

KENYA ELECTRICITY GENERATING COMPANY LIMITED

**TENDER FOR LEASING OF MULTIFUNCTIONAL PRINTERS FOR KENYA
ELECTRICITY GENERATING COMPANY LIMITED: KGN-IT-10-2017**

KenGen Wishes to make the following changes for the above tender through Addendum No. 2.

	ISSUE OF CLARIFICATION	KenGen RESPONSE
1	What is the Average indicative print volumes	Indicative average monthly print volumes are as follows:- Black & White - 191,724.3 Colour - 51,164.3 <i>N/B: Invoicing by successful tenderer will be based on actual prints per month and not on indicative volumes.</i>
2	Page 11 – What is included in the tender price?	The tender price shall be based on rates and not total sum. Bidders should derive the rates which are ALL cost inclusive.
3	Page 44 - Schedule of Services – Are bidders allowed to choose the locations they would like to bid in? Or they must bid for all locations?	Bidders must fill for the complete scope of each of the lot
5	Quantity of machine Requirements	The quantity of machine requirements is as tabulated in the revised Section V below:-
6	Technical Specifications of Machines	The technical specification of machines has been revised as presented in the revised Section V below:- Highlights: Speed of printing revised. Fax excluded from machines. Print only when the user goes to pick-Password controlled.
7	Page 18 Appendix to Instructions to Tenderers – Clarification Requests – That Clarifications should be 57 days before closure	Clarifications should be 5 days before closure.
8	Which Tender Security applies between the one stated under ITB on page 12 and in Appendix to ITB page 20	Tender Security of value Ksh. 200,000 to be furnished in form of Bank Guarantee, Approved Insurance or Letter of credit. This must be valid for at least 30 days beyond tender validity.
9	Additional conditions to the contract	<ol style="list-style-type: none"> 1. The employer and the contractor will discuss and agree on the service level requirements before contract signing and execution. the service Level agreement will form part of contractual obligations 2. Variation - Variation of quantities may be discussed after one year of contract and within the framework of procurement regulation. 3. Relocation - relocation of machine with building of the scope will be conducted by the contractor at no cost 4. In case of justifiable business requirement the contractor may relocate the printer from one region of scope. in this case the cost will be indicated per Kilometer

		<p>5. The Contractor shall ensure that all defective machines are replaced</p> <p>6. Contract Duration : The Contract period is 2 (Two) years renewable for a further two years upon mutual agreement and satisfactory performance (Potential maximum of 4 years)</p> <p>7. Insurance – The equipment’s shall remain a property of the contractor and hence they must insured at his cost .</p>
	<p>Schedule of Requirements</p>	<p>The requirements of the lots has been reviewed into two</p> <p>LOT 1 – Stima Plaza, Eastern Hydros (Upper and Lower Tana) and Kipevu</p> <p>LOT 2 – Olkaria , Western Hydros</p> <p>Details of each scope is as given below</p>

**SECTION V
SCHEDULE OF REQUIREMENTS**

This part will include any deliverables under the service contract

1. Specifications of printers to be leased

CATEGORY 1 - BIG COLOUR - MULTIFUNCTIONAL PRINTERS

Code	Description	Minimum Requirements	Tenderer's Offer
	Qty		7
	Type	Digital	
	Make	Specify	
	Model	Specify	
	Speed	30- 45/22 pages per minute A4/A3in colour and b/w Max.	
	Memory	Memory (standard, max.) 2 GB RAM + 320 GB HDD	
	In-built features	User-friendly colour touch panel	
		Stapler	
		paper sorter	
		duplex unit for double-sided printing	
	Paper – Capacity	Input – 2 x 500-sheet universal feeder	
		200-sheet multipurpose tray.	
	Paper Sizes	A4, A3	
	Power Source	AC 220 -240V. 50/60 Hz	
	Noise Level	Immeasurably low	
	Safety Standard	Acceptable Quality Standard (Give Reference)	
	FUNCTIONS		
Print	Processor	Processor: Power PC 750FL/600 MHz (System Shared)	
	Memory	Memory: Standard	
	Interfaces		
	Operating/other systems	All current Windows operating systems, Mac OS X Version 10.4 or higher, UNIX LINUX, as well as other systems on request. SAP printing	
	Resolution	600 x 600 dpi, Multi-bit technology for print quality of 600 dpi equivalent x 600 dpi	
	Copy	Zoom range: 25-400% in 1% steps	
		Continuous copying range: 1-999	
		Exposure mode: Auto, Manual	
Scan	Functionality	Scan-to-SMB/FTP,	

		Above 80 outline fonts	
		Multiple Interface connection	
		scan-to-Box, to folder	
		network TWAIN,	
		BOX TWAIN	
		Colour: Black and White	
		Scanning density range: Normal to Super Ultrafine	
	Max	Original size: A4, A3	
	Memory	Standard	
	Security	Data security kit	
		Secure printing capability	
		Print only when users goes to pick -Password controlled printing	
	Others	Print Tracking and Management Software	
		Reports on usage per staff, department,	
		Ability to have tray for letter headed paper and automatic selection	

CATEGORY 2 - BIG BLACK/WHITE - MULTIFUNCTIONAL PRINTERS

Code	Description	Minimum Requirements	Tenderer's Offer
	Qty	12	
	Type	Digital	
	Make	Specify	
	Model	Specify	
	Speed	30-45/22 pages per minute A4/A3 Max.	
	Memory	Memory (standard, max.)	
		2 GB RAM + 320 GB HDD	
	In-built features	User-friendly colour touch panel	

		Stapler paper sorter	
		duplex unit for double-sided printing	
	Paper – Capacity	Input – 2 x 500-sheet universal feeder	
		200-sheet multipurpose tray.	
	Paper Sizes	A4, A3	
	Power Source	AC 220 -240V. 50/60 Hz	
	Noise Level	Immeasurably low	
	Safety Standard	Acceptable Quality Standard (Give Reference)	
	FUNCTIONS		
Print	Processor	Processor: Power PC 750FL/600 MHz (System Shared)	
	Memory	Memory: Standard	
	Fonts	Above 80 outline fonts	
	Interfaces	Multiple Interface connection	
	Operating/other systems	All current Windows operating systems, Mac OS X Version 10.4 or higher, UNIX LINUX, as well as other systems on request. SAP printing	
	Resolution	600 x 600 dpi, Multi-bit technology for print quality of 600 dpi equivalent x 600 dpi	
Copy		Zoom range: 25-400% in 1% steps	
		Continuous copying range: 1-999	
		Exposure mode: Auto, Manual	
Scan	Functionality	Scan-to-SMB/FTP,	
		scan-to-email,	
		scan-to-Box, to folder	
		network TWAIN,	
		BOX TWAIN	

		Colour/Black and White	
		Scanning density range: Normal to Super Ultrafine	
	Max	Original size: A4, A3	
	Memory	Standard	
	Security	Data security kit	
		Secure printing capability	
		<ul style="list-style-type: none"> Print only when users goes to pick -Password controlled printing 	
	Others	Print Tracking and Management Software	
		<ul style="list-style-type: none"> Reports on usage per staff, department, 	
		<ul style="list-style-type: none"> Ability to have tray for letter headed paper and automatic selection 	

CATEGORY 3 - MEDIUM COLOUR - MULTIFUNCTIONAL PRINTERS

Code	Description	Minimum Requirements	Tenderer's Offer
	Qty	12	
	Type	Digital	
	Make	Specify	
	Model	Specify	
	Speed	30-45 pages per minute A4 in color and b/w Max.	
	Memory	Memory (standard, max.)	
		1 GB RAM + 320 GB HDD	
	In-built features	User-friendly colour touch panel	

		paper sorter	
		duplex unit for double-sided printing	
	Paper – Capacity	50-sheet multipurpose tray.	
	Paper Sizes	A4	
	Power Source	AC 220 -240V. 50/60 Hz	
	Noise Level	Immeasurably low	
	Safety Standard	Acceptable Quality Standard (Give Reference)	
	FUNCTIONS		
Print	Processor	Processor: Power PC 750FL/600 MHz (System Shared)	
	Memory	Memory: Standard	
	Fonts	Above 80 outline fonts	
	Interfaces	Multiple Interface connection	
	Operating/other systems	All current Windows operating systems, Mac OS X Version 10.4 or higher, UNIX LINUX, as well as other systems on request. SAP printing	
	Resolution	600 x 600 dpi, Multi-bit technology for print quality of 600 dpi equivalent x 600 dpi	
Copy		Zoom range: 25-400% in 1% steps	
		Continuous copying range: 1-999	
		Exposure mode: Auto, Manual	
Scan	Functionality	Scan-to-SMB/FTP,	
		scan-to-email,	
		scan-to-Box, to folder	
		network TWAIN,	
		BOX TWAIN	

		Colour: Black and White	
		Scanning density range: Normal to Super Ultrafine	
	Max	Original size: A4	
	Memory	Standard	
	Security	Data security kit	
		Secure printing capability	
		Print only when users goes to pick -Password controlled printing	
	Others	Print Tracking and Management Software	
		Peports on usage per staff, department,	
		Ability to have tray for letter headed paper and automatic selection	

CATEGORY 4 – MEDIUM BLACK& WHITE - MULTIFUNCTIONAL PRINTERS

Code	Description	Minimum Requirements	Tenderer's Offer
	Qty	33	
	Type	Digital	
	Make	Specify	
	Model	Specify	
	Speed	30-45/22 pages per minute A4/A3 Max.	
	Memory	Memory (standard, max.)	
		1 GB RAM + 320 GB HDD	

	In-built features	User-friendly colour touch panel	
		paper sorter	
		duplex unit for double-sided printing	
	Paper – Capacity	50-sheet multipurpose tray.	
	Paper Sizes	A4	
	Power Source	AC 220 -240V. 50/60 Hz	
	Noise Level	Immeasurably low	
	Safety Standard	Acceptable Quality Standard (Give Reference)	
	FUNCTIONS		
Print	Processor	Processor: Power PC 750FL/600 MHz (System Shared)	
	Memory	Memory: Standard	
	Fonts	Above 80 outline fonts	
	Interfaces	Multiple Interface connection	
	Operating/other systems	All current Windows operating systems, Mac OS X Version 10.4 or higher, UNIX LINUX, as well as other systems on request. SAP printing	
	Resolution	600 x 600 dpi, Multi-bit technology for print quality of 600 dpi equivalent x 600 dpi	
Copy		Zoom range: 25-400% in 1% steps	
		Continuous copying range: 1-999	
		Exposure mode: Auto, Manual	
Scan	Functionality	Scan-to-SMB/FTP,	
		scan-to-email,	
		scan-to-Box, to folder	
		network TWAIN,	
		BOX TWAIN	

		Colour/ Black and White	
		Scanning density range: Normal to Super Ultrafine	
	Max	Original size: A4	
	Memory	Standard	
	Security	Data security kit	
		Print only when users goes to pick -Password controlled printing	
	Others	Print Tracking and Management Software	
		Reports on usage per staff, department,	
		Ability to have tray for letter headed paper and automatic selection	

CATEGORY 5 - SMALL COLOUR - MULTIFUNCTIONAL PRINTERS

Code	Description	Minimum Requirements	Tenderer's Offer
	Qty	5	
	Type	Digital	
	Make	Specify	
	Model	Specify	
	Speed	30-45/22 pages per minute A4 colour and B/W	
	Memory	Memory (standard, max.) specify 1 GB RAM + 320 GB HDD	
	In-built features	User-friendly colour touch panel	
		paper sorter	
		duplex unit for double-sided printing	

	Paper – Capacity	50-sheet multipurpose tray.	
	Paper Sizes	A4	
	Power Source	AC 220 -240V. 50/60 Hz	
	Noise Level	Immeasurably low	
	Safety Standard	Acceptable Quality Standard (Give Reference)	
	FUNCTIONS		
Print	Processor	Processor: Power PC 750FL/600 MHz (System Shared)	
	Memory	Memory: Standard	
	Fonts	Above 80 outline fonts	
	Interfaces	Multiple Interface connection	
	Operating/other Systems	All current Windows operating systems, Mac OS X Version 10.4 or higher, UNIX LINUX, as well as other systems on request. SAP printing	
	Resolution	600 x 600 dpi, Multi-bit technology for print quality of 600 dpi equivalent x 600 dpi	
Copy		Zoom range: 25-400% in 1% steps	
		Continuous copying range: 1-999	
		Exposure mode: Auto, Manual	
Scan	Functionality	Scan-to-SMB/FTP,	
		scan-to-email,	
		scan-to-Box, to folder	
		network TWAIN,	
		BOX TWAIN	
		Colour: Black and White	

		Scanning density range: Normal to Super Ultrafine	
	Max	Original size: A4	
	Memory	Standard	
	Security	Data security kit	
		Print only when users goes to pick -Password controlled printing	
	Others	Print Tracking and Management Software	
		Reports on usage per staff, department,	
		Ability to have tray for letter headed paper and automatic selection	

CATEGORY 6 – SMALL BLACK& WHITE - MULTIFUNCTIONAL PRINTERS

Code	Description	Minimum Requirements	Tenderer's Offer
	Qty	27	
	Type	Digital	
	Make	Specify	
	Model	Specify	
	Speed	30-45/22 pages per minute A4/A3 Max.	
	Memory	Memory (standard, max.)	
		1 GB RAM + 320 GB HDD	
	In-built features	User-friendly colour touch panel	
		paper sorter	
		duplex unit for double-sided printing	
	Paper – Capacity	50-sheet multipurpose tray.	
	Paper Sizes	A4	

	Power Source	AC 220 -240V. 50/60 Hz	
	Noise Level	Immeasurably low	
	Safety Standard	Acceptable Quality Standard (Give Reference)	
	FUNCTIONS		
Print	Processor	Processor: Power PC 750FL/600 MHz (System Shared)	
	Memory	Memory: Standard	
	Fonts	Above 80 outline fonts	
	Interfaces	Multiple Interface connection	
	Operating/other Systems	All current Windows operating systems, Mac OS X Version 10.4 or higher, UNIX LINUX, as well as other systems on request. SAP printing	
	Resolution	600 x 600 dpi, Multi-bit technology for print quality of 600 dpi equivalent x 600 dpi	
Copy		Zoom range: 25-400% in 1% steps	
		Continuous copying range: 1-999	
		Exposure mode: Auto, Manual	
Scan	Functionality	Scan-to-SMB/FTP,	
		scan-to-email,	
		scan-to-Box, to folder	
		network TWAIN,	
		BOX TWAIN	
		Colour/ Black and White	

		Scanning density range: Normal to Super Ultrafine	
	Max	Original size: A4	
	Memory	Standard	
	Security	Data security kit	
		<ul style="list-style-type: none"> Print only when users goes to pick -Password controlled printing 	
	Others	Print Tracking and Management Software	
		<ul style="list-style-type: none"> Reports on usage per staff, department, 	
		<ul style="list-style-type: none"> Ability to have tray for letter headed paper and automatic selection 	

2. Quantity (No.) of Printers Required

Quantity Summary

	Total
CAT 1-Big colour	7
CAT 2-Big B&W	12
CAT 2-Medium colour	12
CAT 4-Medium B&W	33
CAT 5-Small Colour	5
CAT 6-Small B&W	27
	96

Machine distribution Details

LOT 1							
Category	CAT 1-Big colour	CAT 2-Big B&W	CAT 2-Medium colour	CAT 4-Medium B&W	CAT 5-Small Colour	CAT 6-Small B&W	Total
Sch A -Head Office							
Stima Plaza- GF		1		1			2
Stima Plaza -1st Flr				1			1
Stima Plaza -2nd Flr				1			1
Stima Plaza -3rd Flr			1	1			2
Stima Plaza -4th Flr			1			1	2
Stima Plaza -5th Flr				1			1
Stima Plaza -6th Flr				2			2
Stima Plaza -7thFlr				1			1
Stima Plaza -8th Flr				1			1
RBS Silo 7th Flr Regulatory	1			1			2
RBS Silo 8th Flr opreations				1			1
RBS Silo 9th Flr legal, shares, ins, prop	1			1			2
RBS Silo 10th Flr CS, Asst CS, MD	1		1				2
Mombasa Rd Workshop - GF						1	1
Mombasa Rd Workshop -Upstairs						1	1
Ngong Power station						1	1
Subtotal Head Office and associated sub-stns	3	1	3	12	0	4	23
Sch B - Kipevu							
KIPEVU-ADMIN GRD					1		1
KIPEVU-ICT WORKSHOP						1	1
KIPEVU-MANAGER'S OFFICE			1				1
KIPEVU -REGISTRY				1			1
KIPEVU - SUPPLY CHAIN				1			1
KIPEVU-TRANSPORT OFFICE & HOSPITALITY						1	1

Subtotal - Kipevu	0	0	1	2	1	2	6
Sch C - Eastern Hydros							
Gitaru - Hydro Plaza				4			4
GITARU- Manager's office			1				1
GITARU - Clinic						1	1
KIAMBERE POWER STATION				1			1
MASINGA POWER STATION				1			1
MATENDENI CLUB						1	1
KAMBURU TRANSPORT						1	1
KAMBURU POWER STATION				1		1	2
KINDARUMA-POWER STATION				1			1
Subtotal Eastern (Main) Hydros	0	0	1	8	0	4	13
Sch D- Eastern (Upper Tana)							
WANJII				1			1
UPPER TANA POWER STATION				1			1
Subtotal for Eastern (Upper Tana)s	0	0	0	2	0	0	2
Total for LOT 1							44

LOT 2							
Sch E- Western Hydros							
Category	CAT 1-Big colour	CAT 2-Big B&W	CAT 2-Medium colour	CAT 4-Medium B&W	CAT 5-Small Colour	CAT 6-Small B&W	Total
Sondu Miriu Power Station- Manager's office			1				1
Sondu Miriu Power Station- Supply Chain				1			1
Sondu Miriu Power Station-Finance				1			1
Sondu Miriu Power Station-Others				1			1
Kitale office						1	1
Muhoroni						1	1
Gogo falls						1	1
Sangoro						1	1
Sondu Staff Club						1	1
Sondu Transport office						1	1
Turkwel Control Room						1	1

Subtotal - Western Hydros	0	0	1	3	0	7	11
Sch F- Olkaria							
Geothermal Resource Development							
Olkaria 1	1	7	2	4		6	20
Olkaria 2			1				1
Geo Lab	1						1
Geo Plaza	2	4			4		10
Olkaria 1 AU			1				1
Rig store				1			1
General store				1			1
Geothermal Spa			1				1
Geothermal club						1	1
Olkaria 4			1			1	2
Police line offices						1	1
Eburu						1	1
Subtotal Schedule F (GRD)	4	11	6	6	4	10	41
Total for LOT 2							52
Companywide Total units	7	12	12	33	5	27	96

PRICE SCHEDULE OF SERVICES

Lot 1

Area	DESCRIPTION	Cost (Rate) per copy (Kshs.)	VAT (16%) (Kshs)	Total Cost (Rate) per copy (incl. VAT) (Kshs)
A. Head Office	Black & white printing /copying A4			
	Colour printing/copying A4			
	Black & white printing /copying A3			
	Colour printing/copying A3			
B. Kipevu	Black & white printing /copying A4			
	Colour printing/copying A4			
	Black & white printing /copying A3			
	Colour printing/copying A3			
C. Eastern Hydros Main Hydros (<i>Gitaru, Kindaruma, Masinga, Kiambere, Kamburu</i>) and Upper Tana (Tana and Muranga)	Black & white printing /copying A4			
	Colour printing/copying A4			
	Black & white printing /copying A3			
	Colour printing/copying A3			
Average Rate for Lot 1				

Lot 2

		Cost (Rate) per copy (Kshs.)	VAT (16%) (Kshs)	Total Cost (Rate) per copy (incl. VAT) (Kshs)
D. Western Hydros	Black & white printing /copying A4			
	Colour printing/copying A4			
	Black & white printing /copying A3			
	Colour printing/copying A3			
E. Geothermal Resource Development	Black & white printing /copying A4			
	Colour printing/copying A4			
	Black & white printing /copying A3			
	Colour printing/copying A3			
Average Rate for Lot 2				

Signature of tenderer _____

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

All other terms and conditions remain as per the tender document.

ACKNOWLEDGEMENT OF ADDENDUM NO.2

We/I, the undersigned hereby certify that the clarification is an integral part of the document and has been incorporated in the tender proposal.

Signed **Date**.....

Name and Official Stamp of Tenderer

FORM OF TENDER

Date _____
Tender No. _____

To: _____

[name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. *[Insert numbers]*.the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the services (..... *(Insert service description)* in conformity with the said tender documents for the lots *(no lump sum figure is expected ,however bidder may refer to the price schedule rates)* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to provide the services in accordance with the service delivery schedule specified in the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to _____ percent of the Contract Price for the due performance of the Contract in the form prescribed by*(Procuring entity)*.

4. We agree to abide by this Tender for a period of *[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us, subject to signing of the Contract by the parties.

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

Dated this _____ day of _____ 20 _____

[signature]

[in the capacity of]

Duly authorized to sign tender for an on behalf of _____

Note:

- 1. The price schedule rates will form part of this form. No lump sum total is expected. The bidder is allowed to modify this form to reflect the rates as per the price schedule.**