



**BIDDING DOCUMENTS FOR THE**

**HIRE OF VENUE TO HOST CMAP AND CPP JOINT  
FACILITY FOR ELECTIVES (JFE) FOR THE PERIOD  
2023-2025**

**International Competitive Bidding (ICB)**

**REFERENCE: AERC/PROC/RFP/TMA/2022-2023/0505/017**

**January, 2023**



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## **Invitation for Bids (IFB)**

Date: January 30, 2023

Contract Identification N<sup>o</sup>: *AERC/PROC/RFP/TMA/2022-2023/0505/017*

Project Name: Hire of Venue to Host CPP and CMAP Joint Facility for Electives (JFE) for the Period 2023-2025

### **International Competitive Bidding**

1. The **African Economic Research Consortium (AERC)**, established in July 1988, is a public not-for-profit organization devoted to advanced policy research and training. The principle objective is to strengthen local capacity for conducting independent, rigorous inquiry into problems pertinent to the management of Sub-Saharan African economies through a synergistic programme combining economic research with postgraduate training in economics and agricultural and applied economics. The AERC's Training Programme comprises the following:
  - The **Collaborative Masters Programme (CMAP) in Economics**, which spans departments of economics in 25 public universities;
  - The **Collaborative PhD Programme (CPP) in Economics**, which brings together 8 participating universities; and
  - The **Collaborative Masters in Agricultural and Applied Economics (CMAAE) Programme**, which is spearheaded by departments of agricultural economics in 16 public universities in Sub-Saharan Africa.
  - **The Joint Facility for Electives (JFE)**, an intensive teaching environment that offers a full range of elective courses for the CMAP and CPP; and
  - **The Shared Facility for Specialization and Elective Courses (SFSE)**, which provides an environment for joint teaching of elective courses for the CMAAE programme.

#### **The Joint Facility for Electives (JFE)**

The typical degree programmes are divided into three components: core courses, elective courses and thesis research. Each year, from late June to early November, upon successful completion of core courses at their home universities, students from eligible CPP and CMAP participating universities proceed to a facility commonly referred to as the Joint Facility for Electives (JFE) to be taught a menu of elective courses by visiting lecturers sourced internationally.

From 2020 with the onset of COVID-19, the AERC has been implementing an innovative virtual/online teaching of JFE elective courses to students across its network of collaborating universities via its Learning Management System (LMS) with an embedded Zoom for synchronous lectures. This is complemented by the AERC's online library

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(eLibrary) where textbooks, reference journal articles and lecture materials/notes are easily accessible. The AERC plans to implement a blended or hybrid JFE (online and face-to-face) from 2023.

### **Implementation of a Blended JFE**

A blended learning implementation of the JFE will entail offering the elective courses online to the students while at their respective home universities for the first half of the duration of the JFE (about 2 months), and thereafter students and visiting lecturers will congregate at a centralized facility for the remaining duration of the JFE for face-to-face teaching, networking, and administration of examinations.

2. The **AERC** now invites sealed bids from eligible and qualified bidders for hosting the JFE for both CMAP and CPP, consisting of the major services described below:

The JFE admits approximately about 120 Masters and up to 40 PhD students. The blended/hybrid implementation of the CMAP and CPP JFE will each run for 16 weeks. The first half of the duration of 8 weeks (about 2 months) of the CMAP and CPP JFE will be offered online to the students while at their respective home universities. Thereafter students and visiting lecturers will congregate at a centralized facility for the remaining duration of 8 weeks of the JFE for face-to-face teaching, networking, and administration of examinations.

A serene learning environment is required for an international collaborative academic programme of this nature, with the requisite academic, administrative and infrastructural capacity to provide full-board accommodation, offices for lecturers and staff, lecture rooms, computer labs, library facilities, and sports facilities during the duration of the face-to-face JFE. The JFE facilities should be fitted with fast and reliable internet connection, as well as other supportive ICT infrastructure. Provision of onsite medical care for routine out-patient treatment is also a key requirement as well as easy accessibility to in-patient medical services. Additionally, security of JFE participants is of paramount importance.

3. Bidding will be conducted through International Competitive Bidding (ICB) procedure and is open to all bidders from countries within sub-Saharan African region.
4. Interested eligible bidders may obtain further information from AERC Offices at the address given below from 08.30hrs – 16.00hrs. Bidding documents may be downloaded from the AERC website on: [www.aercafrica.org](http://www.aercafrica.org).
5. Qualifications requirements include:
  - (i) An African international conference facility and/or academic institution within sub-Saharan African region with demonstrated expertise and experience in the last 5 years of hosting international academic programmes of the magnitude of JFE, managing collaborative projects of post-graduate nature.

- (ii) Ability to offer full-board accommodation for about 120 Collaborative Master's Programme (CMAP) for a period of 8 weeks, 40 Collaborative PhD Programme (CPP) students for a period of 8 weeks, 12 visiting lecturers and 1 JFE staff.
- (iii) Adequate offices, lecture rooms, computer labs, reliable internet connection and library facility.
- (iv) Availability of adequate security for all participants and medical facility that is well-staffed and equipped to handle any kind of emergencies or illnesses.
- (v) A consistent history of litigation or arbitration awards against a bidder or any partner of a joint venture may result in disqualification.

Additional details are provided in the Bidding Documents.

6. Prices quoted should be inclusive of all taxes and delivery costs must be in United States Dollars (US\$). Bids shall be valid for a period of *120 days* after Bid closing. The bid closing date shall be at 12:00 hours, East African Time (EAT) on March 10, 2023 and shall be delivered to AERC office stated below at which time they will be opened immediately in the presence of the bidders who wish to attend.
7. The basis for bid evaluation and selection will be the Lowest Evaluated Bid in accordance with AERC Procurement Policy and Procedure Manual (Approved March 2019).
8. Bids must be delivered to the address below on or before March 10, 2023 at 12:00 hours. Late bids will be rejected. Bids will be opened immediately after the bid closing time in the presence of the bidders' representatives who choose to attend in person at the address below at 12.00 hours on March 10, 2023. All bids MUST BE accompanied by a "Bid-Securing Declaration," using the format provided in the bid documents.

**Address and Contacts of AERC Office referred to above is:**

**The Executive Director, African Economic Research Consortium (AERC), MEBANK Towers,  
3<sup>rd</sup> Floor, Jakaya Kikwete Road, P.O. Box 62882-00200 Nairobi, Kenya.  
Tel +254 020 2734150/7/9 +254 722 205272 +254 733 333298.**

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# **Standard Bidding Document (SBD) for Procurement of Goods**

## **PART 1 – BIDDING PROCEDURES**

### **Section I: Instructions to Bidders (ITB)**

This Section provides information to help Bidders prepare their bids. Information is also provided on the submission, opening, and evaluation of bids and on the award of Contracts. **Section I contains provisions that are to be used without modification.**

### **Section II. Bid Data Sheet (BDS)**

This Section includes provisions that are specific to the bidding process and supplement Section I, Instructions to Bidders.

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

This Section specifies the criteria to be used to determine the lowest evaluated bid and the requirements for the Bidder's qualification to perform the contract.

### **Section IV: Bidding Forms**

This Section includes the forms which are to be completed by the Bidder and to be submitted as part of its bid.

## **PART 2 – PURCHASER'S REQUIREMENTS**

### **Section V. Requirements**

This Section includes the List of Goods and Related Services, the Delivery and Completion Schedules, the Technical Specifications and the Drawings that describe the Goods and Related Services to be procured.

## **PART 3 – CONDITIONS OF CONTRACT AND CONTRACT FORMS**

### **Section VI. General Conditions (GC)**

This Section contains the general clauses to be applied in all contracts. **The text of the clauses in this Section shall not be modified.**

### **Section VII. Particular Conditions (PC)**

This Section contains clauses specific to each contract that modify or supplement Section VI, General Conditions.

**Section VIII: Contract Forms**

This Section includes the forms which, once completed, will form part of the contract. These forms shall be completed only by the successful Bidder after contract award.

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**PROCUREMENT DOCUMENTS**

**Bidding Document for  
Procurement of Goods**

**Procurement of:**

**Venue to Host CMAP and CPP Joint Facility for  
Electives (JFE) for the Period 2023-2025**

**Issued on: January 30, 2023**

**ICB No: AERC/PROC/RFP/TMA/2022-  
2023/0505/017**

**Purchaser: African Economic Research  
Consortium**

**Country: Kenya**



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## Preface

This Bidding Document for Procurement of Services has been prepared by **African Economic Research Consortium**.

The Standard Bidding Document for Procurement of Goods reflects the structure and the provisions of the Master Document for Procurement of Goods, prepared by Multilateral Development Banks and International Financing Institutions.



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# Standard Bidding 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 The Purchaser indicated in Section II, Bid Data Sheet (BDS) issues this Bidding Document for the procurement of Goods and related services as specified in Section VI, Requirements. The name, identification, and number of lots are provided in the BDS.
  - 1.2 Unless otherwise stated, throughout this Bidding Document definitions and interpretations shall be as prescribed in Section VII, General Conditions.
2. **Source of Funds**
  - 2.1 The African Economic Research Consortium is a public not-for-profit organization funded by African and Non-African Governments and Institutions, International Institutions and Foundations (including private foundations). The AERC intends to apply a portion of the funds to eligible payments under the contract (s) for which this Bidding Document is issued.
  - 2.2 Payments for the contract will be made in accordance with the terms and conditions of the financing agreement between the AERC (hereinafter called the Borrower) and its Funding Partners.
3. ***Fraud and Corruption***
  - 3.1 It is the policy of Funding Partners that beneficiaries of the Funding Partners Financing, Bidders, Suppliers, contractors, and their agents (whether declared or not), sub-contractors, sub-consultants, service providers or suppliers, and any personnel thereof, observe the highest standard of ethics during the procurement and execution of Funding Partners-financed contracts<sup>1</sup>. In pursuance of this policy, the Funding Partners:
    - (a) define, 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

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<sup>1</sup> *In this context, any action to influence the procurement process or contract execution for undue advantage is improper.*

- party<sup>2</sup>;
- (ii) “fraudulent practice” is any act or omission, including a misrepresentation that knowingly or recklessly misleads, or attempts to mislead, a party<sup>3</sup> to obtain financial or other benefit or to avoid an obligation;
  - (iii) “Collusive Practice” is an arrangement between two or more parties<sup>4</sup>, designed to achieve an improper purpose, including to influence improperly the actions of another party; and
  - (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<sup>5</sup>;
  - (v) “Obstructive practice” is
    - (v.1) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede the Funding Partners’ 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
    - (v.2) acts intended to materially impede the exercise of the Funding Partners’ inspection and audit rights provided for under paragraph 3.1(e) below.
- (b) will reject a proposal for award if it determines that the Bidder recommended for award, or any of its personnel, or

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<sup>2</sup> For the purpose of this sub-paragraph, “another party” refers to a public official acting in relation to the procurement process or contract execution. In this context, “public official” includes Funding Partners’ staff and employees of other organizations taking or reviewing procurement decisions.

<sup>3</sup> For the purpose of this sub-paragraph, “party” refers to a public official; the terms “benefit” and “obligation” relate to the procurement process or contract execution; and the “act or omission” is intended to influence the procurement process or contract execution.

<sup>4</sup> For the purpose of this sub-paragraph, “parties” refers to participants in the procurement process (including public officials) attempting either themselves, or through another person or entity not participating in the procurement or selection process, to simulate competition or to establish bid prices at artificial, non-competitive levels, or are privy to each other’s bid prices or other conditions.

<sup>5</sup> For the purpose of this sub-paragraph, “party” refers to a participant in the procurement process or contract execution.

- 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) will declare mis-procurement and cancel the portion of the Financing allocated to a contract if it determines at any time that representatives of the Funding Partners or of a recipient of any part of the proceeds of such Financing engaged in corrupt, fraudulent, collusive, coercive or obstructive practices during the procurement or the implementation of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Funding Partners to address such practices when they occur, including by failing to inform the Funding Partners in a timely manner at the time they knew of the practices;
- (d) will sanction a firm or individual, at any time, in accordance with the prevailing Funding Partners' sanctions procedures<sup>6</sup>, including by publicly declaring such firm or individual ineligible either indefinitely or for a stated period of time, (i) to be awarded a Funding Partners-financed contract; (ii) to be a nominated<sup>7</sup> sub-contractor, consultant, supplier, or service provider of an otherwise eligible firm being awarded a Funding Partners-financed contract; and
- (e) will require that a clause be included in Bidding Documents and in contracts financed by the Funding Partners, requiring bidders, suppliers and contractors, and their sub-contractors, agents, personnel, consultants, service providers, or suppliers, to permit the Funding Partners to inspect all accounts, and records and other documents relating to the submission of bids and contract performance and to have them audited by auditors appointed by the

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<sup>6</sup> *A firm or an individual may be declared ineligible to be awarded a Funding Partners' financed contract: (i) upon completion of the Funding Partners' sanctions proceedings as per its sanctions procedures, including, inter alia, cross-debarment as agreed with other International Financial Institutions, including Multilateral Development Banks, or otherwise decided by the Funding Partners; and through the application of the Proposal for the Implementation of a Sanctions Process within the Funding Partners; and (ii) as a result of temporary suspension or early temporary suspension in connection with an on-going sanction proceeding.*

<sup>7</sup> *A nominated sub-contractor, consultant, manufacturer or supplier, or service provider (different names are used depending on the particular bidding documents) is one which has either 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 requirement for the particular bid; or (ii) appointed by the Borrower."*

Funding Partners.

- 3.2 Furthermore, Bidders shall be aware of the provisions stated in Section VII, General Conditions.
- 4. Eligible Bidders**
- 4.1 A Bidder may be a natural person, private entity, government-owned entity—subject to ITB 4.5—or any combination of such entities supported by a letter of intent to enter into an agreement or under an existing agreement in the form of a joint venture, consortium, or association (JVCA). In the case of a joint venture, consortium, or association:
- a) unless otherwise specified in the BDS, all partners shall be jointly and severally liable, and
  - b) the JVCA shall nominate a Representative who shall have the authority to conduct all businesses for and on behalf of any and all the partners of the JVCA during the bidding process and, in the event the JVCA is awarded the Contract, during contract execution.
- 4.2 A Bidder, and all parties constituting the Bidder, shall have the nationality of an eligible country, in accordance with the Funding Partners' Rules and Procedures for Procurement of Goods and Works, and as contained in sections listing Eligible Countries. A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country. This criterion shall also apply to the determination of the nationality of proposed subcontractors or suppliers for any part of the Contract including Related Services.
- 4.3 A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if:
- (a) they have controlling partners in common; or
  - (b) they receive or have received any direct or indirect subsidy from any of them; or
  - (c) they have the same legal representative for purposes of this bid; or
  - (d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the Purchaser

- regarding this bidding process; or
- (e) a Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which it is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one bid; or
  - (f) a Bidder participated as a consultant in the preparation of Section V, Requirements that are the subject of the bid; or
  - (g) a Bidder or any of its affiliates has been hired, or is proposed to be hired, by the Purchaser or the Borrower for the supervision of the contract.
- 4.4 A Bidder that is under a declaration of ineligibility by the Funding Partners in accordance with **ITB 3**, at the date of the deadline for bid submission or thereafter, shall be disqualified.
- 4.5 Government-owned entities in the Borrower's country shall be eligible only if they can establish that they (i) are legally and financially autonomous, (ii) operate under the principles of commercial law, and (iii) are not dependent agencies of the Purchaser or the Borrower.
- 4.6 Bidders shall not be under execution of a Bid-Securing Declaration in the Purchaser's Country.
- 4.7 Bidders shall provide such evidence of their continued eligibility satisfactory to the Purchaser, as the Purchaser shall reasonably request.
- 4.8 Firms from an eligible country shall be excluded if:
- (a) as a matter of law or official regulation, 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 persons or entities in that country.
- 4.9 In case a prequalification process has been conducted prior to the bidding process, this bidding is open only to prequalified Bidders.
- 4.10 A firm sanctioned by the Funding Partners in accordance with the above ITB Clause 3.1 (d), or in accordance with the Funding

Partners' policies on anti-corruption and fraud and Funding Partners' sanctions procedures, shall be ineligible to be awarded a Funding Partners-financed contract, or to benefit from a Funding Partners-financed contract, financially or in any other manner, during the period of time determined by the Funding Partners.

- 5. Eligible Goods and Related Services**
- 5.1 All goods and related services to be supplied under the Contract and financed by the Funding Partners, shall have as their country of origin an eligible country of the Funding Partners in accordance with the Funding Partners' Rules and Procedures for Procurement of Goods and Works, and as contained in sections listing Eligible Countries.
- 5.2 For purposes of this Clause, the term "Goods" includes commodities, raw material, machinery, equipment, and industrial plants; and "Related Services" includes services such as insurance, transportation, installation, commissioning, training, and initial maintenance.
- 5.3 The term "country of 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 imported components.
- 5.4 The nationality of the firm that produces, assembles, distributes, or sells the Goods shall not determine their origin.

## **B. Contents of Bidding Document**

- 6. Sections of Bidding Document**
- 6.1 The Bidding Document consists 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. Bid Data Sheet (BDS)
- Section III. Evaluation and Qualification Criteria
- Section IV. Bidding Forms

### **PART 2 Purchaser's Requirements**

- Section V. Requirements

### **PART 3 Conditions of Contract and Contract Forms**

- Section VI. General Conditions (GC)
- Section VII. Particular Conditions (PC)

- Section VIII. Contract Forms

- 6.2 The Invitation for Bids issued by the Purchaser is not part of the Bidding Document.
  - 6.3 The Bidder shall obtain the Bidding Document from the source stated by the Purchaser in the Invitation for Bids; otherwise the Purchaser is not responsible for the completeness of the Bidding Document.
  - 6.4 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the bid.
- 7. Clarification of Bidding Document, Site Visit, Pre-Bid Meeting**
- 7.1 A prospective Bidder requiring any clarification of the Bidding Document shall contact the Purchaser in writing at the Purchaser's address indicated in the BDS or raise his enquiries during the pre-bid meeting if provided for in accordance with ITB 7.4. The Purchaser will respond to any request for clarification, provided that such request is received prior to the deadline for submission of bids, within the number of days specified in the BDS. The Purchaser's response shall be in writing with copies 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. Should the Purchaser deem it necessary to amend the Bidding Document as a result of a request for clarification, it shall do so following the procedure under ITB 8 and ITB 22.2.
  - 7.2 Where applicable, the Bidder is advised to visit and examine the project site and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into a contract for the provision of the Requirements. The costs of visiting the site shall be at the Bidder's own expense.
  - 7.3 Pursuant to ITB 7.2, where the Bidder and any of its personnel or agents have been granted permission by the Purchaser to enter upon its premises and lands for the purpose of such visit, the Bidder, its personnel, and agents will release and indemnify the Purchaser and its personnel and agents from and against all liability in respect thereof, and will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the visit.
  - 7.4 The Bidder's designated representative is invited to attend a pre-bid meeting, if provided for in the BDS. The purpose of the

meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage. If so provided for in the BDS, the Purchaser will organize a site visit.

- 7.5 The Bidder is requested, as far as possible, to submit any questions in writing, to reach the Purchaser not later than one week before the meeting.
  - 7.6 Minutes of the pre-bid meeting, including the text of the questions raised without identifying the source, and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Bidders who have acquired the Bidding Document in accordance with ITB 6.3. Any modification to the Bidding Document that may become necessary as a result of the pre-bid meeting shall be made by the Purchaser exclusively through the issue of an Addendum pursuant to ITB 8 and not through the minutes of the pre-bid meeting.
  - 7.7 Non-attendance at the pre-bid meeting will not be a cause for disqualification of a Bidder.
- 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.
  - 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 in that language, 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;
- (b) Completed Schedules as provided in Section IV, Bidding Forms;
- (c) Bid Security or Bid-Securing Declaration, in accordance with ITB 19;
- (d) at the Bidder's option, alternative proposals, if permissible, in accordance with ITB 13;
- (e) written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB 20.2;
- (f) documentary evidence establishing the eligibility of the Goods and Related Services offered by the Bidder, in accordance with ITB 17.1;
- (g) documentary evidence establishing the Bidder's qualifications in accordance with the requirements of Section III, Evaluation and Qualification Criteria, using the relevant forms furnished in Section IV, Bidding Forms;
- (h) documentary evidence as specified in the BDS, establishing the conformity of the goods and related services offered by the Bidder with the Bidding Document, using the relevant forms furnished in Section IV, Bidding Forms;
- (i) in the case of a bid submitted by a JVCA, JVCA agreement, or letter of intent to enter into a JVCA including a draft agreement, indicating at least the parts of the Requirements to be executed by the respective partners;
- (j) any other document required in the BDS.

**12. Letter of Bid  
and Price  
Schedules**

12.1 The Bidder shall submit the Letter of Bid using the form furnished in Section IV, Bidding Forms. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

**13. Alternative Bids**

- 13.1 Unless otherwise indicated in the BDS, alternative proposals shall not be considered. If alternative proposals are permitted, their method of evaluation shall be as stipulated in Section III, Evaluation and Qualification Criteria.
- 13.2 When alternative times for completion are explicitly invited, a statement to that effect will be included in the BDS, as well as the method of evaluating different times for completion.
- 13.3 Except as provided under ITB 13.4 below, Bidders wishing to offer technical alternatives to the requirements of the bidding document must first price the Purchaser's requirements as described in the bidding document and shall further provide all information necessary for a complete evaluation of the alternative by the Purchaser, including drawings, design calculations, technical specifications, breakdown of prices, and proposed construction methodology and other relevant details. Only the technical alternatives, if any, of the lowest evaluated Bidder conforming to the basic technical requirements shall be considered by the Purchaser].
- 13.4 When specified in the BDS, Bidders are permitted to submit alternative technical solutions for specified parts of the requirements, and such parts shall be identified in the BDS, as will the method for their evaluation, and described in Section V, Requirements.

**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 in ITB 14.2.
- 14.2 Unless otherwise provided in the BDS and the General Conditions (GC), the prices quoted by the Bidder shall be fixed.
- 14.3 The price to be quoted in the Letter of Bid shall be the total price of the Bid excluding any discounts offered.
- 14.4 The Bidder shall quote any unconditional discounts and the methodology for their application in the Letter of Bid.
- 14.5 The terms *EXW*, *CIF*, *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.
- 14.6 Prices shall be quoted as required 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 the Funding Partners' Rules and Procedures for Procurement of Goods and Works, and as contained in sections listing Eligible Countries. Similarly, the Bidder may obtain insurance services from any eligible country, in accordance with the Funding Partners' Rules and Procedures for Procurement of Goods and Works, and as contained in sections listing Eligible Countries. Prices shall be entered in the following manner:

- (a) for Goods offered from within the Purchaser 's Country:
  - (i) the prices of the Goods, quoted as per Incoterms specified in the BDS;
  - (ii) sales tax and all other taxes applicable in the Purchaser's Country and payable on the Goods if the Contract is awarded to the Bidder; and
  - (iii) the total price for the item.
- (b) for Goods offered from outside the Purchaser 's Country:
  - (i) the prices of the Goods quoted as per Incoterms specified in the BDS;
  - (ii) all custom duties, sales tax, and other taxes applicable in the Purchaser 's Country and payable on the Goods if the contract is awarded to the Bidder; and
  - (iii) the total price for the item.
- (c) for Related Services:
  - (i) the price of the Related Services inclusive of all customs duties, sales tax, and other taxes paid or payable in the Purchaser 's country, if the Contract is awarded to the Bidder.

14.7 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 28. 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.

14.8 If so indicated pursuant to ITB 1.1, bids are being invited for individual contracts (lots) or for any combination of contracts (packages). Unless otherwise indicated 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 any price reduction for the award of more than one Contract shall specify the applicable price reductions in accordance with ITB 14.4, provided the bids for all lots are submitted and opened at the same time.

**15. Currencies of Bid and Payment**

15.1 The currency(ies) of the bid and the currency(ies) for payment shall be as specified in the BDS.

**16. Documents Establishing the Qualifications of the Bidder**

16.1 To establish its qualifications to perform the Contract in accordance with Section III, Evaluation and Qualification Criteria, the Bidder shall provide the information requested in Section IV, Bidding Forms.

16.2 If so required in the BDS, a Bidder shall submit the Manufacturer's Authorization, using the form included in Section IV, Bidding Forms where the Bidder does not manufacture or produce the Goods it offers to supply.

16.3 If so required in the BDS, a Bidder shall submit evidence that it will be 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 Requirements where a Bidder does not conduct business within the Purchaser's Country.

**17. Documents Establishing the Eligibility of the Goods and Related Services**

17.1 To establish the eligibility of the Goods and Related Services in accordance with **ITB 5**, Bidders shall complete the forms, included in Section IV, Bidding Forms.

**18. Period of Validity of Bids**

18.1 Bids shall remain valid for the period specified in the BDS after the bid submission deadline date prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.

18.2 In exceptional circumstances, prior to the expiration of the bid

validity period, 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**, the Bidder granting the request shall also extend the bid security for twenty-eight (28) days beyond the deadline of the extended validity 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 In the case of fixed price contracts, if the award is delayed by a period exceeding fifty-six (56) days beyond the expiry of the initial bid validity, the Contract price shall be adjusted as specified in the request for extension. Bid evaluation shall be based on the Bid Price without taking into consideration the above correction.

## **19. Bid Security**

19.1 The Bidder shall furnish as part of its bid, at the option of the Purchaser, and as stipulated in the BDS, the original of either a Bid-Securing Declaration or a bid security using the relevant form included in Section IV, Bidding Forms. In the case of a bid security, the bid security amount and currency shall be as 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 surety;
- (b) an irrevocable letter of credit; or
- (c) a cashier's or certified check;

From a reputable source from an eligible country. If the unconditional guarantee is issued by an insurance company or a bonding company located outside the Purchaser's Country, the issuer shall have a correspondent financial institution located in the Purchaser's Country to make it enforceable. 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. In either case, the form must include the complete name of the Bidder. The bid security shall be valid for twenty-eight days (28) beyond the original validity period of the bid, or beyond any period of extension if requested under ITB

18.2.

19.4 Pursuant to the option stipulated at ITB 19.1, any bid not accompanied by a substantially responsive bid security or Bid-Securing Declaration 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 furnishing of the performance security pursuant to ITB 38.

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, or the Bid-Securing Declaration executed:

- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder in the Letter of Bid or
- (b) if the successful Bidder fails to:
  - (i) sign the Contract in accordance with ITB 37; or
  - (ii) furnish a performance security in accordance with ITB 38.

19.8 The Bid Security or the Bid Securing Declaration of a JVCA shall be in the name of the JVCA that submits the bid. If the JVCA has not been legally constituted into a legally enforceable JVCA at the time of bidding, the Bid Security or the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent referred to in ITB 4.1.

19.9 If a Bid-Securing Declaration is executed in accordance with ITB 19.7, the Purchaser will declare the Bidder ineligible to be awarded a contract by the Purchaser for the period of time stated in the Form of Bid-Securing Declaration.

## **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." 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 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 have been made shall be signed or initialed by the person signing the bid.

20.3 A bid submitted by a JVCA shall comply with the following requirements:

- (a) Unless not required in accordance with ITB 4.1 (a), be signed so as to be legally binding on all partners; and
- (b) Include the Representative's authorization referred to in ITB 4.1 (b), consisting of a power of attorney signed by those legally authorized to sign on behalf of the JVCA.

20.4 Any amendments, interlineations, 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. Submission, Sealing and Marking of Bids**

21.1 Bidders may always submit their bids by mail or by hand. If so, specified in the BDS, bidders shall have the option of submitting their bids electronically. Procedures for submission, sealing and marking are as follows:

- (a) Bidders submitting bids by mail or by hand shall enclose the original and copies of the Bid in separate sealed envelopes. If so permitted in accordance with ITB 13, alternative proposals, and copies thereof, shall also be placed in separate envelopes. The envelopes shall be duly marked as "ORIGINAL," "ALTERNATIVE," "ORIGINAL COPY," and "ALTERNATIVE COPY" These envelopes shall then be enclosed in one single package. The rest of the procedure shall be in accordance with ITB 21.2 and 21.3.
- (b) Bidders submitting bids electronically shall follow the electronic bid submission procedures specified in the BDS.

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 pursuant to ITB 1.1; and

- (d) bear a warning not to open before the time and date for bid opening
- 21.3 If envelopes and packages 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 indicated 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 in accordance with ITB 20.2, (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 ITB 21 (except that withdrawals notices do not require copies), and in addition, the respective envelopes shall be clearly marked "Withdrawal," "Substitution," "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 The Purchaser shall conduct the bid opening in public, in the presence of Bidders' designated representatives and anyone who



choose to attend, and at the address, date and time specified in the BDS. Any specific electronic bid opening procedures required if electronic bidding is permitted in accordance with ITB 21.1, 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. 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. 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. 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. Only bids that are opened and read out at bid opening shall be considered further.
- 25.3 The Purchaser shall open all other envelopes one at a time and read out: the name of the Bidder, the Bid Price(s), any discounts and their application methodology, alternative bids, the presence or absence of a bid security or Bid-Securing Declaration; and any other details as the Purchaser may consider appropriate. Only discounts and alternative bids read out at bid opening shall be considered for evaluation. No bid shall be rejected at bid opening except for late bids, in accordance with ITB 23.1.
- 25.4 The Purchaser shall prepare a record of the bid opening that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, substitution, or modification; the Bid Price, per lot if applicable, including any discounts and alternative proposals; and the presence or absence of a bid security or a Bid-Securing Declaration. 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 who submitted bids in time and posted online when electronic bidding is permitted.

## E. Examination of Bids

- 26. Confidentiality**
- 26.1 Information relating to the evaluation of bids shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders.
- 26.2 Any attempt by a Bidder to influence improperly the Purchaser in the evaluation of the bids or Contract award decisions may result in the rejection of its bid.
- 26.3 Notwithstanding ITB 26.1, 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, and comparison of the bids, and qualification of the Bidders, the Purchaser may, at its discretion, ask any Bidder for a clarification of its bid, allowing a reasonable time for response. Any clarification submitted by a Bidder 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 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 29.
- 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. Determination of Responsiveness**
- 28.1 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**.
- 28.2 A substantially responsive bid is one that meets the requirements of the Bidding Document without material deviation, reservation, or omission.
- (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.

- 28.3 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 Requirements as specified in Section V; or
    - (ii) limit in any substantial way, inconsistent with the Bidding Document, the Purchaser's rights or the Bidder's obligations under the proposed Contract; or
  - (b) if rectified, would unfairly affect the competitive position of other Bidders presenting substantially responsive bids.
- 28.4 The Purchaser shall examine the technical aspects of the bid in particular, to confirm that all requirements of Section V have been met without any material deviation, reservation, or omission.
- 28.5 If a bid is not substantially responsive to the requirements of the 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.
- 28.6 Provided that a bid is substantially responsive, the Purchaser may waive any quantifiable nonconformity in the bid that does not constitute a material deviation, reservation or omission.
- 28.7 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 in the bid related to documentation requirements. Requesting information or documentation on such nonconformities 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.
- 28.8 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 the non-conforming item or component. The adjustment shall be made using the methodology indicated in Section III, Evaluation and Qualification Criteria.

## F. Bid Evaluation and Comparison

- 29. Correction of Arithmetical Errors**
- 29.1 The Purchaser shall use the criteria and methodologies indicated in Section III, Evaluation and Qualification Criteria. No other evaluation criteria or methodologies shall be permitted.
- 29.2 Provided that the bid is substantially responsive, the Purchaser shall correct arithmetical errors as indicated in Section III, Evaluation and Qualification Criteria.
- 29.3 If a Bidder does not accept the correction of errors, its bid shall be declared non-responsive and its Bid Security shall be forfeited or the Bid -Securing Declaration executed.
- 30. Conversion to Single Currency**
- 30.1 For evaluation and comparison purposes, the currency (ies) of the bid shall be converted into a single currency as specified in Section III, Evaluation and Qualification Criteria.
- 31. Bid Adjustments**
- 31.1 For evaluation and comparison purposes the Purchaser shall adjust the bid prices using the criteria and methodology specified in Section III. Evaluation and Qualification Criteria.
- 31.2 Unless otherwise specified in the BDS, no margin of domestic or regional preference shall apply. If a margin of preference applies, the application methodology shall be as specified in Section III, Evaluation and Qualification Criteria, and in accordance with the provisions stipulated in the Funding Partners' Rules and Procedures for Procurement of Goods and Works.
- 32. Qualification of the Bidder**
- 32.1 The Purchaser shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and substantially responsive bid meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.
- 32.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB 16.
- 32.3 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 next lowest evaluated bid to make a similar determination of that Bidder's qualifications to perform satisfactorily.
- 32.4 The capabilities of the manufacturers and subcontractors proposed in its Bid to be used by the lowest evaluated Bidder for identified major items of the Requirements will also be evaluated for acceptability in accordance with the criteria and methodologies

defined in Section III, Evaluation and Qualification Criteria. Their participation should be confirmed with a letter of intent between the parties, as needed. Should a manufacturer or subcontractor be determined to be unacceptable, the Bid will not be rejected, but the Bidder will be required to substitute an acceptable manufacturer or subcontractor without any change to the bid price.

- 33. Comparison of Bids** 33.1 Subject to ITB 29, 30 and 31, the Employer shall compare all substantially responsive bids to determine the lowest evaluated bid.
- 34. Purchaser's Right to Accept Any Bid, and to Reject Any or All Bids** 34.1 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.

### **G. Award of Contract**

- 35. Award Criteria** 35.1 Subject to **ITB** 34.1, the Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Document, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
- 35.2 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 V, 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.
- 36. Notification of Award** 36.1 Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful Bidder, in writing, that its bid has been accepted. The notification letter (hereinafter and in the Conditions of Contract and Contract Forms called the "Letter of Acceptance") shall specify the sum that the Purchaser will pay the Supplier in consideration of the supply of the Goods and Related Services (hereinafter and in the Contract Forms called "the Contract Price").
- 36.2 Until a formal contract is prepared and executed, the notification of award shall constitute a binding Contract.

36.3 At the same time, the Purchaser shall also notify all other Bidders of the results of the bidding process, and shall publish in UNDB online and at its own website ([www.aercafrica.org](http://www.aercafrica.org)), the results identifying the bid and lot numbers and the following information: (i) name of each Bidder who submitted a Bid; (ii) bid prices as read out at bid opening; (iii) name and evaluated prices of each Bid that was evaluated; (iv) name of bidders whose bids were rejected and the reasons for their rejection; and (v) name of the winning Bidder, and the price it offered, as well as the duration and summary scope of the contract awarded. After publication of the award, unsuccessful bidders may request in writing to the Purchaser for a debriefing seeking explanations on the grounds on which their bids were not selected. The Purchaser shall promptly respond in writing to any unsuccessful Bidder who, after Publication of contract award, requests a debriefing.

**37. Signing of Contract**

37.1 Promptly upon notification, the Purchaser shall send the successful Bidder the Contract Agreement.

37.2 Within twenty-eight (28) days of receipt of the Contract Agreement, the successful Bidder shall sign, date, and return it to the Purchaser.

37.3 Upon the successful Bidder's furnishing of the signed Contract Agreement and Performance Security pursuant to ITB 38, the Purchaser will discharge its Bid Security, pursuant to ITB 19.

37.4 Notwithstanding ITB 37.2 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 Funding Partners 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 Agreement.

**38. Performance Security**

38.1 Within twenty-eight (28) days of the receipt of notification of award from the Purchaser, the successful Bidder shall furnish the performance security in accordance with the conditions of contract, using for that purpose the Performance Security Form included in Section VIII, 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.

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, or execution of the Bid-Securing Declaration. In that event the Purchaser may award the Contract to the next lowest evaluated Bidder whose offer is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily.

## Section II. Bid Data Sheet

<b>A. General</b>	
<b>ITB 1.1</b>	The number of the Invitation for Bids is: <i>AERC/PROC/RFP/TMA/2022-2023/0505/017</i>
<b>ITB 1.1</b>	The Purchaser is: <i>African Economic Research Consortium</i>
<b>ITB 1.1</b>	The name of the bidding process is: <i>Hire of Venue to Host CMAP and CPP Joint Facility for Electives (JFE) for the Period 2023-2025</i> The identification number of the bidding process is: <i>AERC/PROC/RFP/TMA/2022-2023/0505/017</i> The number and identification of lots comprising this bidding process are: <i>[N/A]</i>
<b>B. Contents of Bidding Document</b>	
<b>ITB 7.1</b>	For <b>clarifications purposes</b> only, the Purchaser's address is: Attention: <i>The Executive Director, African Economic Research Consortium (AERC)</i> Street Address: <i>MEBANK Towers, Jakaya Kikwete Road, P.O. Box 62882</i> Floor/Room number: <i>3<sup>rd</sup> floor</i> City: <i>Nairobi</i> ZIP Code: <i>00200</i> Country: <i>Kenya</i> Telephone: <i>Tel: +254-20-2734150/7/9; +254-722 205272; +254-733 333298</i> Electronic mail address: <i>procurement@aercafrica.org</i> Requests for clarifications should be received by the Purchaser no later than <i>fourteen (14) days</i> prior to the deadline for submission of Bids.
<b>ITB 7.4</b>	A Pre-Bid meeting <i>shall not</i> take place. If a Pre-Bid meeting will take place, it will be at the following date, time and place: Date: <i>N/A</i>



	<p>Time: <i>N/A</i></p> <p>Place: <i>N/A</i></p> <p>A site visit conducted by the Purchaser <i>shall not be</i> organized.</p> <p>If a Site Visit will take place, it will be at the following date, time and place:</p> <p>Date: <i>N/A</i></p> <p>Time: <i>N/A</i></p> <p>Place: <i>N/A</i></p>
<p><b>C. Preparation of Bids</b></p>	
<p><b>ITB 10.1</b></p>	<p>The language of the bid is: <i>English</i></p>
<p><b>ITB 11.1 (h)</b></p>	<p>The Bidder must provide the following documentary evidence to establish the conformity of the <i>goods and Related Services</i> with the Bidding Document:</p> <ul style="list-style-type: none"> <li>(a) Copies of original documents defining the constitution or legal status, place of registration, and principal place of business;</li> <li>(b) All documentation and forms required for evaluation as set out in ITB 11.1 and Section 3</li> <li>(c) Written power of attorney of the signatory of the Bid to commit the Bidder;</li> <li>(d) Tax registration and tax compliance certificates</li> <li>(e) Total monetary value of services performed for each of the last three years preceding the COVID-19 outbreak in 2020;</li> <li>(d) Experience in services of a similar nature and size for each of the last five years, and details of services underway or contractually committed; and names and address of clients who may be contacted for further information on those contracts;</li> <li>(e) List of major items of equipment proposed to carry out the Contract;</li> <li>(f) Qualifications and experience of key site management and technical personnel proposed for the Contract;</li> <li>(g) Reports on the financial standing of the Bidder, such as audited accounts auditor's reports for the past three years pre COVID-19 and for the last two years (2020 and 2021);</li> <li>(h) Evidence of adequacy of working capital for this Contract (access to line(s) of credit and availability of other financial resources);</li> <li>(i) Authority to the purchaser to seek references from the Bidder's bankers;</li> <li>(j) Information regarding any litigation, current or during the last five years, in which the Bidder is involved, the parties concerned, and disputed amount; and</li> </ul>

	(h) In the case of a bid submitted by a JVCA, JVCA agreement, or letter of intent to enter into a JVCA including a draft agreement, indicating at least the parts of the Requirements to be executed by the respective partners.
ITB 11.1 (j)	The Bidder shall submit with its bid the following additional documents: <i>N/A</i>
ITB 13.1	Alternative bids are invited in accordance with ITB 13.2 and/or 13.4 <i>[Where alternative bids are invited, the Purchaser should specify the type(s) of alternative(s) accepted in relation to ITB 13.2 and 13.4]</i>  Alternative bids <b>are not</b> permitted.
ITB 13.2	Alternatives to the Time Schedule <b>shall not be</b> permitted.
ITB 13.4	Alternative technical solutions shall be permitted for the following parts of the Goods and Related Services, as further detailed in the Specification: <b>none</b> . If alternative technical solutions are permitted, the evaluation method will be as specified in Section III, Evaluation and Qualification Criteria. Alternative technical solutions for the following parts of the Requirements: <b>none</b> are permitted.
ITB 14.2	Prices <b>shall be</b> fixed.
ITB 14.5	The version of the <i>Incoterms</i> is: <i>N/A</i>
ITB 14.6(a)(i)	The <i>Incoterm</i> for quoting goods offered from within the Purchaser's country is: <i>N/A</i>
ITB 14.6(b)(i)	The <i>Incoterm</i> for quoting goods offered from outside the Purchaser's country is: <i>N/A</i>
ITB 14.7	The prices quoted by the Bidder <b>shall not be</b> subject to adjustment during the performance of the Contract.
ITB 14.8	Prices quoted for each lot shall correspond at least to <i>[insert percentage figure]</i> % of the items specified for each lot. <b>N/A</b>  Prices quoted for each item of a lot shall correspond at least to <i>[insert percentage figure]</i> % of the quantities specified for this item of a lot. <b>N/A</b>
ITB 15.1	The currency(ies) of the bid and the payment currency(ies) shall be as described below:  <b>In case of ICB, Bidders to quote entirely in local currency</b>  (a) <i>The unit rates and the prices shall be quoted by the Bidder in the Schedules, entirely in United States Dollars (US\$).</i>  (b) <i>The rates of exchange to be used by the Bidder in arriving at the local currency equivalent shall be specified by the Bidder in the Price Schedules for Goods and Related Services, furnished in Section IV, Bidding Forms, and shall apply for all</i>

	<p><i>payments under the Contract so that no exchange risk will be borne by the successful Bidder.</i></p> <p>(c) <i>Bidders may be required by the Purchaser to justify, to the Purchaser's satisfaction, their local and foreign currency requirements, and to substantiate that the amounts included in the Price Schedules for Goods and Related Services, furnished in Section IV, Bidding Forms, are reasonable, in which case a detailed breakdown of the foreign currency requirements shall be provided by Bidders.</i></p>
ITB 16.2	The Bidder <b>shall not</b> submit with its bid, the Manufacturer's Authorization for the following part: <b>N/A</b> .
ITB 16.3	The Bidder <b>shall not</b> submit with its bid, evidence that it will be represented by an Agent in the country.
ITB 18.1	The bid validity period shall be: <b>120</b> days.
ITB 19.1	The Bidder <b>shall</b> furnish a Bid -Securing Declaration.
ITB 20.1	In addition to the original of the bid, the number of copies is: <b>Two</b> .
ITB 20.2	<p>The written confirmation of authorization to sign on behalf of the Bidder shall indicate:</p> <p><i>The name and description of the documentation required to demonstrate the authority of the signatory to sign the Bid such as a Power of Attorney.</i></p>
<b>D. Submission and Opening of Bids</b>	
ITB 21.1	Bidders <b>shall not</b> have the option of submitting their bids electronically.
ITB 21.1 (b)	The electronic bidding submission procedures shall be: <b>N/A</b> .
ITB 22.1	<p>For <b>bid submission purposes</b> only, the Purchaser's address is:</p> <p>Attention: <i>The Executive Director, African Economic Research Consortium (AERC)</i></p> <p>Street Address: <i>MEBANK Towers, 3<sup>rd</sup> Floor, Jakaya Kikwete Road</i></p> <p><i>P.O. Box 62882-00200 Nairobi, Kenya</i></p> <p>For identification of the bid the envelopes should indicate: Bid Number: <i>AERC/PROC/RFP/TMA/2022-2023/0505/017</i></p> <p><b>The deadline for bid submission is:</b></p> <p>Date: <i>March 10, 2023</i></p> <p>Time: <i>12:00 Hours East African Time (EAT)</i></p>

ITB 25.1	<p>The bid opening shall take place at:</p> <p>Street Address: <i>MEBANK Towers, Jakaya Kikwete Road</i></p> <p>Floor/Room number: <i>3<sup>rd</sup> Floor</i></p> <p>City: <i>Nairobi</i></p> <p>Country: <i>Kenya</i></p> <p>Date: <i>March 10, 2023</i></p> <p>Time: <i>12:00 Hours East African Time</i></p>
ITB 25.1	The electronic bid opening procedures shall be: <i>N/A</i>
<b>F. Bid Evaluation and Comparison</b>	
ITB 31.2	A margin of domestic or regional preference <i>shall not</i> apply.
<b>G. Award of Contract</b>	
ITB 35.1	<i>The Contract will be awarded to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Document.</i>
ITB 35.2	<p>The maximum percentage by which quantities may be increased is: <i>10%</i></p> <hr/> <p>The maximum percentage by which quantities may be decreased is: <i>10%</i>.</p>

## Section III. Evaluation and Qualification Criteria

This Section contains all the criteria that the Purchaser shall use to evaluate bids and qualify Bidders. *In accordance with ITB 28 and ITB 32, no other factors, methods or criteria shall be used.* The Bidder shall provide all the information requested in the forms included in Section IV, Bidding Forms.

<b>1.</b>	<b>Evaluation Criteria and Methodology</b>
<b>1.1</b>	<b>Alternative Proposal (If permitted in accordance with ITB 13.1) - <i>N/A</i></b>
	Technical Alternative [Insert the applicable criteria and methodology] - <i>N/A</i>
	Alternative Time for Completion [Insert the applicable criteria and methodology] - <i>N/A</i>
<b>1.2</b>	<b>Correction of Arithmetical Errors (In accordance with ITB 29.1)</b>
(a)	Where there are errors between the total of the amounts given under the column for the price breakdown and the amount given under the Total Price, the former shall prevail, and the latter will be corrected accordingly;
(b)	If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price 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 total price as quoted shall govern and the unit price shall be corrected;
(c)	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
(d)	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.
<b>1.3</b>	<b><i>Conversion to a Single Currency (In accordance with ITB 30)</i></b>
	<p><b><i>[In case of ICB]</i></b> The currency that shall be used for bid evaluation and comparison purposes to convert all bid prices expressed in various currencies into a single currency is:</p> <p><b><i>United States Dollars (US\$)</i></b></p> <p>The source of exchange rate shall be: <b><i>The Central Bank of Kenya.</i></b></p> <p>The date for the exchange rate shall be: <b><i>10 March 2023</i></b></p>

1.4	<i>Discounts (In accordance with ITB 14.4)</i>
	<i>The Purchaser will adjust the Bid Price, using the methodology prescribed by the Bidder in its Letter of Bid, to take account of the Discounts offered by the Bidder in its Letter of Bid, as read out at the Bid Opening.</i>
1.5	<i>Quantifiable Nonmaterial Nonconformities (In accordance with ITB 28.8)</i>
	<i>The adjustment shall be made using the following methodology: [insert methodology] N/A</i>
1.6	<i>Margin of Domestic or Regional Preference (If permitted in accordance with ITB 31.2)</i>
1.7	<i>None</i>
	<b>Any other Criteria or Methodology</b>
1.7	<i>[Insert the applicable criteria and methodology]</i>
	<i>None</i>

## 2. Qualification Criteria

N.B.: This SBD for Procurement of Goods assumes that no Prequalification has taken place before bidding. However, if a Prequalification process is undertaken, the Qualification Criteria stipulated in this Section III, Evaluation and Qualification Criteria must be updated to ensure that the Bidder and any Subcontractors shall meet or continue to meet the Criteria used at the time of Prequalification.

2	<i>Qualification (Without Prequalification)</i>
2.1	<i>Eligibility (TABLE)</i>
2.2	<i>Historical Contract Non-Performance (TABLE)</i>
2.3	<i>Financial Situation (TABLE)</i>
2.4	<i>Experience (TABLE)</i>

## 2. Qualification Tables (Without Prequalification)

### Qualification Criteria

Factor	2.1 Eligibility					
Sub-Factor	<i>Criteria</i>					<i>Documentation Required</i>
	<i>Requirement</i>	<i>Bidder</i>				
		Single Entity	<i>Joint Venture, Consortium or Association</i>			
			All partners combined	<i>Each partner</i>	At least one partner	
<b>2.1.1 Nationality</b>	<i>Nationality in accordance with ITB 4.2.</i>	<i>Must meet requirement</i>	<i>Existing or intended JVCA must meet requirement</i>	<i>Must meet requirement</i>	N / A	<i>Form ELI -1.1 and 1.2, with attachments</i>
<b>2.1.2 Conflict of Interest</b>	No- conflicts of interests as described in ITB 4.3.	Must meet requirement	Existing or intended JVCA must meet requirement	Must meet requirement	N / A	Letter of Bid
<b>2.1.3 Bank Ineligibility</b>	Not having been declared ineligible by the Bank as described in ITB 4.4.	Must meet requirement	Existing JVCA must meet requirement	Must meet requirement	N / A	Letter of Bid

Factor	2.1 Eligibility						
Sub-Factor	<i>Criteria</i>					<i>Documentation Required</i>	
	<i>Requirement</i>	<i>Bidder</i>					
		Single Entity	<i>Joint Venture, Consortium or Association</i>				
			All partners combined	<i>Each partner</i>	At least one partner		
<b>2.1.4 Government Owned Entity</b>	Compliance with conditions of ITB 4.5	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Form ELI –1.1 and 1.2, with attachments	
<b>2.1.5 Ineligibility based on a United Nations resolution or Borrower's country law</b>	Not having been excluded as a result of <i>the Borrower's country laws</i> or official regulations, or by an act of compliance with UN Security Council resolution, in accordance with ITB 4.8	Must meet requirement	Existing <i>JVCA</i> must meet requirement	Must meet requirement	N / A	Letter of Bid	



Factor	2.2 Historical Contract Non-Performance					
Sub-Factor	Criteria				Documentation Required	
	Requirement	Bidder				
		Single Entity	Joint Venture, Consortium or Association			
All partners combined			Each partner	At least one partner		
<p><b>2.2.1 History of non-performing contracts</b></p>	<p>Non-performance of a contract did not occur within the last <b>three (3)</b> years prior to the deadline for application submission, based on all information on fully settled disputes or litigation. A fully settled dispute or litigation is one that has been resolved in accordance with the Dispute Resolution Mechanism under the respective contract, and where all appeal instances available to the bidder have been exhausted.</p>	<p>Must meet requirement by itself or as partner to past or existing JVCA</p>	<p>N/A</p>	<p>Must meet requirement by itself or as partner to past or existing JVCA</p>	<p>N/A</p>	<p>Form CON - 2</p>

Factor	<b>2.2 Historical Contract Non-Performance</b>					
<i>Sub-Factor</i>	<i>Criteria</i>					<b>Documentation Required</b>
	<i>Requirement</i>	<i>Bidder</i>				
		<b>Single Entity</b>	<i>Joint Venture, Consortium or Association</i>			
			<b>All partners combined</b>	<b>Each partner</b>	<b>At least one partner</b>	
<b>2.2.2 Failure to Sign Contract</b>	Not being under execution of a Bid-Securing Declaration pursuant to ITB 4.6 for <b>three (3)</b> years.	Must meet the requirement	N / A	Must meet the requirement itself or as partner to a JVCA	N / A	Letter of Bid
<b>2.2.3 Pending Litigation</b>	All pending litigation shall in total not represent more than <b>thirty (30%)</b> of the Bidder's net worth and shall be treated as resolved against the Bidder.	Must meet requirement by itself or as partner to past or existing <i>JVCA</i>	N / A	Must meet requirement by itself or as partner to past or existing <i>JVCA</i>	N / A	Form CON – 2

Factor	2.3 Financial Situation					
Sub-Factor	Criteria					Documentation Required
	Requirement	Bidder				
		Single Entity	Joint Venture, Consortium or Association			
			All partners combined	Each partner	At least one partner	
<b>2.3.1 Historical Financial Performance</b>	Submission of audited balance sheets or if not required by the law of the bidder’s country, other financial statements acceptable to the Purchaser, for the last <b>three [3] years pre-COVID-19 and in 2020 and 2021</b> to demonstrate the current soundness of the Bidder’s financial position and its prospective long-term profitability. (criterion 1) (criterion 2)	Must meet requirement	N / A	Must meet requirement	N / A	Form FIN – 3.1 with attachments
<b>2.3.2. Average Annual Turnover</b>	Minimum average annual turnover of <b>US\$400,000</b> , calculated as total certified payments received for contracts in progress or completed, within the last <b>Three (3) years pre-COVID-19 pandemic.</b>	Must meet requirement	Must meet requirement	Must meet <b>fifty percent (50%)</b> of the requirement	Must meet <b>Seventy percent (70%)</b> of the requirement	Form FIN –3.2

Factor	2.3 Financial Situation					
Sub-Factor	Criteria					Documentation Required
	Requirement	Bidder				
		Single Entity	Joint Venture, Consortium or Association			
			All partners combined	Each partner	At least one partner	
<p><b>2.3.3. Financial Resources</b></p>	<p>The Bidder must demonstrate access to, or availability of, financial resources such as liquid assets, unencumbered real assets, lines of credit, and other financial means, other than any contractual advance payments to meet: (i) the following cash-flow requirement: <b>US\$150,000</b> and (ii) the overall cash flow requirements for this contract and its current commitments.</p>	<p>Must meet requirement</p>	<p>Must meet requirement</p>	<p>Must meet <b>fifty percent (50%)</b> of the requirement</p>	<p>Must meet <b>seventy percent (70%)</b> of the requirement</p>	<p>Form FIN –3.3  + Form CCC  Form FIN –3.3  + Form CCC</p>

Factor	2.4 Experience					
Sub-Factor	<i>Criteria</i>					<i>Documentation Required</i>
	Requirement	<i>Bidder</i>				
		<i>Single Entity</i>	<i>Joint Venture, Consortium or Association</i>			
All partners combined			Each partner	At least one partner		
2.4.1 Experience	Experience as Supplier, in at least <b>five (5)</b> contracts within the last <b>five (5)</b> years, each with a value of at least <b>One Hundred Thousand US Dollars (US\$100,000)</b> , that have been successfully and substantially completed and that are similar to the proposed Goods and Related Services. The similarity shall be based on the physical size, complexity, methods/technology or other characteristics as described in Section IV, Bidding Forms.	Must meet requirement	Must meet requirements for all characteristics	N / A	Must meet requirement for one characteristic	Form EXP 2.4.1



## Section IV. Bidding Forms

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<b>Letter of Bid</b>
----------------------

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

ICB No.: \_\_\_\_\_

Invitation for Bid No.: \_\_\_\_\_

Alternative No.: \_\_\_\_\_

To: \_\_\_\_\_

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, including Addenda issued in accordance with Instructions to Bidders (**ITB**) Clause 8: \_\_\_\_\_;
- (b) We offer to supply, in conformity with the Bidding Document, the following Goods and Related Services: \_\_\_\_\_  
\_\_\_\_\_;
- (c) The total price of our Bid, excluding any discounts offered in item (d) below is: \_\_\_\_\_  
*[amount of foreign currency in words], [amount in figures], and [amount of local currency in words], [amount in figures];*
- (d) The discounts offered and the methodology for their application are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;
- (e) Our bid shall be valid for a period of \_\_\_\_\_ days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to furnish a performance security in accordance with ITB 38 and GC 13, for the due performance of the Contract;
- (g) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from eligible countries, in accordance with **ITB** 4.2;
- (h) We, including any subcontractors or suppliers for any part of the Contract, do not have any conflict of interest in accordance with ITB 4.3;
- (i) We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process in accordance with **ITB** 4.3, other than alternative offers submitted in accordance with **ITB** 13
- (j) Our firm, its affiliates or subsidiaries (including any subcontractors or suppliers for any part of the contract), has not been declared ineligible by a Funding Partners, or under a Bid-Securing Declaration in the Purchaser's country, or under the Purchaser's country laws or official regulations, or by an act of compliance with a decision of the United Nations Security Council,



in accordance with ITB 4.4, 4.6 and 4.8, respectively. We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process in accordance with **ITB 4.3**, other than alternative offers submitted in accordance with **ITB 13**;

- (k) We are not a government owned entity / We are a government owned entity but meet the requirements of **ITB 4.5**;
- (l) We are / are not under sanction for any action of corruption and fraud in accordance with ITB 3. [If under sanction, please provide details including date of start of sanction and duration].
- (m) The following commissions, gratuities, or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract:

Name of Recipient	Address	Reason	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

*We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in the country of the Purchaser, as such laws have been listed by the Purchaser in the bidding documents for this contract.*

We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

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

Name \_\_\_\_\_ In the capacity of \_\_\_\_\_

Signed \_\_\_\_\_

Duly authorized to sign the bid for and on behalf of \_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

## Price Schedule for Goods and Related Services

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

ICB No.: \_\_\_\_\_

Invitation for Bid No.: \_\_\_\_\_

Alternative No.: \_\_\_\_\_

Name of the Bidder: \_\_\_\_\_

ITEM	DESCRIPTION	QUANTITY (NO. OF UNITS)	NO. OF DAYS	UNIT RATE PER DAY (US\$)	AMOUNT GROSS (US\$)	VALUE ADDED TAX (V.A.T)	NET AMOUNT (US\$)
1	CMAP Lecture Rooms (Capacity of 45 - 50 Persons Each) - To include ICT Facilities for Virtual/Online Learning	4	60				
2	CPP Lecture Rooms (Capacity of 40 Persons Each) - To include ICT Facilities for Virtual/Online Learning	4	60				
3	CMAP Computer Lab (Capacity of 75 Persons and 75 Computer Desks/Workstations) - To include ICT Facilities for Virtual/Online Learning	1	60				
4	CPP Computer Lab (Capacity of 40 Persons and 40 Computer Desks/Workstations) - To include ICT Facilities for Virtual/Online Learning	1	60				
5	CMAP Lecturers' Offices (To Sit 2 Lecturers Per Office; with Internet Facilities)	4	60				
6	CPP Lecturers' Offices (To Sit 2 Lecturers Per Office; with Internet Facilities)	4	60				
7	CMAP/ CPP Lecturers' Meeting Room / Common Room (Capacity at Least 25 Persons; with Internet Facilities)	1	60				
8	Seminar/Conference Room or Theatre (Capacity at	1	60				

ITEM	DESCRIPTION	QUANTITY (NO. OF UNITS)	NO. OF DAYS	UNIT RATE PER DAY (US\$)	AMOUNT GROSS (US\$)	VALUE ADDED TAX (V.A.T)	NET AMOUNT (US\$)
	Least 150 Persons - Used Once Per Week) - To include ICT Facilities for Virtual/Online Learning						
9	Library Facilities with Space to Sit at Least 100 - 150 Persons Preferably Within an Existing Library; and with Reliable Internet Connectivity	1	60				
10	AERC JFE Secretariat Office (Fitted with At Least 3 Desks/Workstations and Internet)	1	70				
11	CMAP Students' Full-Board (or Self-Catering) Accommodation (Shared/Double Rooms – 2 Students Per Room); with Internet	60	60				
12	CPP Students' Full-Board (or Self-Catering) Accommodation (Single Rooms); with Internet	40	60				
13	Full-Board (or Self-Catering) Accommodation for JFE Staff	1	10				
14	Self-Contained 2-Bedroomed Full-Board (or Self-Catering) Accommodation – for 2 CMAP or CPP Students with Baby and Nanny (On Need Basis); with Internet	2	60				
15	CMAP Lecturers' Full-Board (or Self-Catering) Accommodation (Single Rooms); with Internet	8	65				
16	CPP Lecturers' Full-Board (or Self-Catering) Accommodation (Single Rooms); with Internet	6	65				
17	Storage Facilities / Store (20ft x 20ft) - For Exam Booklets/Materials, Equipment, Etc. (To be Available throughout the Hosting Contract Period)	1					
18	Financial /Accounting						

ITEM	DESCRIPTION	QUANTITY (NO. OF UNITS)	NO. OF DAYS	UNIT RATE PER DAY (US\$)	AMOUNT GROSS (US\$)	VALUE ADDED TAX (V.A.T)	NET AMOUNT (US\$)
	Services (Complimentary) – For Grants Accounting, Disbursement of Students/Lecturers’ Stipends, etc.						
19	Medical Facility for Routine Out-Patient Treatment and Emergencies; and Medical Insurance Cover for Students/Lecturers						
20	Local Programme/Administrative Support (At Least One Staff Member working Directly for the JFE Programme along with AERC Staff)						
21	ICT Support Staff (Complimentary Service as Part of the University System/Structure) – to support Lecturers/Students and eLearning						
22	International Office Support Services (for International Students/Visiting Lecturers/AERC Staff)						
23	Airport Pick-ups/Transfers for JFE Students and Lecturers						
24	Medical Facility for Routine Out-Patient Treatment & Emergencies						
25	Online platform for facilitating virtual learning for students not attending physically, compatible with Moodle-based Learning Management System.						
26	Institution registration fees for facilitation of the Joint facility services						
27	Provision of examination registration, invigilation services and a secure transmission platform.						
28	Transport services (for						

ITEM	DESCRIPTION	QUANTITY (NO. OF UNITS)	NO. OF DAYS	UNIT RATE PER DAY (US\$)	AMOUNT GROSS (US\$)	VALUE ADDED TAX (V.A.T)	NET AMOUNT (US\$)
	both airport transfers and field visits)						
	<b>TOTAL</b>						

Name \_\_\_\_\_ In the capacity of \_\_\_\_\_

Signed \_\_\_\_\_

Duly authorized to sign the bid for and on behalf of \_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

## Form of Bid Security (Bank Guarantee)

\_\_\_\_\_ *[Bank's Name, and Address of Issuing Branch or Office]*

**Beneficiary:** \_\_\_\_\_ *[Name and Address of Purchaser]*

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

**BID GUARANTEE No.:** \_\_\_\_\_

We have been informed that \_\_\_\_\_ *[name of the Bidder]* (hereinafter called "the Bidder") has submitted to you its bid dated \_\_\_\_\_ (hereinafter called "the Bid") for the execution of \_\_\_\_\_ *[name of contract]* under Invitation for Bids No. \_\_\_\_\_ ("the IFB").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Purchaser, we \_\_\_\_\_ *[name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of \_\_\_\_\_ *[amount in figures]* (\_\_\_\_\_) *[amount in words]* upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the *Letter of Bid*; or
- (b) having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the performance security, in accordance with **ITB 38**.

This guarantee will expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; and (b) if the Bidder is not the successful Bidder, upon the earlier of (i) our receipt of a copy your notification to the Bidder of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of the Bidder's bid.

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

*This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.*

Name: *[insert complete name of Signatory]*

Title: *[insert title]*

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

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

## Form of Bid Security (Bid Bond)

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 Oblige (hereinafter called "the Purchaser ") in the sum of [amount of Bond]<sup>8</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 a written Bid to the Purchaser dated the \_\_\_ day of \_\_\_\_\_, 20\_\_, for the supply Goods and Related Services 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 during the period of bid validity specified in the Letter of Bid; or
- (b) having been notified of the acceptance of its Bid by the Purchaser during the period of Bid validity; (i) fails or refuses to execute the Contract Form, if required; or (ii) fails or refuses to furnish the Performance Security in accordance with **ITB 38**;

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 expiration of the Bid validity as stated in the Invitation to Bid or extended by the Purchaser at any time prior to this date, notice of which extension(s) to the Surety being hereby waived.

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)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name and title)

\_\_\_\_\_  
(Printed name and title)

<sup>8</sup> The amount of the Bond shall be denominated in the currency of the Employer's country or the equivalent amount in a freely convertible currency.

## Form of Bid–Securing Declaration

*Date: [insert date (as day, month and year)]*

*Bid No.: [insert number of bidding process]*

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

*To: [insert 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 in any contract with the Borrower for the period of time of [Purchaser to 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 Bid during the period of bid validity specified in the Form of Bid; 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 ITB 38.*

*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 expiration of our Bid.*

*Signed: [insert signature of person whose name and capacity are shown] in the capacity of [insert legal capacity of person signing the Bid-Securing Declaration]*

*Name: [insert complete name of person signing the Bid-Securing Declaration]*

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

*Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]*

*Corporate Seal (where appropriate)*

*[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]*



## **Bidder's Qualification**

To establish its qualifications to perform the contract in accordance with Section III (Evaluation and Qualification Criteria) the Bidder shall provide the information requested in the corresponding Information Sheets included hereunder.

## Bidder Information Sheet

### Form ELI – 1.1

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

ICB No.: \_\_\_\_\_

Invitation for Bid No.: \_\_\_\_\_

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

1. Bidder's Legal Name
2. In case of Joint Venture, Consortium or Association (), legal name of each partner:
3. Bidder's actual or intended Country of Constitution, Incorporation, <i>or Registration</i> :
4. Bidder's Year of Constitution, Incorporation, <i>or Registration</i> :
5. Bidder's Legal Address in Country of Constitution, Incorporation, <i>or Registration</i> :
<p>6. Bidder's Authorized Representative Information</p> <p>Name:</p> <p>Address:</p> <p>Telephone/Fax numbers:</p> <p>Email Address:</p>
<p>7. Attached are copies of original documents of: Articles of Incorporation or Registration of firm named in 1, above, in accordance with ITB Clauses 4.1 and 4.2.</p> <p><input type="checkbox"/> In case of <i>JVCA</i>, letter of intent to constitute a legally-enforceable <i>JVCA</i>, including a draft agreement, or <i>JVCA</i> agreement, in accordance with ITB Clauses 4.1.</p> <p><input type="checkbox"/> In case of government owned entity from the Purchaser's country, documents establishing legal and financial autonomy and compliance with the principles of commercial law, in accordance with ITB Clause 4.5.</p>

## Partner to JVCA Information Sheet

### Form ELI – 1.2

Date: \_\_\_\_\_  
 ICB No.: \_\_\_\_\_  
 Invitation for Bid No.: \_\_\_\_\_  
 Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Bidder's Legal Name:
2. <i>JVCA</i> Partner's legal name:
3. <i>JVCA</i> Partner's Country of Constitution, Incorporation, or <i>Registration</i> :
4. <i>JVCA</i> Partner's Year of constitution into a legally-enforceable <i>JVCA</i> :
5. <i>JVCA</i> Partner's Legal Address in Country of Constitution, Incorporation, or <i>Registration</i> :
6. <i>JVCA</i> Partner's Authorized Representative Information Name: Address: Telephone/Fax numbers: Email Address:
7. Attached are copies of original documents of: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Articles of Constitution, Incorporation or <i>Registration</i> of firm named in 1, above, in accordance with ITB Clauses 4.1 and 4.2.  <input type="checkbox"/> In case of government owned entity from the Purchaser's country, documents establishing legal and financial autonomy and compliance with the principles of commercial law, in accordance with ITB Clause 4.5.

## Historical Contract Non-Performance

**Form CON – 2**

Bidder's Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 JVCA Partner's Legal Name: \_\_\_\_\_  
 ICB No.: \_\_\_\_\_  
 Page \_\_\_\_\_ of \_\_\_\_\_ pages

Non-Performing Contracts in accordance with Section III, Evaluation Criteria			
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Contract non-performance did not occur during the stipulated period, in accordance with Sub-Factor 2.2.1 of Section III, Evaluation Criteria <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Contract non-performance during the stipulated period, in accordance with Sub-Factor 2.2.1 of Section III, Evaluation Criteria			
Year	Outcome as Percent of Total Assets	Contract Identification	Total Contract Amount (current value, US\$ equivalent)
Pending Litigation, in accordance with Section III, Evaluation Criteria			
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No pending litigation in accordance with Sub-Factor 2.2.3 of Section III, Evaluation Criteria <input type="checkbox"/> Pending litigation in accordance with Sub-Factor 2.2.3 of Section III, Evaluation Criteria, as indicated below			
Year	Outcome as Percent of Total Assets	Contract Identification	Total Contract Amount (current value, US\$ equivalent)
_____	_____	Contract Identification: Name of Purchaser: Address of Purchaser: Matter in dispute:	_____
_____	_____	Contract Identification: Name of Purchaser: Address of Purchaser: Matter in dispute:	_____

## Current Contract Commitments

### Form CCC

Bidders and each partner to a *JVCA* should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Name of contract	Purchaser contact address/tel./fax	Value of outstanding supply (current US\$ equivalent)	Estimated completion date	Average monthly invoicing over last six months (US\$/month)
1.				
2.				
3.				
4.				
5.				
etc.				

# Financial Situation

## Form FIN – 3.1

Historical Financial Performance

Bidder’s Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_

JVCA Partner Legal Name: \_\_\_\_\_ ICB No.: \_\_\_\_\_

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

To be completed by the Bidder and, if JVCA, by each partner

Financial information in US\$ equivalent	Historic information for previous _____ ( ) years (US\$ equivalent in 000s)						
	Year 1	Year 2	Year 3	Year ...	Year n	Avg.	Avg. Ratio
<b>Information from Balance Sheet</b>							
<b>Total Assets (TA)</b>							
<b>Total Liabilities (TL)</b>							
<b>Net Worth (NW)</b>							
<b>Current Assets (CA)</b>							
<b>Current Liabilities (CL)</b>							
<b>Information from Income Statement</b>							
<b>Total Revenue (TR)</b>							
<b>Profits Before Taxes (PBT)</b>							

- Attached are copies of financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following conditions:
- (a) Must reflect the financial situation of the Bidder or partner to a *JVCA*, and not sister or parent companies;
  - (b) Historic financial statements must be audited by a certified accountant;
  - (c) Historic financial statements must be complete, including all notes to the financial statements;
  - (d) Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

## Average Annual Turnover

### Form FIN – 3.2

Bidder’s Legal Name: \_\_\_\_\_  
 JVCA Partner Legal Name: \_\_\_\_\_

Date: \_\_\_\_\_  
 ICB No.: \_\_\_\_\_  
 Page \_\_\_\_\_ of \_\_\_\_\_ pages

Annual turnover data		
Year	Amount and Currency	US\$ equivalent
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
*Average Annual Turnover	_____	_____

\*Average annual turnover calculated as total certified payments received for supply in progress or completed, divided by the number of years specified in Section III, Evaluation Criteria, Sub-Factor 2.3.2.



## Financial Resources

### Form FIN – 3.3

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total cash flow demands of the subject contract or contracts as indicated in Section III, Evaluation and Qualification Criteria.

Source of financing	Amount (US\$ equivalent)
1.	
2.	
3.	
4.	

## Experience

### Form EXP – 2.4.1

Bidder's Legal Name: \_\_\_\_\_  
*JVCA* Partner's Legal Name: \_\_\_\_\_

Date: \_\_\_\_\_  
 ICB No.: \_\_\_\_\_

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

<b>Similar Contract Number: ___ of ___ required.</b>	<b>Information</b>	
Contract Identification	_____	
Award date	_____	
Completion date	_____	
Role in Contract	_____	
Total contract amount	_____	US\$ _____
If partner in a <i>JVCA</i> , specify participation in total contract amount	_____ %	US\$ _____
Purchaser's Name:	_____	
Address:	_____ _____	
Telephone/fax number:	_____	
E-mail:	_____	

## Experience (cont.)

### Form EXP – 2.4.1 (cont.)

Bidder’s Legal Name: \_\_\_\_\_

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

JVCA Partner’s Legal Name: \_\_\_\_\_

Similar Contract No. __ <b>/insert specific number</b> of <b>[total number of contracts]</b> __ required	Information
Description of the similarity in accordance with Sub-Factor 2.4.1) of Section III:	
Amount	_____
Physical size	_____
Complexity	_____
Methods/Technology	_____
Other Characteristics	_____



# **PART 2 – Purchaser’s Requirements**



**Section V. Requirements**

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## 1. List of Goods and Related Services

### Performance Specifications

	Outputs/Requirements	Quantity
1	CMAP lecture rooms (capacity 45 - 50 persons each) to include ICT Facilities for Virtual/Online Learning	4
2	CPP lecture rooms (capacity 40 persons each) to include ICT Facilities for Virtual/Online Learning	4
3	CMAP Computer lab (capacity of 75 Persons and 75 Computer Desks/Workstations) - To include ICT Facilities for Virtual/Online Learning	1
4	CPP Computer lab (capacity of 40 Persons and 40 Computer Desks/Workstations) - To include ICT Facilities for Virtual/Online Learning	1
5	CMAP lecturers' offices (capacity 2 persons per office)	4
6	CPP lecturers' offices (capacity 2 persons per office)	4
7	Lecturers' lounge/Common room (capacity 25 persons)	1
8	Seminar/Conference Room or Theatre (Capacity at Least 150 Persons - Used Once Per Week) - To include ICT Facilities for Virtual/Online Learning	1
9	AERC JFE Secretariat Office (Fitted with At Least 3 Desks/Workstations and Internet)	1
10	CMAP Students' Full-Board (or Self-Catering) Accommodation (Shared/Double Rooms – 2 Students Per Room); with Internet	60
11	CPP Students' Full-Board (or Self-Catering) Accommodation (Single Rooms); with Internet	40
12	Self-Contained 2-Bedroomed Full-Board (or Self-Catering) Accommodation – for 2 CMAP or CPP Students with Baby and Nanny (On Need Basis); with Internet	2
13	CMAP Lecturers' Full-Board (or Self-Catering) Accommodation (Single Rooms); with Internet	8
14	CPP Lecturers' Full-Board (or Self-Catering) Accommodation (Single Rooms); with Internet	6
15	Full-Board (or Self-Catering) Accommodation for JFE staff	1
16	Library Facilities with Space to Sit at Least 100 - 150 Persons Preferably Within an Existing Library; and with Reliable Internet Connectivity	1
17	Storage Facilities / Store (20ft x 20ft) - For Exam Booklets/Materials, Equipment, Etc. (To be Available throughout the Hosting Contract Period)	1
18	Medical Facility for Routine Out-Patient Treatment and Emergencies for Students/Lecturers	1
19	Reliable internet connectivity in lecture rooms, library, offices and accommodation areas.	N/A
20	Ongoing/Full-time Security on Campus for JFE Participants	N/A
21	Online platform for facilitating virtual learning for students not attending physically, compatible with Moodle-based Learning Management System.	1



---

22	Institution registration fees for facilitation the Joint facility services	N/A
23	Provision of Examination registration, invigilation services and a secure transmission platform.	N/A
24	Airport Pick-ups/Transfers for JFE Students and Lecturers	N/A

## 2. Delivery and Completion Schedule

### DATES FOR THE JFE 2022-2025

A	Collaborative Masters Programme (CMAP)	
	<ul style="list-style-type: none"> <li>• JFE Duration: <b>June 26, 2023 to October 20, 2023</b></li> <li>• Semester I (Online/Virtual): <b>June 26 to August 18, 2023</b></li> <li>• Semester II (Face-to-Face): <b>September 4 to October 20, 2023</b></li> <li>• <b>The dates for the JFE 2024 and 2025 will be around the same period</b></li> </ul>	<p style="color: red;"><u>Notes</u></p> <ul style="list-style-type: none"> <li>(i) Semester 1 will be conducted online/virtually with students attending CMAP JFE while at their respective home universities from June 26 – August 18, 2023.</li> <li>(ii) Participants (visiting lecturers and students) to travel to the venue for the face-to-face CMAP JFE on <b>September 1 – 2, 2023</b>.</li> <li>(iii) Second Semester commences from <b>September 6, 2023</b> and end on <b>October 20, 2023</b>.</li> <li>(iv) Preparations for the face-to-face CMAP JFE staff to commence earlier from <b>July 2023</b> prior to participants traveling to the venue for the centralized JFE.</li> <li>(v) Students will depart at the end of the second semester by the weekend of <b>October 21 – 22, 2023</b>.</li> <li>(vi) Lecturers to grade second semester examinations depart from the JFE venue between <b>October 23 and 31, 2023</b>.</li> </ul>
B	Collaborative PhD Programme (CPP)	
	<ul style="list-style-type: none"> <li>• JFE Duration: <b>July 3, 2023 to October 27, 2023</b></li> <li>• Semester I (Online/Virtual): <b>July 3 to August 25, 2023</b></li> <li>• Semester II (Face-to-Face): <b>September 6 to October 27, 2023</b></li> <li>• <b>The dates for the JFE 2024 and 2025 will be around the same period</b></li> </ul>	<p style="color: red;"><u>Notes</u></p> <ul style="list-style-type: none"> <li>(i) Semester 1 will be conducted online/virtually with students attending CPP JFE while at their respective home universities from July 3 – August 25, 2023.</li> <li>(ii) Participants (visiting lecturers and students) to travel to the venue for the face-to-face CPP JFE on <b>September 1 – 3, 2023</b>.</li> <li>(iii) Second Semester commences from <b>September 6, 2023</b> and end on <b>October 27, 2023</b>.</li> <li>(iv) Preparations for the face-to-face CPP JFE staff to commence earlier from <b>July 2023</b> prior to participants traveling to the venue for the centralized JFE.</li> <li>(v) Students will depart at the end of the second semester by the weekend of <b>October 30 – 31, 2023</b>.</li> <li>(vi) Lecturers to grade second semester examinations depart from the JFE venue between <b>November 1 and 7, 2023</b>.</li> </ul>

### 3. Technical Specifications

#### 1. NUMBER OF PARTICIPANTS

	<b>Participants</b>	<b>No. of Persons</b>	<b>Comments</b>
1	CMAP Students	120	• Final figures will be confirmed by mid-June
2	CPP Students	40	• Final figures will be confirmed by mid-June
3	CMAP Lecturers (Per Semester)	8	• There will be at least 2 local lecturers who will not board (actual to be confirmed by mid-June)
4	CPP Lecturers (Per Semester)	6	• Final numbers will depend on number of electives offered (number to be confirmed by mid-June)
5	JFE Staff	1	
	<b>Totals</b>	<b>175</b>	

#### 2. FULL-BOARD ACCOMMODATION REQUIREMENTS

	<b>Participants</b>	<b>Single Rooms Quantity</b>	<b>Double Rooms Quantity</b>	<b>Total Accommodated</b>
1	CMAP Students	0	60	<b>120</b>
2	CMAP Lecturers	8	0	<b>8</b>
3	CPP Students	40	0	<b>40</b>
4	CPP Lecturers	6	0	<b>6</b>
5	JFE Staff	1	0	<b>1</b>
<b>Total</b>		<b>45</b>	<b>60</b>	<b>175</b>
<b>Self-Catering) Accommodation 2 Bedroomed</b>		<b>No. of Persons</b>	<b>No. of Two-Bedroomed</b>	
1	CMAP Students	1	1	<b>1 Student and 1 Nannies</b>
2	CPP Students	1	1	<b>1 Student and 1 Nanny</b>

#### Specific Accommodation Requirements:

- Each CPP student will be accommodated in a self-contained single room fitted with the necessary reading desks, lamps and wardrobes.
- CMAP students will be accommodated in self-contained double rooms (2 students per room) which must be large enough and fitted with the necessary furnishings (reading desks and lamps, wardrobes, etc.) sufficient for two people.
- CMAP/ CPP female students (make provision for 2 CMAP students and 1 CPP student each year) accompanied by their babies and house help/nannies will be accommodated in fully furnished two bedroomed cottages or flats on the basis of per day per unit. The cottages/flats shall be fitted with cooking facilities.
- 1 JFE staff member will be accommodated in single rooms (same as for lecturers).
- Lecturers' and JFE staff accommodation rooms should have television sets and internet connectivity (to the extent possible, DSTV satellite television connection is most preferred). Where possible, students' rooms should have these facilities too.

- The accommodation facilities should have adequate water supply, electricity back-up, room cleaning services and garbage collection.
- Additionally, a laundry/washing and drying area should be provided for the participants.
- Adequate security systems and support should also be available.
- The facility should state whether they have dry cleaning facility (please attach the price list).
- The rooms should have w-fi connectivity.

### 3. OFFICES, LECTURE ROOMS AND COMPUTER LABS REQUIREMENTS

	Item	No./Qty	Comments
1	CMAP Lecture Rooms	4	<ul style="list-style-type: none"> <li>• To accommodate at least 45 - 50 persons each. Should be fitted with large white-board, projector, with sufficient lighting and aeration.</li> </ul>
2	CPP Lecture Rooms	4	<ul style="list-style-type: none"> <li>• To accommodate at least 40 persons each. Should be fitted with large white-board, projector, with sufficient lighting and aeration.</li> </ul>
3	CMAP Computer Lab	1	<ul style="list-style-type: none"> <li>• To accommodate up to 75 persons, 75 Computer Desks/Workstations. Should be fitted with large white-board, projector, with sufficient lighting and aeration.</li> </ul>
4	CPP Computer Lab	1	<ul style="list-style-type: none"> <li>• To accommodate at least 40 persons, 40 Computer Desks/Workstations. Should be fitted with large white-board, projector, with sufficient lighting and aeration.</li> </ul>
5	CMAP Lecturers' Offices	4	<ul style="list-style-type: none"> <li>• 2 lecturers per office (offices should be large enough to accommodate two desks as well as a computer table). Should have sufficient lighting and aeration or air-conditioning.</li> </ul>
6	CPP Lecturers' Offices	4	<ul style="list-style-type: none"> <li>• 2 lecturers per office (including 2 language instructors). Should have sufficient lighting and aeration or air-conditioning.</li> </ul>
8	Lecturers' Lounge/Common Room	1	<ul style="list-style-type: none"> <li>• To accommodate approximately 25 persons. Should have sufficient lighting and aeration or air-conditioning.</li> </ul>
9	JFE Secretariat Office	1	<ul style="list-style-type: none"> <li>• This office will have two desks or workstations and fitted with two lockable filing cabinets and two book-shelves, and visitors' seats. Should have sufficient lighting and aeration or air-conditioning.</li> </ul>
10	Seminar/Conference Room	1	<ul style="list-style-type: none"> <li>• 1 Large lecture hall or conference room for weekly seminar series (to accommodate at least 100 - 150 people). Should have projection and public address system, and sufficient lighting and aeration or air-conditioning.</li> </ul>

- Several offices, lecture rooms and computer labs are required, which should ideally be in the same block.

- A total of 10 offices, 1 lecturers' common room, 8 lecture rooms and 2 computer labs will be required for the duration of the JFE.
- The offices should have internet connectivity and telephone extensions. They should also have sufficient lighting and aeration or air-conditioning.
- Offices should ideally be in the same block and close to the block housing the lecture rooms.
- All the lecture rooms and computer labs should be fitted with a large white board and equipped with overhead projectors and the necessary electrical fittings for use of the projectors and other teaching aids such as DVD/VCD players.

#### **4. OTHER FACILITIES REQUIREMENTS**

##### **(a) Restaurant/Dinning Area**

- Adequate restaurants and dining areas should be available for students and lecturers/JFE staff.

##### **(b) Library Facilities**

- One room with sufficient space to sit approximately 100 to 150 persons will be required for the JFE library facilities.
- The library must have internet connectivity and facilities for accessing journals and other online learning materials
- Ideally, the JFE library should be housed within an existing library facility but not accessible to other regular institution's participants.

##### **(c) Internet**

The JFE facilities should be fitted with fast and reliable internet connection that can adequately serve the academic and administrative needs of the program. Of particular importance is provision of internet connectivity to the JFE library, lecture rooms and computer labs and offices.

##### **(d) Storage**

Upon completion of the JFE in November, AERC will need to store all its materials and equipment at the institution until the following year. One secure room (approximately 20 x 20 ft) would be required for this purpose.

##### **(e) Finance Administration**

We would require the institution's assistance in making payment of participants' stipends and allowances as well administer grants issued by the AERC and report on the utilization regularly. Such payments can be scheduled bi-weekly or as mutually agreed upon.

**(f) Security**

Adequate security should be provided to JFE participants.

**(g) Medical Facilities**

The JFE venue or institution should have a health/medical clinic facility manned by a qualified professional (at a minimum level of a nurse) to be able to handle any kind of emergencies or illnesses and minor, routine out-patient treatment. This can be substituted by use of medical insurance cover procured by the University that hosts the JFE.

**(h) Qualification of Staff Managing the Training/Conferencing Facility**

Provide a summary of qualification and experience of key operational staff at the JFE venue training/conferencing facility (attach curriculum vitae).

**4. Drawings/Pictures of the facilities**





# **PART 3 –Conditions of Contract and Contract Forms**

## Section VI. General Conditions

### Table of Clauses

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## Section VI. General Conditions

### *African Economic Research Consortium*

### *Hire of Venue to Host CMAP and CPP Joint Facility for Electives (JFE) for the Period 2020-2022*

These General Conditions (GC), read in conjunction with the Particular Conditions (PC) and other documents listed therein, constitute a complete document expressing the rights and obligations of the parties.

#### 1. **General Provisions**

##### 1.1 **Definitions**

*In the Conditions of Contract (“these Conditions”), which include Particular Conditions, and these General Conditions, the following words and expressions shall have the meanings stated. Words indicating persons or parties include corporations and other legal entities, except where the context requires otherwise.*

##### 1.1.1 **The Contract**

1.1.1.1 *“Contract” means the Contract Agreement, the Letter of Acceptance, the Letter of Bid, these Conditions, the Specification, the Schedules, and the further documents (if any) which are listed in the Contract Agreement or in the Letter of Acceptance.*

1.1.1.2 *“Contract Agreement” means the contract agreement referred to in Clause 1.6 [Contract Agreement].*

1.1.1.3 *“Letter of Acceptance” means the letter of formal acceptance, signed by the Purchaser, of the Letter of Bid, including any annexed memoranda comprising agreements between and signed by both Parties. If there is no such letter of acceptance, the expression “Letter of Acceptance” means the Contract Agreement and the date of issuing or receiving the Letter of Acceptance means the date of signing the Contract Agreement.*

1.1.1.4 *“Letter of Bid” means the document entitled letter of bid, which was completed by the Supplier and includes the signed offer to the Purchaser for the Goods.*

1.1.1.5 *“Specification” means the document entitled specification, as included in the Contract, and any additions and modifications to the specification in accordance with the Contract. Such document specifies the Goods.*

1.1.1.6 *“Drawings” means the drawings of the Goods, as included in the Contract, and any additional and modified drawings issued by (or on behalf of) the Purchaser in accordance with the Contract.*

- 1.1.1.7 *“Schedules” means the document(s) entitled schedules, completed by the Supplier and submitted with the Letter of Bid, as included in the Contract. Such document may include the Bill of Quantities, data, lists, and schedules of rates and/or prices.*
- 1.1.1.8 *“Bid” means the Letter of Bid and all other documents which the Supplier submitted with the Letter of Bid, as included in the Contract.*
- 1.1.2 **Parties and Persons**
- 1.1.2.1 *“Party” means the Purchaser or the Supplier, as the context requires.*
- 1.1.2.2 *“Purchaser” means the person named as purchaser in the Particular Conditions and the legal successors in title to this person.*
- 1.1.2.3 *“Supplier” means the person(s) named as supplier in the Letter of Bid accepted by the Purchaser and the legal successors in title to this person(s).*
- 1.1.2.4 *“Subcontractor” means any person named in the Contract as a subcontractor, or any person appointed as a subcontractor, for a part of the Goods or the Related Services; and the legal successors in title to each of these persons.*
- 1.1.2.5 *“Bank” means the financing institution (if any) named in the PC.*
- 1.1.2.6 *“Borrower” means the person (if any) named as the borrower in the PC.*
- 1.1.3 Dates, Tests, Periods and Completion *“Base Date” mean the date 28 days prior to the latest date for submission of the Bid.*
- 1.1.3.1 *“Acceptance Test” means the tests (if any) which are specified in the Contract and which are carried out in accordance with the Specification for the purpose of issuing the “Acceptance Certificate”.*
- 1.1.3.3 *“Completion” means the fulfilment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.*
- 1.1.3.4 *“day” means a calendar day and “year” means 365 days.*
- 1.1.4 **Money and Payments**
- 1.1.4.1 *“Contract Price” means the price defined in GC Clause 10 [The Contract Price], and includes adjustments in accordance with the Contract.*
- 1.1.5 **Goods and Related Services**
- 1.1.5.1 *“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.*
- 1.1.5.2 *“Related Services” means the services incidental to the supply of the Goods, such as insurance, transportation, installation, commissioning, training and initial maintenance and other such obligations of the Supplier under the Contract.*

**1.1.6 Other Definitions**

- 1.1.6.1 *“Purchaser’s Country” is the country specified in the PC.*
- 1.1.6.2 *“Force Majeure” is defined in GC Clause 25 [Force Majeure].*
- 1.1.6.3 *“Laws” means all national (or state) legislation, statutes, ordinances and other laws, and regulations and by-laws of any legally constituted public authority.*
- 1.1.6.4 *“Performance Security” means the security (or securities, if any) under GC Clause 13 [Performance Security].*
- 1.1.6.5 *“Project Site,” where applicable, means the place named in the PC.*
- 1.1.6.6 *“Unforeseeable” or “Unforeseen” means not reasonably foreseeable by an experienced Purchaser by the Base Date.*
- 1.1.6.7 *“Change Order” or “Change” is defined in Clause 26 [Change Orders and Contract Amendments].*

**1.2 Interpretation**

1.2.1 *Interpretation In the Contract, except where the context requires otherwise:*

- (a) *words indicating one gender include all genders;*
- (b) *words indicating the singular also include the plural and words indicating the plural also include the singular;*
- (c) *provisions including the word “agree”, “agreed” or “agreement” require the agreement to be recorded in writing;*
- (d) *“written” or “in writing” means hand-written, type-written, printed or electronically made, and resulting in a permanent record;*
- (e) *the word “tender” is synonymous with “bid” and “tenderer” with “bidder” and the words “tender documents” with “bidding documents”.*

1.2.2 *The marginal words and other headings shall not be taken into consideration in the interpretation of these Conditions.*

**1.2.3 Incoterms**

- (a) Unless inconsistent with any provisions in the Contract, the meaning of any trade term and the rights and obligations of Parties thereunder shall be as prescribed by Incoterms.
- (b) The Incoterms, when used, shall be governed by the rules prescribed in the current edition of Incoterms, specified in the PC, and published by the International Chamber of Commerce, Paris, France

#### 1.2.4 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.*

#### 1.2.5 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.*

#### 1.2.6 Nonwaiver

(a) Subject to **GC** Clause 1.2.5(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.

#### 1.2.7 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.*

### 1.3 **Communications**

#### 1.3.1 *Wherever these Conditions provide for the giving or issuing of approvals, certificates, consents, determinations, notices, requests and discharges, these communications shall be:*

- (a) *in writing and delivered by hand (against receipt), sent by mail or courier, or transmitted using any of the agreed systems of electronic transmission as stated in the **PC**; and*
- (b) *delivered, sent or transmitted to the address for the recipient's communications as stated in the **PC**. However:*
  - (i) *if the recipient gives notice of another address, communications shall thereafter be delivered accordingly; and*



(ii) *if the recipient has not stated otherwise when requesting an approval or consent, it may be sent to the address from which the request was issued*

1.3.2 *Approvals, certificates, consents and determinations shall not be unreasonably withheld or delayed. When a certificate is issued to a Party, the certifier shall send a copy to the other Party.*

#### 1.4 **Law and Language**

1.4.1 *The Contract shall be governed by the law of the country or other jurisdiction stated in the PC.*

*The ruling language of the Contract shall be that stated in the PC.*

*The language for communications shall be that stated in the PC. If no language is stated there, the language for communications shall be the ruling language of the Contract.*

1.4.2 *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.*

*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.*

#### 1.5 **Priority of Documents**

1.5.1 *The documents forming the Contract are to be taken as mutually explanatory of one another. For the purposes of interpretation, the priority of the documents shall be in accordance with the following sequence:*

*(a) the Contract Agreement (if any),*

*(b) the Letter of Acceptance,*

*(c) the Bid,*

*(d) the Particular Conditions*

*(e) these General Conditions,*

*(f) the Specification,*

*(g) the Drawings, and*

*(h) the Schedules and any other documents forming part of the Contract.*

*If an ambiguity or discrepancy is found in the documents, the Purchaser shall issue any necessary clarification or instruction.*

**1.6 Contract Agreement**

1.6.1 *The Parties shall enter into a Contract Agreement within 28 days after the Supplier receives the Letter of Acceptance, unless the Particular Conditions establish otherwise. The Contract Agreement shall be based upon the form furnished in Section VIII, Contract Forms. The costs of stamp duties and similar charges (if any) imposed by law in connection with entry into the Contract Agreement shall be borne by the Purchaser.*

**1.7 Assignment**

1.7.1 *Neither Party shall assign the whole or any part of the Contract or any benefit or interest in or under the Contract. However, either Party:*

- (a) *may assign the whole or any part with the prior agreement of the other Party, at the sole discretion of such other Party, and*
- (b) *may, as security in favour of a bank or financial institution, assign its right to any moneys due, or to become due, under the Contract.*

**1.8 Copyright**

1.8.1 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.

**1.9 Supplier's Use of Purchaser's Documents**

1.9.1 As between the Parties, the Purchaser shall retain the copyright and other intellectual property rights in the Specification, the Drawings and other documents made by (or on behalf of) the Purchaser. The Supplier may, at his cost, copy, use, and obtain communication of these documents for the purposes of the Contract. They shall not, without the Purchaser's consent, be copied, used or communicated to a third party by the Supplier, except as necessary for the purposes of the Contract.

**1.10 Confidential Details**

1.10.1 The Supplier's and the Purchaser's Personnel shall disclose all such confidential and other information as may be reasonably required in order to verify the Supplier's compliance with the Contract and allow its proper implementation.

Each of them shall treat the details of the Contract as private and confidential, except to the extent necessary to carry out their respective obligations under the Contract or to comply with applicable Laws. Each of them shall not publish or disclose any particulars of the *Goods*, prepared by the other Party without the previous agreement of the other Party. However, the *Supplier* shall be permitted to disclose any publicly available information, or information otherwise required to establish his qualifications to compete for other projects.

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

**1.11 Compliance with Laws**

1.11.1 The *Supplier* shall, in performing the Contract, comply with applicable Laws.

1.11.2 Unless otherwise stated in the Particular Conditions:

(a) the Purchaser shall acquire and pay for all permits, approvals and/or licenses from all local, state or national government authorities or public service undertakings in the Purchaser's Country, which (i) such authorities or undertakings require the Purchaser to obtain in the Purchaser's name, and (ii) are necessary for the execution of the Contract, including those required for the performance by both the Supplier and the Purchaser of their respective obligations under the Contract;

- (b) the *Supplier* shall acquire and pay for all permits, approvals and/or licenses from all local, state or national government authorities or public service undertakings in the Purchaser's Country, which such authorities or undertakings require the *Supplier* to obtain in its name and which are necessary for the performance of the Contract, including, without limitation, visas for the Supplier's and Subcontractor's personnel and entry permits for all imported Supplier's Equipment. The *Supplier* shall acquire all other permits, approvals and/or licenses that are not the responsibility of the Purchaser under GC Clause 1.11.2(a) hereof and that are necessary for the performance of the Contract. The *Supplier* shall indemnify and hold harmless the Purchaser from and against any and all liabilities, damages, claims, fines, penalties and expenses of whatever nature arising or resulting from the violation of such laws by the Supplier or its personnel, including the Subcontractors and their personnel, but without prejudice to GC Clause 1.11.1 hereof.

1.12 **Joint and Several Liability**

- 1.12.1 If the *Supplier* is a joint venture, consortium, or association (JVCA) of two or more persons, all such persons shall be jointly and severally bound to the Purchaser for the fulfilment of the provisions of the Contract, *unless otherwise specified in the PC*, and shall designate one of such *persons* to act as a leader with authority to bind the JVCA. The composition or the constitution of the JVCA shall not be altered without the prior consent of the Purchaser.

1.13 **Inspections and Audit by the Funding Partners**

- 1.13.1 The *Supplier* shall permit the Funding Partners and/or persons appointed by the Funding Partners to inspect the Site and/or the Supplier's accounts and records relating to the performance of the Contract and to have such accounts and records audited by auditors appointed by the Funding Partners if required by the Funding Partners.
- 1.13.2 The Supplier shall maintain all documents and records related to the Contract for a period of three (3) years after delivery of the Goods. The Supplier shall provide any documents necessary for the investigation of allegations of fraud, collusion, coercion, or corruption and require its employees or agents with knowledge of the Contract to respond to questions from the Funding Partners.

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 It is the policy of several Funding Partners to require that Borrowers (including beneficiaries of Funding Partners Financing), bidders, suppliers, contractors and their agents (whether declared or not), sub-contractors, sub-consultants, service providers or suppliers, and any personnel thereof, observe the highest standard of ethics during the procurement and execution of Funding Partners-financed contracts<sup>9</sup>. In pursuance of this policy, several Funding Partners:

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<sup>9</sup> *In this context, any action to influence the procurement process or contract execution for undue advantage is improper.*

- (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<sup>10</sup>;
  - (ii) “Fraudulent Practice” is any act or omission, including a misrepresentation that knowingly or recklessly misleads, or attempts to mislead, a party<sup>11</sup> to obtain financial or other benefit or to avoid an obligation;
  - (iii) “Collusive Practice” is an arrangement between two or more parties<sup>12</sup>, designed to achieve an improper purpose, including to influence improperly the actions of another party; and
  - (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<sup>13</sup>;
  - (v) “obstructive practice” is
    - (v.1) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Funding Partners 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
    - (v.2) acts intended to materially impede the exercise of the Funding Partners’ inspection and audit rights provided for under clause 1.13 [Inspections and Audits by the Funding Partners].

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<sup>10</sup> For the purpose of this sub-paragraph, “another party” refers to a public official acting in relation to the procurement process or contract execution. In this context, “public official” includes Funding Partners staff and employees of other organizations taking or reviewing procurement decisions.

<sup>11</sup> For the purpose of this sub-paragraph, “party” refers to a public official; the terms “benefit” and “obligation” relate to the procurement process or contract execution; and the “act or omission” is intended to influence the procurement process or contract execution.

<sup>12</sup> For the purpose of this sub-paragraph, “parties” refers to participants in the procurement process (including public officials) attempting either themselves, or through another person or entity not participating in the procurement or selection process, to simulate competition or to establish bid prices at artificial, non-competitive levels, or are privy to each other’s bid prices or other conditions.

<sup>13</sup> For the purpose of this sub-paragraph, “party” refers to a participant in the procurement process or contract execution.

(b) will reject a proposal for award if it determines that the bidder recommended for award, or 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) will declare mis-procurement and cancel the portion of the **Financing** allocated to a contract if it determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of **such Financing** engaged in corrupt, fraudulent, collusive, coercive or obstructive practices during the procurement or the implementation of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Funding Partners to **address such practices when they occur**, including by failing to inform the Funding Partners in a timely manner at the time they knew of the practices;

(d) will sanction a firm or individual, at any time, in accordance with the prevailing Funding Partners' sanctions procedures, including by publicly declaring such firm or individual ineligible either indefinitely or for a stated period of time, (i) to be awarded a Funding Partners-financed contracts, and (ii) to be a nominated<sup>14</sup> sub-contractor, consultant, supplier, or service provider of an otherwise eligible firm being awarded a Funding Partners-financed contract; and

will require that a clause be included in bidding documents and in contracts financed by the Funding Partners, requiring bidders, suppliers and contractors, and their sub-contractors, agents, personnel, consultants, service providers, or suppliers, to permit the Funding Partners to inspect all accounts and records and other documents relating to the submission of bids and contract performance and to have them audited by auditors appointed by the Funding Partners.

## 5. Notices

5.1 Any notice given by one Party to the other pursuant to the Contract shall be in writing to the address specified in the **PC**. The term "in writing" means communicated in written form with proof of receipt.

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<sup>14</sup> *A nominated sub-contractor, consultant, manufacturer or supplier, or service provider (different names are used depending on the particular bidding documents) is one which has either 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 requirement for the particular bid; or (ii) appointed by the Borrower.*"

5.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

6. **Settlement of Disputes**

6.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any dispute arising between them under or in connection with the Contract.

6.2 If, after twenty-eight (28) days from the commencement of such consultation, the Parties have failed to resolve their dispute by such mutual consultation, then either Party 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 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 proceedings shall be conducted in accordance with the rules of procedure specified in the **PC**.

6.3 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.

7. **Scope of Supply**

7.1 The Goods and Related Services to be supplied shall be as specified in Section V, Requirements.

8. **Delivery**

8.1 Subject to **GC** Clause 27.1, the Delivery of the Goods and Completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in Section V, Requirements. The shipping and other documents to be furnished by the Supplier are specified in the **PC**. The documents specified therein shall be received by the Purchaser before arrival of the Goods and, if not received, the Supplier shall be responsible for any consequent expenses.

9. **Supplier's Responsibilities**

9.1 The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with **GC** Clause 7, and the Delivery and Completion Schedule, as per **GC** Clause 8.



10.           **Contract Price**
- 10.1          Unless otherwise prescribed in the **PC**, the Contract price shall be fixed throughout the duration of Contract performance.
11.           **Terms of Payment**
- 11.1          The Contract Price shall be paid as specified in the **PC**.
- 11.2          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 **GC** Clause 8 and upon fulfilment of all other obligations stipulated in the Contract.
- 11.3          Payments shall be made promptly by the Purchaser, no later than sixty (60) days after submission of an invoice or request for payment by the Supplier, and after the Purchaser has accepted it.
- 11.4          The currencies in which payments shall be made to the Supplier under this Contract shall be those in which the Bid price is expressed.
- 11.5          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 **PC**, the Purchaser shall pay to the Supplier interest on the amount of such delayed payment, at the rate shown in the **PC**, for the period of delay, until payment has been made in full, whether before or after judgment, or arbitration award.
12.           **Taxes and Duties**
- 12.1          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.
- 12.2          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.
- 12.3          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.
13.           **Performance Security**
- 13.1          If so required in the **PC**, 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 **PC**.

- 13.2 If so required, pursuant to **GC** Clause 13.1, the performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Purchaser, and shall be in one of the forms stipulated by the Purchaser in the Section IX, Contract Forms, or in another form acceptable to the Purchaser.
- 13.3 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.
- 13.4 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 **PC**.
14. **Subcontracting**
- 14.1 The Supplier shall notify the Purchaser in writing of all subcontracts awarded under the Contract if not already specified in the bid. 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.
- 14.2 Subcontracts shall comply with the provisions of **GC** Clauses 3 and 4.
15. **Specifications and Standards**
- 15.1 The Supplier shall ensure that the Goods and Related Services comply with technical requirements, as specified in Section V, Requirements.
- 15.2 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

**Codes, Standards and Drawings**

- 15.3 Wherever references are made in the Contract to codes and standards, in accordance with which it shall be executed, the addition or the revised version of such codes and standards shall be those specified in Section V, 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 **GC** Clause 26.

**16. Packing and Documents**

16.1 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.

16.2 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 **PC**, and in any other instructions ordered by the Purchaser.

**17. Insurance**

17.1 Unless otherwise specified in the **PC**, 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 **PC**.

**18. Transportation**

18.1 Unless otherwise specified in the **PC**, responsibility for arranging transportation of the Goods shall be in accordance with the specified Incoterms.

**19. Inspections and Tests**

19.1 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 **PC**.

19.2 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 **PC**. Subject to **GC** Clause 19.3, 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.

19.3 The Purchaser or its designated representative shall be entitled to attend the tests and/or inspections referred to in **GC** Clause 19.2, provided that the Purchaser bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all travelling and board and lodging expenses.

- 19.4 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.
- 19.5 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 impede 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.
- 19.6 The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection.
- 19.7 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 **GC** Clause 19.4.
- 19.8 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 **GC** Clause 19.6, shall release the Supplier from any warranties or other obligations under the Contract.

## 20. **Liquidated Damages**

- 20.1 Except as provided under **GC** Clause 19, 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 **PC** of the Contract Price for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in the **PC**. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to **GC** Clause 28.

21. **Warranty**
- 21.1 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.
- 21.2 Subject to **GC** Clause 15.2, 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.
- 21.3 Unless otherwise specified in the **PC**, 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 **PC**, 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.
- 21.4 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.
- 21.5 Upon receipt of such notice, the Supplier shall, within the period specified in the **PC**, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.
- 21.6 If having been notified, the Supplier fails to remedy the defect within the period specified in the **PC**, 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.

**22. Patent Indemnity**

22.1 The Supplier shall, subject to the Purchaser's compliance with GC Clause 22.2, 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.

22.2 If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to in GC Clause 22.1, 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.

22.3 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.

22.4 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.

22.5 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.

23. **Limitation of Liability**

23.1 Except in cases of *gross* 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 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.

24. **Change in Laws and Regulations**

24.1 If, within less than twenty-eight (28) days prior to the 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 GC Clause 10.

25. **Force Majeure**

25.1 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.

25.2 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.

25.3 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.

26 **Change Orders and Contract Amendments**

26.1 The Purchaser may at any time order the Supplier through notice in accordance GC Clause 5, 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.

26.2 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.

26.3 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.

26.4 Subject to the above, no variation in, or modification of, the terms of the Contract shall be made except by written agreement signed by the Parties.

27 **Extensions of Time**

27.1 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 GC Clause 8, 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.



27.2 Except in case of Force Majeure, as provided under **GC** Clause 25, 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 **GC** Clause 20, unless an extension of time is agreed upon, pursuant to **GC** Clause 27.1.

28. **Termination**

Termination for Default

28.1 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 **GC** Clause 27;
- (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 **GC** Clause 3, in competing for, or in executing the Contract.

28.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to **GC** Clause 28.1, 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.

Termination for Insolvency

28.3 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.

Termination for Convenience

28.4 (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.

- 28.5 (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.

29. **Export Restrictions**

- 29.1 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 goods or services to be supplied, which arise from trade regulations from a country supplying those goods, 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 satisfactions 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 delivery of the goods or services under the terms of the Contract.

## Section VII. Particular Conditions

GC 1.1.2.2	The Purchaser is: <i>African Economic Research Consortium, MEBANK Towers, 3<sup>rd</sup> Floor, Jakaya Kikwete Road, P.O. Box 62882-00200 Nairobi, Kenya</i>
GC 1.1.6.1	The Purchaser's Country is: <i>Kenya</i>
GC 1.1.6.5	The Project Site is: <i>Hosting of the CMAP and CPP Joint Facility for Electives to be at the conference/academic facility at the Service Provider's Country of the Service.</i>
GC 1.2.3 (b)	The version of Incoterms shall be: <i>N/A</i>
GC 1.3 .1(a)	The Electronic Transmission System is: <i>N/A</i>
GC 1.3.1(b)	<p>The Purchaser's address for the purpose of communications is: <i>The Executive Director, African Economic Research Consortium, MEBANK Towers, 3<sup>rd</sup> Floor, Jakaya Kikwete Road. P. O. Box 62882-00200 Nairobi, Kenya. Tel: (+254-20)2734150/7; +254722205272; 25473333298. <a href="mailto:procurement@aercafrica.org">procurement@aercafrica.org</a> c.c. <a href="mailto:jfe@aercafrica.org">jfe@aercafrica.org</a></i></p> <p>The Supplier's address for the purpose of communications is: <i>[State full address, telephone, fax and e-mail]</i></p>
GC 1.4.1	<p>The governing law is that of: <i>Kenya</i></p> <p>The ruling language is: <i>English.</i></p> <p>The language for communications is: <i>English.</i></p>
GC 1.6.1	Deadline for entering into a Contract, after Supplier receives Letter of Acceptance: <i>28 days</i>
GC 1.11.2(a)	<p>Permits and Permissions to be obtained by the Purchaser:</p> <ul style="list-style-type: none"> <li>• <i>Visas and students' permits for JFE participants</i></li> </ul>

GC 1.11.2(b)	Notices, Taxes, Duties, Permits, Licenses, Approvals to be given and/or obtained by the Supplier: <i>[itemize elements in question]</i> <b>None</b>
GC 1.12.1	The individuals or firms in a joint venture, consortium or association <b>shall be</b> jointly and severally liable.
GC 5.1	<p>For <b>notices</b>, the Purchaser's address shall be: <b>Executive Director, African Economic Research Consortium</b>  Street Address: <b>MEBANK Towers, Jakaya Kikwete Road, P.O. Box 62882</b>  Floor/Room number: <b>3<sup>rd</sup> Floor</b>  City: <b>Nairobi</b>  ZIP Code: <b>00200</b>  Country: <b>Kenya</b>  Telephone: <b>(+254-20)2734150/7; +254722205272; 25473333298</b></p> <p>Electronic mail address: <a href="mailto:procurement@aercafrica.org">procurement@aercafrica.org</a> , c.c.  <a href="mailto:JFE@aercafrica.org">JFE@aercafrica.org</a></p> <p>The Supplier's address for the purpose of <b>notices</b> shall be: <i>[State full address, telephone, fax and electronic post]</i></p>
GC 6.2	<p>The rules of procedure for arbitration shall be as follows:</p> <ul style="list-style-type: none"> <li>i) Any dispute, difference or question which may arise at any time between the AERC and the Service Provider touching upon the construction of the Service Contract or on the rights and liabilities of the Parties with respect thereto, which cannot be amicably settled between the Parties, shall be referred to the decision of a single arbitrator to be agreed upon between the Parties or in default of agreement within fourteen (14) days to be appointed at the request of any Party by the Chairman for the time being of the Kenya Branch of the Chartered Institute of Arbitrators or the Vice Chairman if the Chairman is unable or disqualified to act for any reason.</li> <li>ii) Such arbitration shall be conducted in Nairobi, in accordance with and subject to the provisions of the Arbitration Act 1995 or any statutory modification or re-enactment thereof for the time in force.</li> <li>iii) The decisions of the Arbitrator shall be final and binding upon the Parties to the fullest extent permissible by law.</li> <li>iv) The designated Appointing Authority for a new Adjudicator is the <b>Kenya Branch of the Chartered Institute of Arbitrators.</b></li> </ul>
GC 8.1	The shipping and other documents to be furnished by the Supplier are: <b>N/A.</b>
GC 10.1	Price adjustments <b>shall not</b> apply.

GC 11.1	<p>The Terms of Payment shall be:</p> <ul style="list-style-type: none"> <li>• Advance payment for Mobilization, Materials and Supplies: <b>50 per cent</b> of the Contract Price shall be paid on the commencement date and upon receipt of an invoice for the same from the Supplier.</li> <li>• Monthly payments against invoices raised by the Supplier, subject to verification and certification by the AERC, that the Services have been rendered satisfactorily, pursuant to the agreed performance indicators.</li> <li>• All monthly invoices submitted to AERC by the Supplier shall be supported by acknowledgement of services or facilities by AERC in form of charge sheets or some other documents duly signed by AERC Representative and a designated person of the Supplier. Should the certification not be provided, or refused in writing by the AERC within 30 days of the date of the milestone, or of the date of receipt of the corresponding invoice, the certification will be deemed to have been provided, and AERC will be obligated to settle the invoice.</li> <li>• The amortization of the Advance payment mentioned above shall commence when the progress payments have reached <b>40%</b> of the contract price.</li> <li>• Payment shall be made within 30 days of receipt of the financial report/invoice and the relevant documents specified above, and within 30 days in the case of the final payment.</li> </ul>
GC 13.1	<p>A Performance Security <i>shall</i> be required.</p> <p>If a Performance Security is required, the amount shall be: <b>\$50,000</b>.</p>
GC 13.2	<p>If so required, the Performance Security shall be denominated in: <b>United States Dollars (US\$)</b>.</p> <p>If so required, the Performance Security shall be in another form such as: <b>N/A</b></p>
GC 13.4	<p>Discharge of Performance Security shall take place <b>not later than 28 days</b> following the completion of the Supplier's performance obligations.</p>
GC 16.2	<p>The Packing, Marking and Documentation within and outside the packages shall be: <b>N/A</b></p>
GC 17.1	<p>The Insurance Coverage <i>[insert "shall be" or "shall not be"]</i> in accordance with the specified Incoterms. <b>N/A</b></p> <p>If <u>not</u> in accordance with the specified <u>Incoterms</u>, Insurance Coverage shall</p>

GC 18.1	<p>Responsibility for Arranging Transportation of the Goods <i>[insert “shall” or “shall not”]</i> be as specified in the <u>Incoterms</u>. <i>N/A</i></p> <p>If <u>not</u> in accordance with the specified <u>Incoterms</u>, Responsibility for Transportation shall be as follows: <i>[provide detailed arrangements about the responsibilities for transportation]</i>.</p>
GC 19.1	<p>The Inspections and Tests required to be carried out shall be: <i>[insert a detailed description of relevant inspections and tests]</i>. <i>N/A</i></p>
GC 19.2	<p>The Inspections and Tests shall be conducted at: <i>[indicate precise address at which inspections and tests shall be conducted]</i>. <i>N/A</i></p>
GC 20.1	<p>The Liquidated Damages shall be: <i>[insert figure]</i> _____ % per week. <i>N/A</i></p> <p>The Maximum Percentage of Liquidated Damages shall be: <i>[insert figure]</i> _____ % <i>N/A</i></p>
GC 21.3	<p>The Period of Validity of the Warranty shall be: <i>[insert figure]</i> months. <i>N/A</i></p> <p>For the purposes of the Warranty, the Place(s) of Final Destination(s) shall be: <i>[indicate final destination(s), as applicable]</i>.</p>
GC 21.5	<p>The Period within which the Supplier shall Repair or Replace defective goods shall be: <i>[insert figure]</i> days. <i>N/A</i></p>
GC 21.6	<p>The Deadline after which the Purchaser may take remedial action if the Supplier fails to remedy the notified defects shall be: <i>[insert figure]</i> days. <i>N/A</i></p>

## **Section VIII. Contract Forms**

### **Introduction**

This Section contains Contract Forms which, once completed, will constitute part of the Contract. The forms for Contract Agreement, Performance Security and Advance Payment Security, when required, shall only be completed by the successful Bidder, after contract award.

### **Table of Forms**

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**Letter of Acceptance**

*[on 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]* . . . . . for the amount  
of . . . . . *[insert amount (s) in figures and words and name(s) of currency(ies)]*, as  
corrected and modified in accordance with the Instructions to Bidders is hereby accepted  
by us.

**You are requested to furnish the Performance Security in the amount of *[insert amount (s) in figures and words and name(s) of currency(ies)]* within 28 days in accordance with the Conditions of Contract, using for that purpose the Performance Security Form included in Section IX, Contract Forms of the Bidding Document.**

Authorized Signature: .....

Name and Title of Signatory: .....

Name of Agency: .....

Attachment: Contract Agreement



## Contract Agreement

THIS CONTRACT AGREEMENT is made on the [ insert: **number**] day of [ insert: **month**], [ insert: **year**].

BETWEEN

(1) [insert complete name of the 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 the Purchaser }, or corporation incorporated under the laws of {insert name of Country of the Purchaser } and having its principal place of business at [ insert address of the Purchaser ] (hereinafter called “the Purchaser”),

and

(2) [insert name of the *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”).

WHEREAS the Purchaser invited bids for *Goods and Related Services*, described as [insert brief description of the *Goods and Related Services*] and has accepted a Bid by the Supplier for the *supply of these Goods and Related Services*, and the Purchaser agrees to pay the Supplier 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.

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 Bid
- (c) the Addenda Nos. . . . . [insert addenda numbers if any]. . . . .
- (d) the Particular Conditions
- (e) the General Conditions
- (f) the Specification
- (g) the Drawings; and
- (h) the completed Schedules,

**3. In consideration of the payments to be made by the Purchaser to the Supplier as indicated in this Agreement, the Contractor hereby covenants with the Purchaser to**

***execute the Goods and Related 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 supply of the Goods and Related 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.***

Agreement to be executed in accordance with the laws of . . . . [*insert* name of the borrowing country] . . . . on the day, month and year indicated above.

Signed by:                      Signed by:

For and on behalf of the Purchaser    for and on behalf the Supplier

In the presence of:                      in the presence of:

**Witness, Name, Signature, Address, Date**

**Witness, Name, Signature, Address, Date**

## Performance Security

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: [insert date (*e.g.*, day, month, and year)]  
Bidding Process Reference: [insert no. and title of bidding process]

Bank's Branch or Office: [insert complete name of Guarantor]

**Beneficiary:** [insert complete name of Purchaser /

**PERFORMANCE GUARANTEE No.:** [insert Performance Guarantee number]

We have been informed that [insert complete name of the Contractor] (hereinafter called "the Contractor") has entered into Contract No. [insert number] dated [insert day and month], [insert year] with you, for the *supply of [description of Goods and related Services]* and the remedying of any defects therein (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 Purchaser, we hereby irrevocably undertake to pay you any sum(s) not exceeding [insert amount(s)<sup>15</sup> in figures and words] such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing declaring the Contractor to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the [insert number] day of [insert month] [insert year],<sup>16</sup> and any demand for payment under it must be received by us at this office on or before that date. *This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.*

[signatures of authorized representatives of the bank]

## Advance Payment Security

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated.]

Date: [insert date (*e.g.*, day, month, and year) of Bid Submission]  
Bidding Process Reference: [insert number and title of bidding process]

[bank's letterhead]

**Beneficiary:** [insert legal name and address of Purchaser ]

**ADVANCE PAYMENT GUARANTEE No.:** [insert Advance Payment Guarantee no.]

We have been informed that . . . . . *[insert name of the Supplier]*. . . . . (hereinafter called "the Supplier") has entered into Contract No. . . . . *[insert reference number of the Contract]*. . . . . dated . . . . . with you, for the *supply of Goods and Related Services [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 currency and amount in figures]*<sup>17</sup>(. . . . . *[insert currency and amount in words]*. . . ) is to be made against an advance payment guarantee.

At the request of the Purchaser, we . . . . . *[insert name of the Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of . . . . . *[insert currency and amount in figures]* (. . . . . *[insert currency and amount in words]*. . . . . ) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Supplier is in breach of its obligation under the Contract because the Supplier used the advance payment for purposes other than *performing his obligations under the Contract*.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Supplier on its account number . . . . . *[insert Supplier's account number]* at . . . . . *[insert name and address of the Bank]*. . . . .

*This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.*

. . . . . *[Seal of Bank and Signature(s)]*. . . . .

**Note –**

*All italicized text (including footnotes) is for guidance on how to prepare this demand guarantee and shall be deleted from the final document.*

<sup>17</sup> The Guarantor shall insert an amount representing the amount of the advance payment 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.