



KENYA SCHOOL OF GOVERNMENT STAFF RETIREMENT BENEFITS SCHEME

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SECRETARY
P.O. Box 23030-00604,
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INVITATION TO TENDER

FOR.

SCHEME LOGO AND COLOR DESIGN COMPETITION

TENDER NO: KSG SRB/03/2024-2025

FEBRUARY 28, 2025

SECTION I-INVITATION TO BID

SCHEME LOGO AND COLOR DESIGN COMPETITION FOR THE KENYA SCHOOL OF GOVERNMENT STAFF RETIREMENT BENEFIT SCHEME

The **Kenya School of Government Staff Retirement Benefit Scheme** invites eligible candidates to bid for the Scheme Logo and color Design Competition.

NO.	DESCRIPTION	TENDER NO.	CATEGORY	CLOSING DATE
1	Scheme logo and Color Design Competition for Kenya School of Government Staff Retirement Benefits Scheme	KSG SRB/03/2024-2025	OPEN	Thursday, March 13, 2025

Interested eligible bidders may obtain a set of tender documents with the detailed instructions from the KSG SRBS website kgsrbs.ke from **Friday, 28th February 2025** to **Thursday, March 13, 2025**. Bidders who download the tender document from the website will be required to email their detailed contact information to kgsrbsprocurement@ksg.ac.ke for recording, further clarifications, addenda, and security clearance to facilitate site access.

Tenders shall be placed in the KSG Tender Box in the **KSG Administration building, in Lower Kabete, Nairobi Kenya** not later than **Thursday, March 13, 2025 10:00** a.m. local time.

Submitted bids will be opened publicly at the same venue shortly thereafter in the presence of the tenderers or their representatives who **choose to attend**. Bids shall remain valid for One Hundred and Eighty (90) days from the date of Tender opening. Any form of canvassing will lead to automatic disqualification.

SECTION II INSTRUCTIONS TO TENDERERS

2.1 Eligible Tenderers

- 2.1.1 This Invitation to tender is open to all tenderers eligible as described in the instructions to tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under Section 131 of the Act.
- 2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members, of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.
- 2.1.4 Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of tendering

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The tender document shall be free of charge.
- 2.2.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.3 Contents of tender documents

- 2.3.1 The tender document comprises of the documents listed below and addenda issued in accordance with clause 6 of these instructions to Tenderers.
- i) Instructions to tenderers

- ii) General Conditions of Contract
- iii) Special Conditions of Contract
- iv) Schedule of Requirements
- v) Transfer all copyrights, intellectual property rights and patents
- vi) Confidential business questionnaire form
- vii) Declaration form
- viii) Self-Declaration Form SD1 & SD2

2.3.2. The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

2.4 Clarification of Documents

2.4.1 A prospective candidate making inquiries of the tender documents may notify the Procuring entity in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives no later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have received the tender documents”

2.4.2 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender

2.5 Amendment of documents

2.5.2 At any time prior to the deadline for submission of tenders, the Procuring entity for any reason, whether at its own initiative or in response to a clarification requested by the prospective tenderer, may modify the tender documents by issuing an addendum.

2.5.3. All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.

2.5.4. In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

2.6 Language of tender

2.6.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring entity, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

2.7 Documents Comprising the Tender

The tender prepared by the tenderer shall comprise the following components:

- (a) Documentary evidence established in accordance with Clause 2.8 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (b) Confidential business questionnaire

2.8 Tenderers Eligibility and Qualifications

2.8.1 Pursuant to Clause 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.

2.8.2 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

2.9 Validity of Tenders

2.9.1 Tenders shall remain valid for 120 days or as specified in the invitation to tender after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.14.

A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.

2.9.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A tenderer granting the request will not be required nor permitted to modify its tender.

2.10 Format and Signing of Tender

2.10.1 The tenderer shall prepare two copies of the tender, clearly / marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy between them, the original shall govern.

2.10.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. The person or persons signing the tender shall initial all pages of the tender, except for unamended printed literature.

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

2.11 Sealing and Marking of Tenders

2.11.1 The tenderer shall seal the original and one copy of the tender in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.

2.11.2 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared "late". —

2.11.3 If the outer envelope is not sealed and marked as required by paragraph 2.11.2, the Procuring entity will assume no responsibility for the tender's misplacement or premature opening.

2.12 Deadline for Submission of Tenders

- 2.12.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.11.2
- 2.12.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5, in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.
- 2.12.3 Bulky tenders which will not fit in the tender box shall be received by the procuring entity as provided for in the appendix.

2.13 Modification and withdrawal of tenders

- 2.13.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tender's is received by the procuring entity prior to the deadline prescribed for the submission of tenders.
- 2.13.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.11. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked no later than the deadline for submission of tenders.
- 2.13.3 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form.
- 2.13.4 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.13.5 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.14 Opening of Tenders

- 2.14.1 The Procuring entity will open all tenders in the presence of tenderer's or their representatives who choose to attend. The tenderers' representatives who are present shall sign a register evidencing their attendance.
- 2.14.2 The tenderers' names, tender modifications or withdrawals, and the presence or absence of requisite tender security and such other details as the Procuring Entity, at its discretion, may consider appropriate, will be announced at the opening.
- 2.14.3 The procuring entity will prepare minutes of the tender opening which will be submitted to the tenderers that signed the tender opening register and will have made the request.

2.15 Clarification of tenders

- 2.15.1 To assist in the examination, evaluation and comparison of tenders the procuring entity may at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted.
- 2.15.2 Any effort by the tenderer to influence the procuring entity in the procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers tender.

2.16 Preliminary Examination and Responsiveness

- 2.16.1 The Procuring entity will examine the tenders to determine whether they are complete, whether the documents have been properly signed, and whether the tenders are generally in order.
- 2.16.2 The Procuring entity may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.
- 2.16.3 Prior to the detailed evaluation, pursuant to paragraph 2.17, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material

deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

2.16.4 If a tender is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

2.17 Evaluation and comparison of tenders

2.17.1 The procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.18

2.17.2 The comparison shall be in accordance with the Public Procurement Asset and Disposal Act (PPADA), 2015 Sections 100 and 101 and the Public Procurement Asset and Disposal Regulation (PPADR), 2020 Regulation 88.

2.17.3 The Procuring entity's evaluation of a tender will take into account, in addition to the above, the following factors, in the manner and to the extent indicated in paragraph

2.17.4 and in the technical specifications:

- (a) Operational plan proposed in the tender;
- (b) Deviations from that specified in the Special Conditions of Contract;

2.17.4 Pursuant to paragraph 2.17.3 the following evaluation methods will be applied:

(a) Operational Plan.

The Procuring entity requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenders offering to perform longer than the procuring entity's required delivery time will be treated as non-responsive and rejected.

2.17.5 The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.

2.17.6 To qualify for contract awards, the tenderer shall have the following: -

- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- (b) Legal capacity to enter into a contract for procurement

- (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing
- (d) Shall not be debarred from participating in public procurement.

2.18 Contacting the procuring entity

- 2.18.1 Subject to paragraph 2.15, no tenderer shall contact the procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.
- 2.18.2 Any effort by a tenderer to influence the procuring entity in its decisions on tender evaluation tender comparison or contract award may result in the rejection of the tenderers tender.

2.19 Award of Contract

a) Post qualification

- 2.19.1 In the absence of pre-qualification, the Procuring entity will determine to its satisfaction whether the tenderers i.e. the best three design schemes selected in accordance with PPADA, 2015 Section101 and PPADR, 2020 Regulation 88 are determined to be the best design schemes for the procuring entity's suitable use.
- 2.19.2 The determination will take into account the tenderer's design/technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.1.2, as well as such other information as the Procuring entity deems necessary and appropriate.
- 2.19.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Procuring entity will proceed to the next best design scheme to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

b) Award Criteria

2.19.4 The Procuring entity will award the design to the successful tenderers i.e. the best three design schemes in accordance with PPADA, 2015 Section 101 and PPADR, 2020 Regulation 88.

2.19.5 Reward for the designer of the chosen logo

The selected winning logos will be awarded in order of merit as follows:

- i.** First position – Kshs. 40,000.00
- ii.** Second position – Kshs. 25,000.00
- iii.** Third position – Kshs. 15,000.00

2.19.6 The procuring entity reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the procuring entity's action. If the procuring entity determines that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.

2.19.7 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

2.20 Procuring entity's Right to Vary quantities

2.20.1 The Procuring entity reserves the right at the time of contract award to increase or decrease the quantity of services originally specified in the Schedule of requirements without any change in other terms and conditions.

2.21 Procuring entity's Right to accept or reject any or All Tenders

2.21.1 The Procuring entity reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the Procuring entity's action.

2.22 Preference

2.22.1 Preference where allowed will be pursuant to PART XII of the Public Procurement and Asset Disposal Act, 2015.

2.22.2 Preference where allowed will be pursuant to PART XII of the Public Procurement and Asset Disposal Regulations, 2020.

2.23 Notification of award

2.23.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderers i.e. the best three design schemes; in writing that their design proposals have been accepted.

2.23.2 The notification of award will signify the transfer of all copyrights, intellectual property rights and patents relating to their designs to the procuring entity pursuant to clause 2.24. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

2.23.3 Upon the successful Tenderers furnishing the transfer of all copyrights, intellectual property rights and patents relating to their designs to the procuring entity pursuant to paragraph 2.24, the Procuring entity will promptly notify each unsuccessful Tenderer.

2.24 Transfer of all copyrights

2.24.1 At the same time as the Procuring entity notifies the successful tenderers i.e. the best three design schemes that their design proposals have been accepted, the Procuring entity will simultaneously inform the other tenderers that their designs have not been successful.

2.24.2 Pursuant with PPADA, 2015 Section 101 [1(b, vi)] and PPADR, 2020 Regulation 88; that any copyright or other intellectual property of the top three shall vest in the State.

2.24.3 At this juncture pursuant with PPADA, 2015 Section 101 (6 & 7) and PPADR, 2020 Regulation 88; all bidders shall undertake to transfer all copyrights, intellectual property rights and patents relating to their designs to the procuring entity.

2.25 Corrupt or Fraudulent Practices

2.25.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.25.2 The procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

2.25.3 Further, a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

APPENDIX TO INSTRUCTIONS TO THE TENDERERS

The following information for procurement of services shall complement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to Tenderers

ITT Clause Number	Amendments of, and Supplements to, Clauses in the Instruction to Tenderers
2.1.1	Particulars of eligible tenderers: A tenderer may be an Individual, an incorporated company or a Business Name registered in Kenya
2.4.1	For Application submission purposes only, the Procuring Entity's address is; Kenya School of Government Staff Retirement Benefit Scheme P.O.BOX 23030-00604 Lower Kabete NAIROBI Cell: 0784490048 Email: Trustsecretary@ksg.ac.ke Website: ksgsrbs.ke Applicants <i>shall not</i> have the option of submitting their Applications electronically. The electronic Application submission procedures shall be: N/A
2.6.1	The Language of all correspondence and documents related to the Tender is: English
2.9.3	The prices shall be FIXED
	Alternative Tenders to the requirements of the Tender documents will NOT be permitted.
2.10.1	Honorarium shall be paid in Kenya Shillings
2.11.1	The Tender validity period shall be 180 days .

2.12.1	<p>The number of copies of the Tender to be completed and returned shall be: One (1) original HARD COPY (Containing all the required copies in one envelope) and one (1) SOFT copy in a flash drive.</p> <p>The design be submitted in below copies(Inside the one sealed envelope):</p> <ol style="list-style-type: none"> a) Black and white in six (6) hard copies on A4 size paper (6 copies of the Logo and color design) b) High resolution colour in six (6) hard copies on A4 size paper (6 copies of the Logo and color design). c) In printable soft copy in PDF or JPEG in a Ms windows readable flash drive. <p>This is a one envelope tender. All the proposals should be in one envelope clearly marked the Tender Number without any indication of the name of the bidder.</p>
2.13	<p>Tender shall be submitted to:- Kenya School of Government Staff Retirement Benefit Scheme P.O.BOX 23030-00604 Lower Kabete Nairobi</p> <p>The deadline for bid submission is: Thursday, March 13, 2025 Time:10.00 AM Local time</p>
2.14	<p>The Tender opening shall take place at: KSG administration Building ground floor at 10.00 AM Local time.</p>

2.15.1	<p>1. PRELIMINARY/MANDATORY EVALUATION</p> <p>The evaluation shall adopt <i>YES/ NO Approach</i>. The non-responsive submissions will be eliminated from the entire preliminary evaluation process and will not be considered further.</p> <p>The preliminary evaluation shall involve checking on mandatory requirements (MR) which include the following:</p> <table border="1" data-bbox="310 1440 1440 1854"> <thead> <tr> <th data-bbox="310 1440 423 1524">No.</th> <th data-bbox="423 1440 1138 1524">Parameters/Requirements</th> <th data-bbox="1138 1440 1440 1524">Compliance (Yes/No)</th> </tr> </thead> <tbody> <tr> <td data-bbox="310 1524 423 1608">1</td> <td data-bbox="423 1524 1138 1608">A copy certificate of incorporation certificate of registration/ OR National ID's for individuals'</td> <td data-bbox="1138 1524 1440 1608">YES/ NO</td> </tr> <tr> <td data-bbox="310 1608 423 1692">2</td> <td data-bbox="423 1608 1138 1692">A copy of valid tax compliance certificate-Company or Individual</td> <td data-bbox="1138 1608 1440 1692">YES/ NO</td> </tr> <tr> <td data-bbox="310 1692 423 1776">3</td> <td data-bbox="423 1692 1138 1776">Confidential Business Questionnaire (duly filled, signed and stamped)</td> <td data-bbox="1138 1692 1440 1776">YES/ NO</td> </tr> <tr> <td data-bbox="310 1776 423 1854">4</td> <td data-bbox="423 1776 1138 1854">Filled and signed Self Declaration Forms (SD1 and SD2)</td> <td data-bbox="1138 1776 1440 1854">YES/ NO</td> </tr> </tbody> </table>			No.	Parameters/Requirements	Compliance (Yes/No)	1	A copy certificate of incorporation certificate of registration/ OR National ID's for individuals'	YES/ NO	2	A copy of valid tax compliance certificate-Company or Individual	YES/ NO	3	Confidential Business Questionnaire (duly filled, signed and stamped)	YES/ NO	4	Filled and signed Self Declaration Forms (SD1 and SD2)	YES/ NO
No.	Parameters/Requirements	Compliance (Yes/No)																
1	A copy certificate of incorporation certificate of registration/ OR National ID's for individuals'	YES/ NO																
2	A copy of valid tax compliance certificate-Company or Individual	YES/ NO																
3	Confidential Business Questionnaire (duly filled, signed and stamped)	YES/ NO																
4	Filled and signed Self Declaration Forms (SD1 and SD2)	YES/ NO																

5	Entrants should provide their full names, postal addresses, physical address, email and daytime telephone numbers	<i>YES/ NO</i>
<p>2. TECHNICAL EVALUATION</p> <p>The evaluation committee shall evaluate on whether the bidder/participant is responsive in all the technical aspects as per the specifications given. Bidders are required to attach clear and detailed drawings. The evaluation shall involve checking on the technical requirements. Marks will be awarded as follows</p>		

<i>No</i>	<i>DESCRIPTION</i>	<i>Total Marks</i>
1.	<p>The logo must have followed the basic submission requirements:</p> <ul style="list-style-type: none"> i. High-resolution Colors; gold, sky blue and red.(5Marks) ii. Include the name of the Scheme (5 Marks) iii. Include a creative tag line, slogan or motto of the Scheme (5 Marks) 	<i>15</i>
2	<p>The uniqueness of relevant design, originality and creativity</p> <ul style="list-style-type: none"> i. Creativity is key. It must stand out and Memorable (Does it capture the eye? Will it linger in the mind of people? Can they always see you when they see the logo? (5 Marks)) ii. Impactful (Can the general public relate and connect with the logo? Does it convey the message of the scheme and the mandate? (5 Marks)) iii. Freshness: Should coincide with current/emerging design techniques, and should appear modern and appealing (5Marks) 	<i>15</i>
3	<p>Its positive and clear visual impact, aesthetics</p> <ul style="list-style-type: none"> i. The logo should not be too crowded, wordy and squeezed (5 Marks) ii. Color combinations: Warm/appealing colors (5 Marks) 	<i>15</i>

	<p>4 Its suitability as a visual emblem of a Pension Scheme, in terms of design, font, and adaptability for use in different media, and all-round applicability</p> <ul style="list-style-type: none"> i. Professionalism: The design should have a touch of elegance, but not lose its simplicity and tone (5 Marks) ii. Applicability: The design should be flexible for use on any material or platform e.g., on Print, digital, electronic and advertising. It should be legible, clear and crisp. The Logo should be in a scalable graphic format. (5 Marks) iii. The logo must be clear and distinctly identifiable for effective application on all of the KSG SRBS, instruments, website and relevant paraphernalia (10 Marks) 	20
	<p>5. Entrants should submit a written description of their design(s), explaining its graphic identity, rationale, tag lines, connotation and any inspirations along with other relevant information. (Design description).</p>	15
	<p>6. The participants agree to indemnify the Agency from any losses and threatened losses arising from, in connection with or based on allegations of any thirdparty claim of infringement or misappropriation of any intellectual property rights. (Participant/Bidder to submit this in written form)</p>	10
	<p>7. Any material, graphic software or other items accompanying the submitted design shall belong to and remain the property of the Scheme (Participant/Bidder to submit/declare this in written form)</p>	10
<p>Bidders must submit the documents above / show the above elements. At this stage, the tenderer's submission will be either responsive or non- responsive. The non-responsive submissions will be eliminated from the entire evaluation process and will not be considered further.</p>		
2.16.1	Post – Qualification shall not “be undertaken”	

2.17.3	<p>Award Criteria: The best three assessed design schemes shall receive as a prize an honorarium as provided for in the internal policies of the procuring entity i.e. subject to the honorarium as provided in the bid document inviting the design competition. As per the PPADA, 2015 Section 101 (5) and the PPADR, 2020 Regulation 88 (1, k).</p> <p><u>HENCE:</u></p> <p>Reward for the designer of the chosen logo</p> <p>The selected winning logos will be awarded in order of merit as follows:</p> <ol style="list-style-type: none"> 1. First position – Kshs. 40,000.00 2. Second position – Kshs. 25,000.00 3. Third position – Kshs. 15,000.00
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Bidders must submit the documents above / show the above elements. At this stage, the pass mark for the

Technical Requirement shall be 70%. the tenderer’s submission will be either responsive or non-responsive. The non-responsive submissions will be eliminated from the entire evaluation process and will not be considered in the final stage.

NB: The Selection Committee reserves the right not to select a winner, if in its sole discretion, no suitable entries are received.

In the event that any tender is found to be infringing on intellectual copyrights even after it is selected, this tender shall be rejected as the winning design. In addition, if the submitted design is found to resemble a similar artwork, the Authority reserves the right to reject it even after it is selected as the winning design.

SECTION III GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

In this contract, the following terms shall be interpreted as indicated:

- a) “The contract” means the agreement entered into between the Procuring entity and the tenderer as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- b) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.
- c) “The services” means services to be provided by the contractor including materials and incidentals, which the tenderer is required to provide to the Procuring entity under the Contract.
- d) “The Procuring entity” means the organization sourcing for the services under this Contract.
- e) “The contractor means the individual or firm providing the services under this Contract.
- f) “The client means the organization receiving the services under this Contract.
- g) “GCC” means general conditions of contract contained in this section
- h) “SCC” means the special conditions of contract
- i) “Day” means calendar day

3.2 Application

These General Conditions shall apply to the extent that they are not superseded by provisions of other part of contract.

3.3 Standards

3.3.1 The services provided under this Contract shall conform to the standards mentioned in the Schedule of requirements

3.4 Transfer of all Copyrights

3.4.1 Pursuant with PPADA, 2015 Section 101 [1(b, vi)] and PPADR, 2020 Regulation 88; that any copyright or other intellectual property of the top three shall vest in the State.

3.4.2 Pursuant with PPADA, 2015 Section 101 [1(b, vi) 6 & 7] and PPADR, 2020 Regulation 88; all bidders shall undertake to transfer all copyrights, intellectual property rights and patents relating to their designs to the procuring entity.

3.5 Patent Right's

The tenderer shall indemnify the Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof.

3.5 Inspections and Tests

3.5.1 The Procuring entity or its representative shall have the right to inspect and/or to test the services to confirm their conformity to the Contract specifications. The Procuring entity shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.

3.5.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.

3.5.3 Should any inspected or tested services fail to conform to the Specifications, the Procuring entity may reject the services, and the tenderer shall either replace the rejected services or make alterations necessary to meet specification requirements free of cost to the Procuring entity.

3.5.4 Nothing in paragraph 3.5 shall in any way release the tenderer from any warranty or other obligations **under this Contract.**

3.6 Payment

3.6.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in SCC

3.7 Assignment

The tenderer shall not assign, in whole or in part, its obligations to perform under this contract, except with the procuring entity's prior written consent.

3.8 Termination for Default

The Procuring entity may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part:

- i If the tenderer fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- ii If the tenderer fails to perform any other obligation(s) under the Contract.
- iii If the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

In the event the Procuring entity terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar services.

3.9 Termination of insolvency

The procuring entity may at the anytime terminate the contract by giving written notice to the contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not produce or affect any right of action or remedy, which has accrued or will accrue thereafter to the procuring entity.

3.10 Termination for convenience

3.10.1 The procuring entity by written notice sent to the contractor may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entity convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

3.10.2 For the remaining part of the contract after termination the procuring entity may elect to cancel the services and pay to the contractor on agreed amount for partially completed services.

3.11 Resolution of disputes

3.11.1 The procuring entity's and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.

3.11.2 If after 14 days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

3.12 Governing Language

The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.

3.13 Force Majeure

The contractor shall not be liable *for* forfeiture of its performance security, 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.

3.14 Applicable Law

The contract shall be interpreted in accordance with the laws of Kenya unless otherwise specified in the SCC.

3.15 Notices

Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by fax or E-mail and confirmed in writing to the other party's address specified in the SCC.

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

3.16 Management Meetings

A Contract management meeting shall be held regularly and attended by the Procuring Entity's Representative and the Contractor. Its business shall be to review the plans for the remaining Work. The Procuring Entity's Representative shall record the business of management meetings and provide copies of the record to those attending the meeting and the Procuring Entity. The responsibility of the parties for actions to be taken shall be decided by the Procuring Entity's Representative either at the management meeting or after the management meeting and stated in writing to all who attend the meeting.

SECTION IV SPECIAL CONDITIONS OF CONTRACT

4.1 Special conditions of contract shall supplement the general conditions of contract, wherever there is a conflict between the GCC and the SCC, the provisions of the SCC herein shall prevail over those in the GCC. 4.2 Special conditions of contract with reference to the general conditions of contract.

General conditions of contract reference	Special conditions of contract
3.6	Payments shall be; Reward for the designer of the chosen logo The selected winning logos will be awarded in order of merit as follows: 1. First position – Kshs. 40,000.00 2. Second position – Kshs. 25,000.00 3. Third position – Kshs. 15,000.00.
3.11	Specify resolution of disputes: Arbitration
3.14	Specify applicable law. Laws of Kenya

3.15	Notices shall be addressed and delivered to: The Trust Secretary, Kenya School of Government Staff Retirement Benefit Scheme P.O.BOX 23030-00604 Lower Kabete NAIROBI
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SECTION V SCHEDULE OF REQUIREMENTS

KENYA SCHOOL OF GOVERNMENT STAFF RETIREMENT BENEFIT SCHEME LOGO AND COLOR DESIGN COMPETITION

Introduction

The Kenya School of Government Staff Retirement Benefit Scheme, formally known as Kenya Institute of Administration Staff Retirement Benefits Scheme, is a Defined Contribution (DC) Retirement Benefits Scheme established under irrevocable trust for the employees of the Kenya School of Government. At inception in 2003, the scheme was Defined Benefit (DB) and was successfully converted to a Defined Contribution Scheme in year 2009.

The scheme is governed by the Trust Deed and Rules and including any subsequent amendments to it. The Scheme is registered by both the Retirement Benefits Authority (RBA) and the Kenya Revenue Authority (KRA).

The core values of the scheme include:

- i. Hope
- ii. Integrity
- iii. Transparency
- iv. Accountability
- v. Professionalism
- vi. Agility

Vision: The vision of KSG SRBS is “**A secure, prosperous and sustainable retirement life for our Scheme members**”

Mission: The mission of KSG SRBS is “**To prudently manage the Scheme towards providing quality life to our members and the beneficiaries.**”

General Guidelines General Guidelines

1. All the features including color and images of the logo so designed should be explained in detail and should capture the vision, mission and motto of KSG SRBS.
2. The logo colors should be among the following:
 - a) Gold:
 - b) Sky Blue
 - c) Red
3. The logo widths must be standard size for print and digital.
4. The logo must appear in a professional manner, unencumbered by and set apart from additional graphics, images and text.
5. The logo must be easily resized. It should look good in black and white, as well as in color. The final version should be suitable for high quality printing.
6. Competitors **MUST NOT** submit more than two (2) items per individual. This will lead to automatic disqualification
7. The design be submitted in:
 - a) *Black and white in six (6) hard copies on A4 size paper*
 - b) *High resolution colour in six (6) hard copies on A4 size paper*
 - c) *In printable soft copy in PDF or JPEG in a Ms windows readable Pen drive.*
8. The competitors ought to accompany logo with a brief written description of all applied features, connotations and such significant inspiration.
9. Entrants should provide their full names, postal, physical and email addresses, and daytime telephone numbers.
10. Any material, graphic software or other items accompanying the submitted design shall belong to, and remain the property of KSG SRBS
11. Pursuant with PPADA, 2015 Section 101 [1(b, vi)] and PPADR, 2020 Regulation 88; that any copyright or other intellectual property of the top three shall vest in the State.
12. Subsequently, pursuant with PPADA, 2015 Section 101 (6 & 7) and PPADR, 2020 Regulation 88; all bidders shall undertake to transfer all copyrights, intellectual property rights and patents relating to their designs to KSG SRBS.
13. Upon the successful Tenderers furnishing the transfer of all copyrights, intellectual property rights and patents relating to their designs and KSG SRBS will promptly notify each unsuccessful Tenderer.
14. The participants agree to indemnify the Scheme from any losses arising from, in connection with or based on allegations of any third-party claim of infringement or misappropriation of any intellectual property rights.
15. The judges’ decision will be final and **SHALL NOT** be open to any correspondence or appeal.
16. All entries of the competition should contain the following;
 - i. A Full color logo in A4 on non-glossy paper
 - ii. A logo in black and white still in A4 paper
 - iii. A description of the logo

- iv. Proposed tagline/ motto
 - v. A copy on National ID for individual or certificate of registration in case of registered entities
 - vi. KRA PIN certificate
 - vii. Full names and address of the designer
17. All the three winners will be required to submit the following to KSG SRBS:
- a) A high-resolution logo image in .png format
 - b) A high resolution logo image in .jpg format
 - c) A high resolution logo image in .pdf format
 - d) Description of the logo in Tahoma font
 - e) Color codes used in the design
18. In the event that any tender is found to be infringing on intellectual copy rights even after it is selected, its tender shall be rejected as the winning design. In addition, if the submitted design is found to resemble a similar artwork, the Council reserves the right to reject it even after it is selected as the winning design.

REWARD

Upon completion of evaluation, the three winning candidates will be announced on the Scheme's website. The selected winning logos will be awarded in order of merit as follows:

- | | |
|-----------------------------|-------------------|
| 1. Winner | Kes 40,000 |
| 2. First Runners-up | Kes 25,000 |
| 3. Second Runners-up | Kes 15,000 |

The design should be delivered in sealed envelopes, clearly marked "**Kenya School of Government Staff retirement Benefits Scheme Logo and color Design Competition**" on or before **10th February 2025 at 10.00PM** to the address below:

**The Trust Secretary
Kenya School of Government,
P.O Box 23030-00604,
LOWER KABETE NAIROBI**

And dropped in the tender box situated at **Kenya School of Government Administration Building Ground Floor**. The designs will be opened thereafter at the site in the presence of candidates who choose to attend.

SECTION VII STANDARD FORMS

DESIGN SUBMISSION FORM

**LOGO DESIGN COMPETITION
FOR THE KENYA ADVANCED INSTITUTE OF SCIENCE AND TECHNOLOGY.**

Name.....

Email Address.....

Telephone No:

Logo Description (Brief, detailed description to be provided in a separate write-up)

.....
.....
.....
.....
.....
.....
.....

Signed:

Name:

ID No:

Date:

DECLARATION THAT THE SUBMITTED DESIGN SHALL BELONG TO AND REMAIN THE PROPERTY OF THE SCHEME

To: *[Name and address of the PE]*
Date: *[insert **date** (as day, month and year)]*
Tender No.: *[insert **number of Tendering process**]*
Item Description: *[insert description of Items]*

Sir/Madam,

Having examined the Tender documents including Addenda Nos. *[insert addenda numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to design and deliver *[description of design]* in conformity with the said Tender documents attached herewith and make part of this Tender.

We undertake, if our Tender is accepted, to deliver the Designs in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Tender is accepted, we undertake to transfer all copyrights, intellectual property rights and patents relating to our designs to the procuring entity, and within the times specified in the Tender documents.

We agree to abide by this Tender for the Tender validity period specified in Clause 2.9.1 of the ITT, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We are not participating, as Tenderers, in more than one Tender in this Tendering process. Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – has not been declared ineligible by the Government of Kenya under Kenyan laws. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept any Tender you may receive.

We certify/confirm that we comply with the eligibility requirements as per ITT Clause 2.1.1 of the Tender documents

Dated this _____ day of _____ 20_____.

(Name)

[signature]

[in the capacity of]

Duly authorized to sign Tender for and on behalf of **__ REPUBLIC OF KENYA**
CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

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

Part 1 – General:

Business Name

.....

Location of business premises.

.....

Plot No.....

Street/Road.....

Postal Address Tel No. Fax E mail

.....

Nature of Business

.....

Registration Certificate No.

.....

Maximum value of business which you can handle at any one time – Kshs.

.....

Name of your bankers Branch

.....

Part 2 (a) – Sole Proprietor

Your name in full Age

.....

Nationality Country of origin

.....

Citizenship details

.....

Part 2 (b) Partnership Given

details of partners as follows:

	Name	Nationality	Citizenship Details	Shares
1.
2.

- 3.
-
- 4.
-

Part 2 (c) – Registered Company

Private or Public

.....

State the nominal and issued capital of company-

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

	Name	Nationality	Citizenship Details	Shares
1.
.....				
2.
.....				
3.
.....				
4.
.....				
5.
.....				

Date Signature of Candidate

.....

If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No.

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

FORM RB 1 REPUBLIC OF KENYA PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated

the...day of20.....in the matter of Tender No.....of..... 20...

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address:

Physical address.....Fax No.....Tel. No.....Email, hereby request
the Public Procurement Administrative Review Board to review the whole/part of the above
mentioned decision on the following grounds , namely:-

- 1.
2. etc.

By this memorandum, the Applicant requests the Board for an
order/orders that: - 1.

2. etc

SIGNED (Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day
of
.....20.....

SIGNED
Board Secretary

SELF DECLARATION FORM SD1

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

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

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of **Tender No.** for (insert tender title/description) for (insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

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

Bidder's Official Stamp
SELF DECLARATION FORM SD2

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

I, (Full

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

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of **Tender No.** for (insert tender title/description) for (insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of (insert name of the Procuring entity) which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(name of the procuring entity)

4. THAT the aforesaid Bidder will not engage /has not engaged in any collusive practice with other bidders participating in the subject tender

5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

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

Bidder's Official Stamp
TENDER SECURITY FORM (TENDER SECURING DECLARATION FORM (YOUTH, WOMEN AND PEOPLE LIVING WITH DISABILITIES))

To:

WHEREAS (Hereinafter called the Tenderer) has submitted its Tender datedfor the provision of

..... to -----
tender no.

WE THE UNDERSIGNED, DECLARE THAT: -

1. We understand that, according to your conditions, bids must be supported by a Tender Securing Declaration.
2. We accept that we will be automatically suspended from being eligible for bidding in any contract with you for a period of 5 years starting from date of letter of offer, if we are in breach of our obligations under the tender conditions, because we –
 - a) Have withdrawn our bid during the period of tender validity, or,
 - b) Having been notified of the acceptance of our bid by you during the period of tender validity –
 - i. Fail or refuse to sign the contract when required, or
 - ii. Fail or refuse to furnish the Performance Security in accordance with the Instructions to Tenderers.
3. We understand that this Tender Securing Declaration shall expire if we are not the successful bidder, upon either of the following: -
 - a) Our receipt of a copy of your notification of the name of the successful bidder,
 - b) Twenty-eight (28) days after the expiry of our Tender.
4. We understand that if we are a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

DATED AT ----- THIS-----DAY OF
.....

Yours sincerely,

Name of Tenderer

Signature of duly authorized person signing the Tender

Name and Capacity of duly authorized person signing the Tender

Stamp or Seal of Tenderer