



MINISTRY OF EDUCATION

STATE DEPARTMENT OF VOCATIONAL & TECHNICAL TRAINING



KISIWA TECHNICAL TRAINING INSTITUTE

Knowledge and Skills for better life

P. O. BOX 657 – 50200, BUNGOMA (KENYA)

Cell Phone: 0712-225422

Email:kisiwainstitute@yahoo.com, Website: www.kisiwatech.ac.ke

REGISTRATION AND UPDATING OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR FINANCIAL YEARS 2020/2021 AND 2021/2022

COMPANY NAME:

CATEGORY NO:

CATEGORY DESCRIPTION:

IF IN RESERVED GROUPS PLEASE INDICATE BELOW: (tick)

WOMEN

YOUTH

PERSONS WITH DISABILITY

TO:

KISIWA TECHNICAL TRAINING INSTITUTE

TEL NO: 0712225422

EMAIL: kisiwainstitute@yahoo.com

WEBSITE: www.kisiwatech.ac.ke

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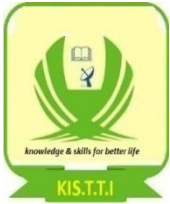
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TENDER NOTICE

21st MAY 2020

TENDER REGISTRATION FOR THE SUPPLIERS FOR THE FINANCIAL YEARS 2020/2021 AND 2021/2022

Kisiwa Technical Training Institute invites sealed applications from interested, competent and eligible firms for the supply and delivery of goods, provision of services and works as listed below:

SUPPLY AND DELIVERY OF GOODS (CATEGORY A)

S/NO	TENDER NO.	ITEM DESCRIPTION	ELIGIBILITY
1	KISTTI/P/01/2020-2022	Supply & delivery of dry food stuffs mineral water, soft drinks and other packaged drinks	Open
2	KISTTI/P/02/2020-2022	Supply & delivery of beef & allied products	Open
3	KISTTI/P/03/2020-2022	Supply & delivery of chicken, eggs & fish	Special groups
4	KISTTI/P/04/2020-2022	Supply and delivery of green groceries, vegetables and fruits	Open
5	KISTTI/P/05/2020-2022	Supply & delivery of firewood and charcoal	Special groups
6	KISTTI/P/06/2020-2022	Supply & delivery of stationery and related items	Open
7	KISTTI/P/07/2020-2022	Supply & delivery of cleaning materials, detergents and disinfectants	Special groups

8	KISTTI/P/08/2020-2022	Supply & delivery of staff uniforms, protective wears, curtains beddings & other related materials	Special groups
9	KISTTI/P/9/2020-2022	Supply & delivery of hardware & plumbing materials and equipments	Open
10	KISTTI/P/10/2020-2022	Supply & delivery of Building materials- sand, ballast ,timber and allied materials	Open
11	KISTTI/P/11/2020-2022	Supply & delivery of electrical and electronic materials, fittings and equipments	Open
12	KISTTI/P/12/2020-2022	Supply & delivery of computers, laptops, printers, photocopiers, computer accessories and softwares.	Open
13	KISTTI/P/13/2020-2022	Supply & delivery of cereals	Special groups
14	KISTTI/P/14/2020-2022	Supply & delivery of medical & science laboratory equipments, reagents, apparatus and other related materials	Open
15	KISTTI/P/15/2020-2022	Supply & delivery of games uniforms, sportswear and other related equipments	Open
16	KISTTI/P/16/2020-2022	Supply & delivery of hospitality equipments i.e cutlery,cookery&kitchen equipments	Open
17	KISTTI/P/17/2020-2022	Supply & delivery of farm inputs equipments and related materials	Open
18	KISTTI/P/18/2020-2022	Supply & delivery of fuel and lubricants	Open
19	KISTTI/P/19/2020-2022	Supply & delivery of human drugs and dressing materials	Open
20	KISTTI/P/20/2020-2022	Supply & delivery of motor vehicle tyres , tubes and batteries	Open
21	KISTTI/P/21/2020-2022	Supply & delivery of furniture, fittings and equipments	Open
22	KISTTI/P/22/2020-2022	Supply & delivery of newspapers	Open
23	KISTTI/P/23/2020-2022	Supply & delivery of fresh milk	Special groups
24	KISTTI/P/24/2020-2022	Supply & delivery of security gadgets and equipments	Open
25	KISTTI/P/25/2020-2022	Supply & delivery of hairdressing and beauty therapy products and equipments	Open

26	KISTTI/P/26/2020-2022	Supply & delivery of library textbooks and reference materials	Open
27	KISTTI/P/27/2020-2022	Supply & delivery of alcoholic drinks for hospitality	Special groups
28	KISTTI/P/28/2020-2022	Supply,delivery,servicing and maintenance of firefighting equipments	Open
29	KISTTI/P/29/2020-2022	Provision of internet and network maintenance	Open
30	KISTTI/P/30/2020-2022	Supply & delivery of metallic containers	Open
31	KISTTI/P/31/2020-2022	Supply & delivery of automotive, mechanical and welding materials and equipments	Open

PROVISION OF WORKS AND SERVICES (CATEGORY B)

S/NO	TENDER NO.	ITEM DESCRIPTION	ELIGIBILITY
32	KISTTI/P/32/2020-2022	Provision of printing services	Open
33	KISTTI/P/33/2020-2022	Provision of security services	Open
34	KISTTI/P/34/2020-2022	Provision of sanitary services	Special groups
35	KISTTI/P/35/2020-2022	Provision of students and motor vehicles insurance services	Open
36	KISTTI/P/36/2020-2022	Provision of repair services and maintenance of ICT equipments i.e photocopiers, printers, computers etc	Special groups
37	KISTTI/P/37/2020-2022	Provision of consultancy services	Open
38	KISTTI/P/38/2020-2022	Servicing and maintenance of fire extinguishers	Open
39	KISTTI/P/39/2020-2022	Provision of motor vehicle repairs, body works and servicing	Open
40	KISTTI/P/40/2020-2022	provision of minor repairs, renovations, paintings, signwriting and labeling services	Special groups
41	KISTTI/P/41/2020-2022	Provision of small works, building construction, general civil work and plumbing works	Special groups
42	KISTTI/P/42/2020-2022	Provision of spraying and fumigation services	Special groups

Interested and eligible candidates may obtain further information from Kisiwa Technical Training Institute (Procurement office during normal working hours)

NOTE: interested bidders **MUST** attach documentary evidence of the following:

1. Certificate of registration /incorporation
2. Current copy of VAT and PIN certificate from KRA
3. Current single business permit
4. KRA Tax compliance certificate
5. Detailed company/ business profile
6. Copy of original payment receipts for bought tenders
7. Candidates applying for insurance service tender must attach current certificate from insurance regulatory authority (IRA)
8. Recommendation letters from at least three (3) clients
9. Copy of AGPO Certificate for special groups.

Complete set of Tender Document may be obtained by interested candidate upon payment of non-refundable fee of Kshs. 1,000. Payment should be made in cash to Kisiwa Technical Training Institute **Accounts Office**.

The document may be downloaded free of charge from Kisiwa T.T.I website. www.kisiwatech.ac.ke

Applicants who download the Tender Documents must immediately email their names, contacts, details and tender number to kisiwainstitute@yahoo.com for registration purposes.

Complete tender/pre-qualification documents are to be enclosed in plain sealed envelope clearly marked with tender reference number and category but no indication of the applicant should be deposited in the tender box at the administration block addressed to:

**The Principal/Secretary BOG
Kisiwa Technical Training Institute
P.O Box 657- 50200
BUNGOMA**

So as to be received on or before **3RD June 2020**

Tender opening shall take place immediately thereafter in the presence of bidders or representatives who choose to attend in the Institute boardroom. Any canvassing or giving false information will lead to automatic disqualification.

NOTE: Firms registered under with the national treasury under access to Government Procurement opportunities are encouraged to apply.

KISIWA TECHNICAL TRAINING INSTITUTE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON GENDER, AGE AND PERSONS LIVING WITH DISABILITY.

- 1.2 Documents containing detailed instructions and requirements may be downloaded from the KISIWA T.T.I website www.kisiwatech.ac.ke free of charge. Applicant who downloads the tender and registration documents MUST immediately email their names, contact details and tender number to kisiwainstitute@yahoo.com

Those wishing to register in more than one category will be required to download documents for each category.

NOTE:

- i. Submission of the names shall be continuous and the registration list shall be updated periodically as prescribed in the regulations and the Public Procurement and Asset Disposal ACT 2015.
- ii. Reserved is open to youth, women and persons with disability only.
- iii. In the open category; Youth, women and persons with disability are eligible to participate.
- iv. Tenderer/bidders must serialize/number all the pages and copies of documents attached and indicate the documents submitted on their own attached table of contents.
- v. All attachments shall be from the last page of this document, starting with the tenderer table of contents and all paged.

SECTION II – INSTRUCTION TO APPLICANTS

2.1 Introduction

Kisiwa T.T.I referred to as the procuring entity intends to register suppliers for the mentioned goods, services and small works.

- 2.1.2 Registration is open to eligible firms and voluntary formed ventures as indicated in appendix instruction to applicants. Suppliers registered with Registrar of companies under the laws of Kenya in respective services are invited to submit their registration documents to the Principal Kisiwa T.T.I so that they may be registered for submission of a quotation/tender for the provision of goods, works and services.
- 2.1.3 Prospective suppliers and contractors must have carried out successful delivery of similar services to Government/ corporate/institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

2.2 Submission of application

- 2.2.1 Applications for registration shall be submitted in a plain sealed envelope marked with the category name and reference number and deposited in the Tender Box located at the Administration Block, KISIWA T.T.I or be addressed and posted by registered mail to:

**The Principal /Secretary BOG
Kisiwa Technical Training Institute
P.O Box 657- 50200
BUNGOMA**

So as to be received on or before **3rd June 2020**. Late applicants will be returned unopened.

- 2.2.2 the tender prepared by the tenderer, as well as correspondence and documents relating to the tender, exchanged by the tenderer and the Procuring entity, shall be written in English language.
- 2.3 Eligibility of applicants
- 2.3.1 This invitation for the registration is open to all candidates who are eligible as defined in the Kenya Public Procurement Law and Regulations.
- 2.3.2 The KISIWA T.T.I employees, committee members, board members and their **relatives' (spouse and children) are not eligible to participate.**
- 2.3.3 Any public owned sector or Company may be eligible to qualify if in addition to meeting all the above requirements, it is not a dependant agency of another public entity.

2.4 **Qualification Criteria**

- 2.4.1 The attached questionnaire forms described are to be completed by respective suppliers/contractors who wish to be registered as suppliers.
- 2.4.2 The registration application forms if not filled out completely and submitted in the prescribed manners will not be considered.
All the documents that form part of the proposal must be written in English.
- 2.4.3 **General experience:** The applicant shall meet the following minimum criteria:
- 2.4.4 **The audited accounts: The supplier's financial condition will be determined by the last two years** audited financial statement submitted with the application documents as well as letters of reference from previous performances. Potential suppliers/contractors will be prequalified on the satisfactory information given.

Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Potential bidders shall provide evidence to execute the contract.
- 2.4.5 **Litigation history:** the applicant should provide accurate information about litigation or arbitration resulting from contracts completed or uncompleted under its execution.
- 2.4.6 **Past Performance:** will be given due to consideration in registration of suppliers. Letters of reference from past customers should be included.
- 2.4.7 **Statement:** application must include a sworn statement by the tenderer ensuring the accuracy of the information given.
- 2.4.8 **Business premises:** The firm must have a fixed Business premises and must be registered in Kenya with certificate of Registration, Incorporation/Memorandum and articles of Association. Copies must be attached.
- 2.4.9 The firm must show proof that it has paid all its statutory obligations and have a Valid Tax Compliance or exemption Certificate.
- 2.4.10 Youth, Women and people with disability registered with the Treasury under Access to Government Procurement Opportunities must submit a copy of the AGPO registration certificate for the respective category.

SECTION III: APPLICATION FORMS.

Form I LETTER OF REGISTRATION

REGISTRATION CATEGORY REF NO:

CATEGORY DESCRIPTION.....

To: **The Principal /Secretary BOG**

Kisiwa Technical Training Institute

P.O Box 657- 50200

BUNGOMA

Dear Sir:

1. **Having examined the application documents including Addenda No/s**of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver goods, works or services to Kisiwa T.T.I and as may otherwise be directed (**Category Number and name**)..... and in conformity with the said application documents all or part of the items/supply/services/works in this category or such other items that may be required and are within our capability to supply.
2. We undertake if our application is acceptable to deliver goods/services in accordance with the delivery schedule of requirement or official order signed by authorized officer/s of the Institute.
3. We agree to abide by this application for the period of processing the applications and prepared and executed, this application together with acceptance thereof shall constitute a binding agreement between us.
4. We understand
 - a. That this is not a tender or quotation but an application for consideration to be Registered as Kisiwa T.T.I Supplier for the period between **1st July 2020** and **30th June 2022**
 - b. That you are not bound to accept this application or any other that you may receive.
5. We have attached to this application copies of original documents of:
 - a) Registration/ incorporation certificate
 - b) PIN Certificate
 - c) VAT Certificate
 - d) Valid tax compliance certificate
 - e) Audited account for the last two (2) financial years OR
 - f) Bank statement of the last six (6) months (special groups)

We make this application with full understanding that:

- i. Bids by registered applications will be subject to verification of all information submitted.
- ii. Kisiwa T.T.I reserves the right to accept or reject any application, cancel the registration process and reject all applications.
- iii. Request for quotations and bids will only be called from registered bidders who meet the requirements.

The undersigned declare that the statements made and information provided in the duly completed application are complete made, true and correct in every detail.

Sign and stamp

Witnessed by

Designation

Date

Form II – CONFIDENTIAL BUSINESS QUESTIONNAIRE

S/no	Name of The Firm:
1.	Postal Address
2.	Office Telephone No: Mobile No:
3.	Email Address: Website :
4.	Physical Address. Location Street/Plot Number and Building
5.	Legal Status (Partnership/Sole/Company)
6.	Company Registration No/Registration of Business/Legal Notice (Fill and attach Copy) Year of Registration/Incorporation:
7.	VAT Registration No: (Fill and Attach Copy)
8.	PIN Certificate No: (Fill and Attach Copy)
9.	Current Tax Compliance Certificate/VAT Exemption Certificate (Attach Copy)
10.	Current Trade License (Fill and attach Copy)
11.	Nature of Business
12.	AGPO Certificate No:
13.	Your Credit Terms: (Credit Period)
14.	Maximum Value of Business You Can Handle at a Time Kshs.

Company profile (attach copies)

A. Nature of the company (sole proprietorship, partnership or registered company)

Name of Directors/Partners/Owners

1. **Name****Nationality****ID/Passport No.**.....

2. **Name****Nationality****ID/Passport No.**.....

3. **Name****Nationality****ID/Passport No.**.....

4. **Name****Nationality****ID/Passport No.**.....

B. Contact persons:

1. **Name****Nationality****ID/Passport No.**.....

2. **Name****Nationality****ID/Passport No.**.....

3. **Name****Nationality****ID/Passport No.**.....

Form III

CAPABILITY AND COMPETENCE TO DELIVER GOODS, SERVICES AND SMALL WORKS

1. Products/services you want to be considered to supply.....
2. Number of staff
3. Are you a manufacture/wholesaler/retailer or distributor.....
4. What is your average response time to request for quotation/proposal?
.....
5. What is your average response time delivery of goods/service after issuance of a purchase order/s?
.....
.....
6. Have you at any time been requested for the supply of goods and services and failed to return the quotation without assigning reason for your action?
.....
.....
7. If you are a current or previous supplier of goods and services to Kiswa T.T.I , have you at one time been issued with a purchase order and failed to supply goods within the agreed time or supplied inferior goods not within the specifications?
.....
.....
.....
8. Indicate the maximum amount of business with (in financial terms) your company can handle at any time Kshs.....

Form IV – SUPERVISORY PERSONNEL

It shall include specific positions essential to contract implementation. The applicants shall provide the names of the personnel qualified to meet the specific requirement stated for each position.

Provide a list of your key personnel and particulars:

Name	Age	Gender	Position/Job Title	Academic Qualification	Professional Qualification

{ Attach copies of certificate/CVs of key personnel in the organization }

Form V: EXPERIENCE

I. Number of years the company has been in **operation**.....

Referees:

Applicant’s three reputable clients in the last 3 years (filled, signed and rubber stamped by the clients)

- 1. **Name of company**.....
Postal address.....
Contact person.....
Signature
- 2. **Name of company**.....
Postal address.....
Contact person.....
Signature
- 3. **Name of company**.....
Postal address.....
Contact person.....
Signature

Applicants must attach proof of experience relevant to the category they choose to apply.

They may attach any of the following documents:

- i. Copies of LPOs
- ii. Letter of award
- iii. Completion certificates
- iv. Signed contract

Form VI – FINANCIAL CAPABILITY

Name of applicants.....

You are required to demonstrate that the company’s financial positions is healthy enough to enable you transact business with Kisiwa T.T.I by showing it has the access to or has available liquid assets, unencumbered real assets; lines of credit and other financial means sufficient to meet the supply cash flow for a period of twelve months (provide audited accounts or banks statements for the last six months)

- 1) **Attach a copy of firm’s two audited accounts/certified financial statements** giving summary of assets and current liabilities/ or any other financial support.
- 2) Credit period: please indicate the credit period you are willing to offer Kisiwa T.TI.....
- 3) Annual turnover: what is your annual turnover?
- 4) Banker Name of the bank

Address of the Banker.....

Telephone No.....

Contact Name and Title.....

Email Address.....

PROCLAMATION /SWORN STATEMENT/ DECLARATION (To Be Certified By Commissioner of Oaths)

I/We the undersigned, state that ALL the information we have given provided in this document is correct/ accurate to the best of our knowledge and that I/We give Kisiwa T.T.I authority to seek any reference it may deem vital carrying out their evaluation. I/We also hereby declare that the company is not debarred from participating in ay procurement proceeding.

Name of applicant.....Designation.....Signature.....

Witnessed by.....Designation.....Signature.....

Official rubber stamp

State if you have any relationship with Kisiwa T.T.I employee (which relationship)

.....
.....

Information submitted by.....

Title

Signature

Stamp

**DETAILS OF LITIGATIONS OR ARBITRATION PROCEEDINGS IN WHICH THE
TENDERER IS INVOLVED AS ONE OF THE PARTIES (certified by commissioner of oaths)**

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

SECTION V – EVALUATION CRITERIA (PRELIMINARY STAGE)

Evaluation criteria for AGPO (Registered Special Groups for Women, Youth and people with disability)

S/No	MANDATORY REQUIREMENT
1.	Valid certificate of incorporation/Business Registration
2.	VAT/PIN Certificate for Organization
3.	Certificate of registration of Youth Women and people with disability owned business enterprises(AGPO Certificate)
4.	Current /Valid Tax Compliance Certificate
5.	Dully filled confidential business questionnaire with disclosure of directors/ partners/sole proprietors

All these documents must be submitted for the company or organization to be registered as a supplier.

Evaluation criteria for open groups

Mandatory requirements

S/No	MANDATORY REQUIREMENT
1.	Company Registration Certificate (Registration Certificate/ Certificate of Incorporation)
2.	VAT/PIN Certificate for Organization
3.	Valid trading License/Permit
4.	Current /Valid Tax Compliance Certificate
5.	Dully filled confidential business questionnaire with disclosure of directors/ partners/sole proprietors

The suppliers who do not satisfy any of the above requirements shall be considered Non-Responsive and their tenders will not be evaluated further.

Technical evaluation

S/No	REQUIREMENTS	POINTS
1	Copies of audited accounts for the last 2 years Copies attached10 Copies not attached0	10
2	Reference letters from 3 main Clients Attached20 Copies not attached0	20
3	Credit period to be extended to Kisiwa T.T.I 30 Days.....5 60 Days.....10 90 Days20	20
4	Proclamation /sworn statement. Fully filled, signed and rubber stamped.....10 Not filled.....0	10
5	Supply capacity: Maximum volume of business one can handle on one order 4 Million and above.....20 2-4 Million.....15 1-2 Million.....10 0.5-1Million.....5 Less than 0.5 Million.....1	20
6	Name, address and telephone of Tenders banks. Provide10 Not provided0	10
7	Attached documents arranged in the prescribed format Documents in prescribed format10 Documents not in the prescribed format0	10
	TOTAL POINTS	100

NOTE: Applicants must attain 70% points to qualify for any subsequent evaluation for special groups applicants must attain 30+ points to proceed to the next stage of evaluation.

The evaluation team may verify the information given by the tenderer and may visit the premises of the applicants for more proof as part of evaluation process.

OFFICIAL STAMP AND SIGNATURE OF THE TENDERER

PRESCRIBED FORMAT OF ATTACHED DOCUMENT

1. Registration certificate of company or Company Certificate of incorporation
2. VAT/PIN Registration Certificate
3. Business Permit with relevant County Government
4. Tax compliance certificate
5. Confidential Business Questionnaire
6. Annual audited financial reports for the last three (3) years certified by the Commissioner of Oaths.
7. Reference letters from at least three (3) Clients
8. Financial capability form
9. Proclamation /Sworn Statement
10. Litigation History signed by the Commissioner of Oaths
11. Capability and Competence to Deliver Goods, Services and Small Works form
12. Evidence of financial resources (cash in hand, lines of credit, overdraft etc)
13. Name, Address and Telephone of Contractor's Banks

SPECIFICATION FOR REQUIRED SECURITY SERVICES

To ensure that all college property, staff, students and visitors are safe and secure. This includes property (hired or owed) persons in Kisiwa Institute and Chwele Campus on transit and in any other place as may be stated.

Methods

-This shall be achieved through effective guarding and supervision

-Patrol vehicles are key for this assignment

EXPECTATIONS

The contractor shall be responsible for the provision of appropriate equipments in order to ensure Quality Security services. All guards must be fully equipped as follows:

- a) Peak caps/berets
- b) Whistles and lanlards
- c) Torches and batteries
- d) Serviceable.military boots, bows and arrows (where applicable)
- e) Other security equipment like electronic metal detectors among other will be added advantage to the provider
- f) Rain Coats
- g) Sweaters
- h) Clean presentable uniforms (Shirts, ties and trousers for men and blouses, ties and Skirts or trousers for Ladies.
- i) Clubs
- j) Identification badges
- k) Communication equipment
- l) Umbrellas and other protective gear

REQUIREMENTS FOR GUARDS, SUPERVISORS AND PROJECT MANAGER

- 1. At least O level education
- 2. Well trained and intelligent
- 3. Disciplined

4. A project manager should have at least a diploma and above in any Security related course and with experience of at least two years

NOTE

Well motivated to avoid high turnover.

1. The contractor shall avail guard’s salary structure as proof that personnel are well paid and properly taken care.
2. The contractor shall ensure that all the regulations of Kisiwa Institute affecting the security and safety of property in guarded premises are strictly adhered to.
3. The contractor, through his operations of the site manager or supervisor, shall present daily reports to the employer on work programs and personnel assignment clearly indicating the area of operation. These reports shall be based on site Inspection.

All prices should be inclusive of VAT and all government taxes

The tender is for two financial years, namely 2020-2022 .

SNO.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	DISCOUNT	TOTAL MONTHLY COST	TOTAL ANNUAL COST
01.	Day guard	10	Guard per month				
02.	Night guard	15	Guard per month				

EVALUATION CRITERIA

Part I

Mandatory requirements

1. Availability of physical office (evaluation team may visit to Confirm)
2. Valid Certificate of GOOD Conduct from CID for management and supervisory staff

Part II

Technical evaluation

The evaluation team will consider the following

1. Certified copies of audited accounts for the last 2 years
2. Evidence of profit making in the last 2 years
3. Copies of NIHF compliance Certificate
1. Copies of NSSF compliance certificate
2. Membership to a professional Security governing body in Kenya
3. Ownership of Motor vehicle (at least 2 vehicles) attach logbooks
4. Provide CVS of at least 2 personnel in the Organization (Director and Supervisors)
5. Reference from two main clients (evidence by letters)
6. Litigation history
7. Credit period
8. Equipments
9. Detailed project plan on SCOPE OF WORK
10. Current Bank statements.

Part III

Financial Evaluation

This will include

1. Checking validity of Tender prices
2. Accuracy in arithmetic
3. Capability
4. Financial access (attaching bank statements or Letter of Credit from the bank)