number of ITT process]*

To:

**The Principal  
The Nairobi National Polytechnic  
P O Box 30039-00100  
Nairobi**

- a) **No reservations:** We have examined and have no reservations to the tendering document, including Addenda issued in accordance with ITT 9;
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT 4;
- c) **Tender-Securing Declaration:** We have not been suspended nor declared ineligible by the Procuring Entity based on execution of a Tender-Securing Declaration or Proposal-Securing Declaration in Kenya in accordance with ITT 21;
- d) **Conformity:** We offer to provide the Insurance Services in conformity with the tendering document of the following: *\_[insert the list of items tendered for and a brief description of the Insurance Services]*;

- e) **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*];
- f) **Tender Validity Period:** Our Tender shall be valid for the period specified in TDS 19.1(as amended if applicable) from the date fixed for the Tender submission deadline (specified in TDS 23.1(as amended if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- g) **Performance Security:** If our Tender is accepted, we commit to obtain a Performance Security in accordance with the tendering document;
- h) **One Tender Per Tenderer:** We are not submitting any other Tender (s) as an individual Tenderer, and we are not participating in any other Tender (s) as a Joint Venture member or as a subcontractor, and meet the requirements of ITT 4.3, other than alternative Tenders submitted in accordance with ITT 14;
- i) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or insurance 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 PPRA. Further, we are not in eligible under Kenya's official regulations or pursuant to a decision of the United Nations Security Council;
- j) **State-owned enterprise or institution:** [*select the appropriate option and delete the other*] [*We are not a state- owned enterprise or institution*]/ [*We are a state-owned enterprise or institution but meet the requirements of ITT 4.6*];
- k) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract: [*insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity,*]

Name of Recipient	Address	Reason	Amount

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

[Delete if not appropriate, or amend to suit] We confirm that we understand the provisions relating to Standstill Period as described in this tendering document and the Procurement Regulations.

- (m) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Form of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (n) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Best Evaluated Tender or any other Tender that you may receive;

- (o) **Fraud and Corruption:** We here by certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
- (p) **Collusive practices:** We here by certify and confirm that the tender is genuine, non- collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent tender Determination” attached below; and
- (q) **Code of Ethical Conduct:** We under take to adhere by the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal, copy available from (specify website) during the procurement process and the execution of any resulting contract.
- (r) We, the Tenderer, have completed fully and signed the following Forms as part of our Tender:
  - I) Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.
  - ii) Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.
  - iii) Self-Declaration of the Tenderer—to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
  - iv) Declaration and commitment to the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal.

Further, we confirm that we have read and understood the full content and scope of fraud and corruption as informed in “Appendix 1-Fraud and Corruption” attached to the Form of Tender.

Name of the Tenderer: \*[insert complete name of person signing the Tender]

Name of the person duly authorized to sign the Tender on behalf of the

Tenderer:

\*\* .....[insert complete name of person duly authorized to sign the Tender]

Title of the person signing the Tender.....[insert complete title of the person signing the

Tender ] 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].

## CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of Tender to the \_\_\_\_\_  
\_\_\_\_\_ [Name of Procuring Entity]  
for: \_\_\_\_\_ [Name and number of tender] in response to the  
request for tenders made by: \_\_\_\_\_ [Name of Tenderer] do hereby make the  
following statements that I certify to be true and complete in every respect:

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

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer;
4. For the purposes of this Certificate and the Tender, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
  - a) Has been requested to submit a Tender in response to this request for tenders;
  - b) could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
  - a) The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
  - b) The Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document (s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a) prices;
  - b) methods, factors or formulas used to calculate prices;
  - c) the intention or decision to submit, or not to submit, a tender; or
  - d) the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed pursuant to paragraph (5)(b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;
8. The terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the Contract, whichever comes first, unless otherwise

required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_

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

**BENEFICIAL OWNERSHIP DISCLOSURE FORM**

Tender Reference No.: \_\_\_\_\_ Name of the

Tender Title/Description: \_\_\_\_\_ to TNNP

I) We here by provide the following beneficial ownership information.

**Details of beneficial ownership**

<b>Details of all Beneficial Owners</b>		<b>% of shares a person holds in the company Directly or indirectly</b>	<b>% of voting rights a person holds in the company</b>	<b>Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)</b>	<b>Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)</b>
Full Name		Directly -----% of shares	Directly..... .... % of voting rights  Indirectly -----% of voting rights	1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes -----No----- 2. Is this right held directly or indirectly?	1. Exercises significant influence or control over the Company body of the Company (tenderer)  Yes ----No----  2. Is this influence or control
National identity card number or Passport number					
Personal Identification Number (where applicable)		Indirectly-----% of shares			
Nationality					

Date of birth [dd/mm/yyyy]					
Postal address				Direct..... ...	exercised directly or indirectly?
Residential address				.....	Direct.....
Telepho ne number				Indirect..... ...	
Email address				.....	Indirect.....
Occupation or profession					
Full Name		Directly -----% of shares	Directly..... ... ....% of voting rights	1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes -----No----	1. Exercises significant influence or control over the Company body of the Company (tenderer) Yes --- --No----
National identity card number or Passport number			Indirectly -----% of voting rights	2. Is this right held directly or indirectly?:	2. Is this influence or control exercised directly or indirectly?
Personal Identificatio n Number (where applicable)		Indirectly-----% of shares			
Nationality(ie s)					
Date of birth [dd/mm/yyyy ]					

<b>Details of all Beneficial Owners</b>		<b>% of shares a person holds in the company Directly or indirectly</b>	<b>% of voting rights a person holds in the company</b>	<b>Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)</b>	<b>Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)</b>
Postal address				Direct..... .....  Indirect..... ... .....	Direct..... ... .....  Indirect..... .....
Residential address					
Telephone number					
Email address					
Occupation or profession					

II) Am fully aware that beneficial ownership information above shall be reported to the Public Procurement Regulatory Authority together with other details in relation to contract awards and shall be maintained in the Government Portal, published and made publicly available pursuant to Regulation 13(5) of the Companies (Beneficial Ownership Information) Regulations, 2020. (Notwithstanding this paragraph Personally Identifiable Information in line with the Data Protection Act shall not be published or made public).

*Note that Personally Identifiable Information (PII) is defined as any information that can be used to distinguish one person from another and can be used to deanonymize previously anonymous data. This information includes National identity card number or Passport number, Personal Identification Number, Date of birth, Residential address, email address and Telephone number.*

III) In determining who meets the threshold of who a beneficial owner is, the Tenderer must consider a natural person who in relation to the company:

- (a) holds at least ten percent of the issued shares in the company either directly or indirectly;
- (b) exercises at least ten percent of the voting rights in the company either directly or indirectly;
- (c) holds a right, directly or indirectly, to appoint or remove a director of the company; or

(d) exercises significant influence or control, directly or indirectly, over the company.

IV) What is stated to herein above is true to the best of my knowledge, information and belief.

Name of the Tenderer: .....

**TNNP/T/7/2025-2026: PROVISION OF SANITARY DISPOSAL SERVICES**

<b>S/NO</b>	<b>DESCRIPTION</b>	<b>UNIT OF MEASURE</b>	<b>QTY</b>	<b>UNIT PRICE</b>
1	Provision of Sanitary Disposal Service in the Main Institute	Per bin per visit	40	
2	Provision of Sanitary Disposal Service in the Polytechnic Annex	Per bin per visit	40	

- i. The bins should be the standard size, and foot pedaled
- ii. The supply and servicing of Sanitary Bins should be twice per week
- iii. Pricing of items should be in Kes (Kenya Shillings)
- iv. Prices must be inclusive of the applicable taxes.

**Note: In case of discrepancy between unit price and total, the unit price shall prevail**

**N/B: Kindly note that those who are responsive in the Mandatory and technical evaluations shall be considered for the financial evaluation where the lowest evaluated bidder overall will be considered for the award.**