



THE CO-OPERATIVE UNIVERSITY OF KENYA

**TENDER FOR SUPPLY, INSTALLATION, TESTING, TRAINING AND
COMMISSIONING OF ENTERPRISE SERVER AND POWER BANK FOR
THE SERVER ROOM**

REQUEST FOR PROPOSALS (RFP)

RFP/NO.CUK:011-2018/2019

FEBURUARY, 2019

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INTRODUCTION

1. This Standard Request for Proposals (SRFP) has been prepared by the Public Procurement Directorate, the Ministry of Finance and Planning, the Government of Kenya for use for selection of Bidders by Procuring Entities in the Central Government, Local Authorities, State Corporations and other Public Institutions (hereinafter referred to as the “Client”) when hiring Consulting firms to provide services.
2. The SRFP includes Standard form of Contract for Large Assignments and small Assignments which are for lump sum or time based payments.
3. A separate SRFP has been provided for selection of individual professional bidders.
4. The General Conditions of Contract should not be modified and instead the Special Conditions of the Contract should be used to reflect the unique circumstances of the particular assignment. Similarly information to Bidders should only be clarified or amended through the Appendix - Information to Bidders.
5. This SRFP document shall be used where a shortlist of Consultancy Firms already exists or has been obtained through a shortlist after an advertisement of Expression of Interest for Consultancy required.
6. A RFP includes the following documents:-

Introduction

Section I- Letter of Invitation

Section II- Terms of Reference

Section III- Evaluation of Proposals

Section IV: - Information to Bidders (ITC)

Section V - Technical Proposal - Standard Forms

Section VI: - Financial Proposal - Standard Forms

Section VII: - University College- Background Information

Section VIII- Contract for Consulting Services

Appendices

SECTION I - LETTER OF INVITATION

To:

Tuesday, 12 February
2019

Dear Sir/Madam,

RE: RFP/No.CUK/011-2018/2019

CUK invites proposals for supply, installation, testing, training and commissioning of an enterprise data storage solution with server virtualization

1.1 The request for proposals (RFP) includes the following documents:

- Section I- Letter of Invitation
- Section II- Terms of Reference
- Section III- Evaluation of Proposals
- Section IV: - Information to Bidders (ITC)
- Section V - Technical Proposal - Standard Forms
- Section VI: - Financial Proposal - Standard Forms
- Section VII: - University- Background Information
- Section VIII- Contract for Consulting Services

1.2 Upon Receipt, Please Inform Us:

- (a) that you have received the letter of invitation
- (b) whether or not you will submit a proposal for the assignment

The University now invites eligible consultant(s) to submit curriculum vitae, proposals including work plans and budget for providing the above service.

A firm will be selected under **Quality and Cost Based Selection** method and procedures described in this RFP.

Completed Proposals in plain sealed envelopes clearly marked with appropriate tender reference and Number should be addressed to:-

The DVC (FP&A), Cooperative University, P.O Box 24814-00502 Karen
Or deposited in the Tender Box at administration Block, marked proposal Ref No and the consultancy to be undertaken and addressed to:

The DVC (FP&A), Cooperative University, P.O Box 24814- 00502 Karen

So as to reach on Tuesday, 26th February 2019.

Yours sincerely,
DVC, (Finance Planning and Administration).

SECTION II- TERMS OF REFERENCE

Terms of Reference (TOR)

- a) To install campus enterprise SERVER solution with **virtualization** as per the specifications
- b) To test and document enterprise SERVER storage solution
- c) Commissioning of the enterprise SERVER solution after all the above has been attained successfully to the satisfaction of the users and management of CUK.

Scope

The scope of the work will be as stated in the specifications.

GENERAL PURPOSE

Objective

The overall objective of the project is to implement a unified, centralized and server environment with **Virtualization** that will integrate with the current environment. This solution should provide minimum the following;

Servers Details

The Ideal enterprise Server should have the following minimum specs:	
Component Description	QTY Per Server
Type- Dell/IBM/HP(Priority as specified i.e Dell/IBM/HP , Dell Being high and HP lowest)	1 on each server
CPU Intel E5-2609V4, 2.4GHZ Processor series, 20MB cache	2 on each server
Memory 64 GB memory on the server, 1333 MHz, performance optimized	4 on each server
Memory configuration. Provide room for growth.	lot
Hard drives 600GB SAS disks,2.5'. Server must support future growth.	6 on each server
Management Server management port must be inclusive with embedded systems management.	Atleast 1 on each
RAID controller and configuration a must with latest technology.	specify
RAID configuration to provide data protection in case of HDD failures.	specify
Network At-least four data Ethernet ports per server.	4 on each
Server Cooling Server cooling to be of optimal performance	1 on each
Services On-site Installation services	Specify
Warranty At-least 1 year warranty with possibility of extension from Manufacturer.	Specify

Power Backup/Bank Details

ITEM	DESCRIPTION	UNIT	QTY
1	<u>SERVER ROOM POWER</u> 3KW, 24VDC Pure sine wave Inverter Charger	No	1
2	12V 200AH Maintenance Free Batteries	No	6
3	Metallic powder coated Battery Rack (to hold 6 batteries, Inverter and switches)	No	1
4	3 core 4sqmm flex cable	Lm	25
5	2 pole 32amps MCB with enclosure	No	1
6	3 pole 32amps change over switch	No	1
7	4 way consumer unit complete with 20 amps Circuit Breakers	No	1
89	50sqmm 1 core Battery/DC cable	Lm	15
10	Cable Lugs (50*10)mm	No	30
11	Installation accessories eg Cable ties,Rawl Bolts, Wood Screws etc	Lot	1
12	LABOUR -	LOT	LOT

SECTION III- EVALUATION OF PROPORSALS

a) Evaluation Criteria for the Tender.

Tenders will be evaluated based in three stages as per Public Procurement regulations.

- i) Preliminary evaluation - based on the response to mandatory requirements
- ii) Technical Evaluation- Based on the points awarded on all the technical aspects of the system
- iii) Financial Evaluation. Total costs inclusive of all taxes. This will be applicable to only those bidders that pass the Technical evaluation stage

b) Mandatory requirements

	(A) Mandatory Requirements	Points
1.	Business registration / Certificate of Incorporation	Yes/No
2.	Tax Compliance Certificate	Yes/No
3.	Current Business Permit/License	Yes/No
4.	Bid Bond (of 2% of the Bid amount)	Yes/No
5.	VAT/PIN Certificate	Yes/No
6.	Physical location of business premises/ Business permit - Dully Filled Business Questionnaire	Yes/No
7.	Duly filled confidential business questionnaire	Yes/No
8.	Three reference letters	Yes/No
9.	Have evidence of having undertaken similar works from at least five public institutions of higher learning of similar magnitude	Yes/No
10.	One original and two (2) copies of both technical and Financial proposals	Yes/No
	For a bidder to proceed to the next stage one MUST meet all the mandatory requirements	

c) Technical Requirements of the Tender.

(B)	TECHNICAL REQUIREMENTS	Points
B1	<p>Proven Experience of the firm in projects of Similar magnitude. Proof of projects handled of similar nature and size with at least Five (5) Institutions of Higher Learning; please attach copy of award letters, completion certificate or contract. Please indicate the amount of each project, time undertaken, completion status, clients' contacts and any other information deemed necessary.</p> <p>Above 5 - 15 points Only 3 - 7 points Only 1 - 3 points None - 1 point</p>	15
B2	<p>Human Resource: Staff qualifications and experience in relevant projects Give company structure indicating clearly the rank and qualifications of the key Personnel to be handling the assignment. Please attach all the certificates of each personnel. (Identifying own and subcontracted staff, detailing their experience of similar projects).</p>	10
B4	<p>Work plan and Methodology</p> <p>Ability of the tenderer's proposed team to demonstrate that:</p> <ol style="list-style-type: none"> 1. They have a full understanding of the University requirements 2. They work together as a team, and demonstrate complementary skills 3. Clear evidence of Quality Control and Professional Standards adhered 4. Overall work plan presentation & methodology. Project plan to include time frames, deliverables, milestones manpower requirements etc. 5. Proposed completion dates being within the timelines provided in the bid. Documents 	5
B5	Financial Stability	5

	<p>1. Evidence of profit making in 3 years audited reports per year)- (2 points</p> <p>2. Liquid assets and access to credit facilities and other financial resources (1 points per year)</p> <p>3. Value of Business the Firm has handled at once (Attach evidence):</p> <p style="padding-left: 40px;">Less than; Kshs.2,000,000.00 -1</p> <p style="padding-left: 40px;">Kshs.2,000,000.00-5,000,000.00 - 2</p> <p style="padding-left: 40px;">Kshs.5,000,000.00 to 10,000,000 -4</p> <p style="padding-left: 40px;">Kshs.10,000,000.00 and above -6</p>	
B6	Response system	5
	<p>The bidder should be able to clearly define a response system. That in the event of dispute/complaint from a University employee, claims will be handled in a Professional, swift, and responsible manner. A methodology demonstrating how this is to be achieved should be provided. The bidder must confirm that they have the ability to quote for any ad-hoc requirements not contained within the scope of the normal contract upon request from the University.</p>	
B7	Meets server specs as specified	20
	Grand Total	60
<p>Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score.</p>		

SECTION IV: - INFORMATION TO BIDDERS (ITC)

1. Introduction

- 1.1 CUK will select a firm among those invited to submit a proposal, in accordance with the method of selection detailed under this section.
- 1.2 Bidders are invited to submit a Technical Proposal and a Financial Proposal for services required for the assignment named in the said **Appendix**.
- 1.3 The bidders must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, bidders are encouraged to liaise with the Client regarding any information that they may require before submitting the proposal.
- 1.4 The Client will provide the inputs specified in **Appendix "A"**, assist the firm in obtaining licenses and permits needed to carry out the services and make available relevant programme data and reports.
- 1.5 Please note that (i) the costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.

2. Clarification and Amendment of RFP Documents

- 2.1 Bidders may request a clarification of any of the RFP documents only up to **seven [7] days** before the proposal submission date. Any request for clarification must be sent in writing by mail or facsimile electronic mail to the Client's address indicated in Appendix "A". The Client will respond by cable, telex, facsimile or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited bidders who intend to submit proposals.
- 2.2 At any time before the submission of proposals, the Client may for any reason, whether at his own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex or facsimile to all invited bidders and will be binding on them. The Client may at his discretion extend the deadline for the submission of proposals.

3. Preparation of Proposal - Technical Proposal

- 3.1 The Bidders proposal shall be written in English language.

- 3.2 In preparing the Technical Proposal, bidders are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.
- 3.3 While preparing the Technical Proposal, bidders must give particular attention to the following:
- (i) If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub consultancy as appropriate. Bidders shall not associate with the other bidders invited for this assignment. Any firms associating in contravention of this requirement shall automatically be disqualified.
 - (ii) For assignments on a staff-time basis, the estimated number of professional staff-months is given in **Appendix "A"**. The proposal shall however be based on the number of professional staff- months estimated by the firm.
 - (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or has an extended and stable working relationship with it.
 - (iv) Proposed professional staff must as a minimum, have the experience indicated in **Appendix "A"**, preferably working under conditions similar to those prevailing in Kenya.
 - (v) Alternative professional staff shall not be proposed and only one Curriculum Vitae (CV) may be submitted for each position.
- 3.4 The Technical Proposal shall provide the following information using the attached Standard Forms;
- (i) A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment the outline should indicate *inter alia*, the profiles of the staff proposed, duration of the assignment, contract amount and firm's involvement.
 - (ii) Any comments or suggestions on the Terms of Reference, a list of services and facilities to be provided by the Client.
 - (iii) A description of the methodology and work plan for performing the assignment.
 - (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
 - (v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last **five (5) years**
 - (vi) Estimates of the total staff input (professional and support staff staff-time) needed to carry out the assignment supported by bar chart

diagrams showing the time proposed for each professional staff team member.

- (vii) A detailed description of the proposed methodology, staffing and monitoring of training, if **Appendix “A”** specifies training as a major component of the assignment.
- (viii) Any additional information requested in **Appendix “A”**.

3.5 The Technical Proposal shall not include any financial information.

Financial Proposal

- 3.6 In preparing the Financial Proposal, bidders are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow **Standard Forms (Section D)**. It lists all costs associated with the assignment including; (a) remuneration for staff (in the field and at headquarters), and; (b) reimbursable expenses such as subsistence (per diem, housing), transportation (international and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys, and training, if it is a major component of the assignment. If appropriate these costs should be broken down by activity.
- 3.7 The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the bidders, the sub bidders and their personnel, unless **Appendix "A"** specifies otherwise.
- 3.8 Bidders shall express the price of their services in **Kenya Shillings**.
- 3.9 Commissions and gratuities, if any, paid or to be paid by bidders and related to the assignment will be listed in the Financial Proposal submission Form.
- 3.10 The Proposal must remain valid for **90 days** after the submission date. During this period, the consultant is expected to keep available, at his own cost, the professional staff proposed for the assignment. The Client will make his best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the bidders who do not agree have the right not to extend the validity of their proposals.

4. Submission, Receipt, and Opening of Proposals

- 4.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see para. 1.2) shall be prepared in indelible ink. It shall contain no interlineations or overwriting except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorized to sign the proposals.
- 4.2 For each proposal, the bidders shall prepare the number of copies indicated in **Appendix "A"**. Each **Technical Proposal and Financial Proposal** shall be marked "**ORIGINAL**" or "**COPY**" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.
- 4.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL**," and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" and warning: "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**". Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in Appendix "A" and be clearly marked, "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE.**"

- 4.4 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in **Appendix "A"**. Any proposal received after the closing time for submission of proposals shall be returned to the respective consultant unopened.
- 4.5 After the deadline for submission of proposals, the **Technical Proposal** shall be opened immediately by the evaluation committee. The **Financial Proposal** shall remain sealed and deposited with a responsible officer of the client department until all submitted proposals are opened publicly.

5. Proposal Evaluation General

- 5.1 From the time the bids are opened to the time the Contract is awarded, if any consultant wishes to contact the Client on any matter related to his proposal, he should do so in writing at the address indicated in **Appendix "A"**. Any effort by the firm to influence the Client in the proposal evaluation, proposal comparison or Contract award decisions may result in the rejection of the consultant's proposal.
- 5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

Public Opening and Evaluation of Financial Proposals

- 5.4 After Technical Proposal evaluation, the Client shall notify those bidders whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the bidders who have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals and stating that the opening ceremony is open to those bidders who choose to attend. The opening date shall not be sooner than **seven (7) days** after the notification date. The notification may be sent by registered letter, cable, telex, facsimile or electronic mail.
- 5.5 The Financial Proposals shall be opened publicly in the presence of the bidders' representatives who choose to attend. The name of the consultant, the technical
- 5.6 Scores and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.
- 5.7 The evaluation committee will determine whether the financial proposals are complete (i.e. whether the consultant has costed all the items of the corresponding Technical Proposal and correct any computational errors. The cost of any unpriced items shall be assumed to be included in other costs in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail.
- 5.8 While comparing proposal prices between local and foreign firms participating in a selection process in financial evaluation of Proposals, firms incorporated in Kenya where indigenous Kenyans own 51% or more of the share capital shall be allowed a 10% preferential bias in proposal prices. However, there shall be no such preference in the technical evaluation of the tenders. Proof of local incorporation and citizenship shall be required before the provisions of this sub-

clause are applied. Details of such proof shall be attached by the Consultant in the financial proposal.

- 5.9 The formulae for determining the Financial Score (S_f) shall, unless an alternative formulae is indicated in Appendix "A", be as follows:-

$S_f = 100 \times \frac{F_m}{F}$ where S_f is the financial score; F_m is the lowest priced financial proposal and F is the price of the proposal under consideration. Proposals will be ranked according to their combined technical (S_t) and financial (S_f) scores using the weights (T =the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; $T + P = 1$) indicated in the Appendix. The combined technical and financial score, S , is calculated as follows:- $S = S_t \times T \% + S_f \times P \%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.

6. Negotiations

- 6.1 Negotiations will be held at the same address as "address to send information to the Client" indicated in **Appendix "A"**. The aim is to reach agreement on all points and sign a contract.
- 6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then work out final Terms of Reference, staffing and bar charts indicating activities, staff periods in the field and in the head office, staff-months, logistics and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the Contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.
- 6.3 Unless there are exceptional reasons, the financial negotiations will not involve the remuneration rates for staff (no breakdown of fees).
- 6.4 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.
- 6.5 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations the Client and the selected firm will initial the agreed Contract.
If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a contract.

7. Award of contract

- 7.1 The Contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other bidders on the shortlist that they were unsuccessful and return the Financial Proposals of those bidders who did not pass the technical evaluation.
- 7.2 The selected firm is expected to commence the assignment on the date and at the location specified in **Appendix "A"**.

8. Confidentiality

- 8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the Contract.

**APPENDIX “A”
(Amendment of Instruction to Bidders)**

**Clause
Reference
(ITC)**

1.1 & 2.1 The name of the Client is: _ CUK

The method of selection is: **Quality and Cost Based Selection Method**

Under this method the Technical and Financial proposals are submitted simultaneously in separate sealed envelopes (two-envelope system). Evaluation of proposals is carried out in two stages: (1) quality and (2) cost. The financial proposals remain sealed until “minimum” qualifying mark of the technical proposal is established (60 % in this case). Technical proposals will be opened first and evaluated. Those securing less than the minimum are rejected, and the financial envelopes of the rest are opened in public. Once the financial proposals are evaluated, a combined evaluation of the technical and financial proposals is carried out by weighing and adding the quality and the cost scores, and the consultant obtaining the highest combined score, is invited for negotiations.

1.1 Technical and Financial Proposals are requested: **Yes**
A Technical Proposal only is requested: **No**

The name(s), address (es) and telephone numbers of the Client’s officials are:-

**Procurement Officer,
P.O Box 24814-00502
Karen**

1.4. The Client will provide the following inputs:

- a. Letter of introduction
- b. Liaison team in the University
- c. Avail the necessary and relevant documents.
- d. Office space.

3.3 (i) The estimated number of professional staff months required for the assignment **Shall be as proposed by the firm.**

3.7 Taxes: VAT to be quoted for separately from the consultancy fee

4.2 Bidders must submit **an original** and **one** additional copy of each proposal.

SECTION V - TECHNICAL PROPOSAL – STANDARD FORMS

These forms shall include;

- i) Technical Proposal submission form.
- ii) Firm's references.
- iii) Comments and suggestions of bidders on the Terms of Reference and on data, services and facilities to be provided by the Client.
- iv) Description of the methodology and work plan for performing the assignment.
- v) Team composition and task assignments.
- vi) Format of curriculum vitae (CV) for proposed professional staff.
- vii) Time schedule for professional personnel.
- viii) Activity (work) schedule.

(i). TECHNICAL PROPOSAL SUBMISSION FORM

[_____ *Date*]

To: _____ [*Name and address of Client*]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for _____
_____ [*Title of consulting services*] in accordance with
your Request for Proposal dated _____ [*Date*] and our Proposal. We
are hereby submitting our Proposal, which includes this Technical Proposal, [and a
Financial Proposal sealed under a separate envelope-*where applicable*].

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

_____ [*Authorized Signature*]:

_____ [*Name and Title of Signatory*]

_____ [*Name of Firm*]

_____ [*Address:*]

(ii). FIRM'S REFERENCES

Relevant Services Carried Out in the Last Five Years
That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm either individually as a corporate entity or in association, was legally contracted.

Assignment Name:	Country
Location within Country:	Professional Staff provided by Your Firm/Entity(profiles):
Name of Client:	No. of Staff:
Address:	No of Staff-Months; Duration of Assignment:
Start Date (Month/Year): Completion Date (Month/Year):	Approx. Value of Services (Kshs)
Name of Associated Bidders. If any:	No of Months of Professional Staff provided by Associated Bidders:
Name of Senior Staff (Programme Director/Coordinator, Team Leader) Involved and Functions Performed:	
Narrative Description of programme:	
Description of Actual Services Provided by Your Staff:	

Firm's Name: _____

Name and title of signatory; _____

(iii) COMMENTS AND SUGGESTIONS OF BIDDERS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT.

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.

(iv) DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

(v). TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff

Name	Position	Task

2. Support Staff

Name	Position	Task

(vi). FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

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

Education:

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

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Certification:

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

_____ Date: _____
[Signature of staff member]

Date: _____
[Signature of authorized representative of the firm]

Full name of staff member: _____

Full name of authorized representative: _____

(vii). TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Weeks (in the Form of a Bar Chart)

Name	Position	Reports Activities	Due/	Weeks (in the Form of a Bar Chart)												Number of weeks	
				1	2	3	4	5	6	7	8	9	10	11	12		

Reports Due: _____

Activities Duration: _____

Signature: _____
(Authorized representative)

Full Name: _____

Title: _____

Address: _____

(viii). ACTIVITY (WORK) SCHEDULE

(a). Field Investigation and Study Items

[1st, 2nd, etc, are weeks from the start of assignment)

	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	
Activity (Work)													

(b). Completion and Submission of Reports

Reports	Date
1. Inception Report	
4. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

SECTION VI: - FINANCIAL PROPOSAL – STANDARD FORMS

These forms shall include:

- i) Financial Proposal submission form.
- ii) Summary of costs.
- iii) Breakdown of price per activity.
- iv) Breakdown of remuneration per activity.
- v) Miscellaneous expenses.
- vi) Reimbursable: - Not applicable

(i). FINANCIAL PROPOSAL SUBMISSION FORM

_____ [Date]

To: _____

[Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for (_____) [Title of consulting services] in accordance with your Request for Proposal dated (_____) [Date] and our Proposal. Our attached Financial Proposal is for the sum of (_____) [Amount in words and figures] inclusive of the taxes.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

_____ [Authorized Signature]

_____ [Name and Title of Signatory]:

_____ [Name of Firm]

_____ [Address]

(ii). SUMMARY OF COSTS

Costs	Currency(ies)	Amount(s)
Subtotal		
Taxes		
Total Amount of Financial Proposal		_____

(iii). BREAKDOWN OF PRICE PER ACTIVITY

Activity NO.: _____	Description: _____
Price Component	Amount(s)
Remuneration	
Reimbursables	
Miscellaneous Expenses	
Subtotal	_____

iv). BREAKDOWN OF REMUNERATION PER ACTIVITY

Activity No. _____ Name: _____				
Names	Position	Input(Staff months, days or hours as appropriate.)	Remuneration Rate	Amount
Regular staff (i) (ii) Bidders Grand Total				

(vi). MISCELLANEOUS EXPENSES

Activity No. _____ Activity Name: _____

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Communication costs____ <hr/> (telephone, telegram, telex)				
2.	Drafting, reproduction of reports				
3.	Equipment: computers etc.				
4.	Software				
	Grand Total				<hr/>

SECTION VII: - UNIVERSITY - BACKGROUND INFORMATION.

(a) Background

CUK is an institution of higher learning located in Karen -Nairobi and has three (3) main campuses; Karen (main Campus), Nairobi campus, and Mombasa campuses. It has a student population of approximately 5,000 students spread across its campuses. The core function of the university is to teach and carry out research.

This is the third time the automation of the university is being carried out. The university wishes to automate its operations for efficient running of operations.

The consultancy will be supervised by the Registrar Finance, Planning and administration.

(b) Objectives of the assignment

The main objective is to upgrade the university network infrastructure as indicated in the terms of reference

(c) Reports and Time Schedule

The consultant shall submit to CUK the following reports, containing the indicated content and numbers within the time periods set forth here below:

Name of Report	Contents of Report	Date of Submission/Approval (Please indicate time frame for each report)
Interim Report (Two copies)	(a) Objectives and goals of the assignment (b) Inventory of information and data collected (c) Proposed plan for carrying out the assignment	To be agreed upon during negotiation.
Progress Report (Two copies)	Elaborating the agreed upon recommendations of the Inception Report and addressing the concrete terms of the objectives and the outlined activities of the TOR.	

Interim Report (Two copies)	Draft recommendations	
Final Report Two copies)		

(d) **Data Services, Personnel and Facilities to be provided by the Client are as follows:**

- (i) Letter of introduction
- (ii) Liaison office; Registrar (finance, planning and administration)'s office.
- (iii) All the relevant documents.
- (iv) An Office space.

The firm and bidders will be responsible for their own transport.

SECTION VIII- CONTRACT FOR THE ENGAGEMENT OF SERVICE PROVISION.

I. FORM OF CONTRACT

This Agreement [hereinafter called “the Contract”) is entered into this _____ [Insert starting date of assignment], by _____ and _____ [Insert Client’s name] of [or whose registered office is situated at] _____ [insert Client’s address](hereinafter called “the Client”) of the one part AND

_____ [Insert Consultant’s name] of [or whose registered office is situated at] _____ [insert Consultant’s address](hereinafter called “the Consultant”) of the other part.

WHEREAS

- (a) the Client has requested the Bidders to provide certain consulting services as defined in the General Conditions of Contract (GC) attached to this contract (hereinafter called the “Services”);
- (b) the Bidders, having represented to the Client that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE THE PARTIES hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this contract
 - (a) The General Conditions of Contract;
 - (b) The Special Conditions of Contract;
 - (c) Terms of Reference
 - (d) Technical Proposals (iii) and (iv)
 - (e) The following Appendices: [**Note:** If any of these Appendices are not used, they should be deleted from the list]

Appendix A:	Description of the Services
Appendix B:	Reporting Requirements
Appendix C:	Key Personnel and Sub-bidders
Appendix D:	Breakdown of Contract Price in Foreign Currency
Appendix E:	Breakdown of Contract Price in Local Currency
Appendix F:	Services and Facilities Provided by the Client

2. The mutual rights and obligations of the Client and the Bidders shall be as set forth in the Contract; in particular:
 - (a) The Consultant shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) The Client shall make payments to the Consultant in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of _____ *[name of client]*

[Full name of authorised representative] _____ *of Client's*

[Title] _____

[Signature] _____

[Date] _____

For and on behalf of _____ *[name of consultant]*

[Full name of Consultant's authorized representative] _____

[Title] _____

[Signature] _____

[Date] _____

II. GENERAL CONDITIONS OF CONTRACT

1.0 GENERAL PROVISIONS

1.1 Definitions

Unless the context otherwise requires, the following terms Whenever used in this Contract shall have the following meanings:

- (a) "Applicable Law" means the laws and any other instruments having the force of law in the Republic of Kenya as they may be issued and in force from time to time;
- (b) "Contract" means the Contract signed by the Parties, to which these **General Conditions of Contract (GC)** are attached together with all the documents listed in Clause 1 of such signed Contract;

- (c) “Contract Price” means the price to be paid for the performance of the Services in accordance with Clause 6 here below;
- (d) “Foreign Currency” means any currency other than the Kenya Shilling;
- (e) “GC” means these General Conditions of Contract;
- (f) “Government” means the Government of the Republic of Kenya;
- (g) “Local Currency” means the Kenya Shilling;
- (h) “Member”, in case the Consultant consists of a joint venture of more than one entity, means any of these entities; “Members” means all these entities, and “Member in Charge” means the entity specified in the SC to act on their behalf in exercising all the Consultant’s rights and obligations towards the Client under this Contract;
- (i) “Party” means the Client or the Consultant, as the case may be and “Parties” means both of them;
- (j) “Personnel” means persons hired by the Consultant or by any Sub consultant as employees and assigned to the performance of the Services or any part thereof;
- (k) “SC” means the Special Conditions of Contract by which the GC may be amended or supplemented;
- (l) “Services” means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix A; and
- (m) “Sub-consultant” means any entity to which the Consultant subcontracts any part of the Services in accordance with the provisions of Clauses 3 and 4.

1.2 Law Governing the Contract

This Contract, its meaning and interpretation and the relationship between the Parties shall be governed by the Laws of Kenya.

1.3 Language

This Contract has been executed in English language which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

1.4 Notices

Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed or when sent by registered mail, telex, telegram or facsimile to such Party at the address specified in the SC.

- 1.5 Location** The Services shall be performed at such locations as are specified in SC and, where the location of a particular task is not so specified, at such locations, whether in the Republic of Kenya or elsewhere, as the Client may approve.
- 1.6 Authorized Representatives** Any action required or permitted to be taken and any document required or permitted to be executed under this Contract by the Client or the Consultant may be taken or executed by the officials specified in the SC.
- 1.7 Taxes and Duties** The Consultant, Sub-consultant[s] and their personnel shall pay such taxes, duties, fees and other impositions as may be levied under the Laws of Kenya, the amount of which is deemed to have been included in the Contract Price.
- 2.0 COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT.**
- 2.1 Effectiveness of Contract** This Contract shall come into effect on the date the Contract is signed by both Parties and such other later date as may be stated in the SC.
- 2.2 Commencement of Services** The Consultant shall begin carrying out the Services **seven (7) days** after the date the Contract becomes effective or at such other date as may be specified in the SC.
- 2.3 Expiration of Contract** Unless terminated earlier pursuant to Clause 2.6, this Contract shall terminate at the end of such time period, after the Effective Date, as is specified in the SC.
- 2.4 Modification** Modification of the terms and Conditions of this Contract, including any modification of the scope of the Services or the Contract Price, may only be made by written agreement between the Parties.
- 2.5 Force Majeure**
- 2.5.1 Definition** For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.
- 2.5.2 No Breach of Contract** The failure of a Party to fulfill any of its obligations under the Contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.
- 2.5.3 Extension** Any period within which a Party shall, pursuant to this

Of Time Contract complete any action or task shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

2.5.4 Payments During the period of his inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by him during such period for the purposes of the Services and in reactivating the Service after the end of such period.

2.6 Termination

2.6.1 By the Client The Client may terminate this Contract by not less than **thirty (30) days'** written notice of termination to the Consultant, to be given after the occurrence of any of the events specified in this Clause;

- (a) if the Consultant does not remedy a failure in the performance of his obligations under the Contract within **thirty (30) days** after being notified or within any further period as the Client may have subsequently approved in writing;
- (b) if the Consultant becomes insolvent or bankrupt;
- (c) if, as a result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than **thirty (30) days**; or
- (d) If the Consultant, in the judgment of the Client, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause;

“Corrupt practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the selection process or in Contract execution.

“fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of Contract to the detriment of the Client, and includes collusive practice among bidders (prior to or after submission of proposals) designed to establish prices at artificial non-competitive levels and to deprive the Client of the benefits of free and open competition.

- (e) If the Client in his sole discretion decides to terminate this Contract.

2.6.2 By the The Consultant may terminate this Contract by not less

Consultant than **thirty (30) days'** written notice to the Client, such notice to be given after the occurrence of any of the following events;

- (a) if the Client fails to pay any monies due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clause 7 within **ninety (90) days** after receiving written notice from the Consultant that such payment is overdue; or
- (b) if, as a result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than **thirty (30) days**.

2.6.3 Payment upon Termination Upon termination of this Contract pursuant to Clauses 2.6.1 or 2.6.2, the Client shall make the following payments to the Consultant:

- (a) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;
- (b) except in the case of termination pursuant to paragraphs (a) and (b) of Clause 2.6.1, reimbursement of any reasonable costs incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

3.0 OBLIGATIONS OF THE CONSULTANT

3.1 General The Consultant shall perform the Services and carry out his obligations with all due diligence, efficiency and economy in accordance with generally accepted professional techniques and practices and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the Client and shall at all times support and safeguard the Client's legitimate interests in any dealing with Sub-bidders or third parties.

3.2 Conflict of Interests

3.2.1 Consultant Not to Benefit from Commissions, Discounts, Etc.

- (i) The remuneration of the Consultant pursuant to Clause 6 shall constitute the Consultant's sole remuneration in connection with this Contract or the Services and the Consultant shall not accept for his own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of his obligations under the Contract and the Consultant shall use his best efforts to ensure that his personnel, any sub-consultant[s] and agents of either of them similarly shall not receive any such additional remuneration.
- (ii) For a period of two years after the expiration of this Contract, the Consultant shall not engage and shall cause his personnel as well as his sub consultant[s] and his/their personnel not to engage in the activity of a purchaser (directly or indirectly) of the assets on which he advised the Client on this Contract nor shall he engage in the activity of an adviser (directly or indirectly) of potential purchasers of such assets.
- (iii) Where the Consultant as part of the Services has the responsibility of advising the Client on the procurement of goods, works or services, the Consultant will comply with any applicable procurement guidelines and shall at all times exercise such responsibility in the best interest of the Client. Any discounts or commissions obtained by the Consultant in the exercise of such procurement shall be for the account of the Client.

3.2.2 Consultant and Affiliates Not to be Otherwise

The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and his affiliates, as well as any Sub consultant and any of his affiliates, shall be disqualified from providing goods, works or services (other than the

Interested in Project	Services and any continuation thereof) for any project resulting from or closely related to the Services.
3.2.3 Prohibition of Conflicting Activities	<p>Neither the Consultant nor his sub consultant[s] nor their personnel shall engage, either directly or indirectly in any of the following activities:</p> <p>(a) during the term of this Contract, any business or professional activities in the Republic of Kenya which would conflict with the activities assigned to them under this Contract; or</p> <p>(b) After the termination of this Contract, such other activities as may be specified in the SC.</p>
3.3 Confidentiality	The Consultant, his sub consultant[s] and the personnel of either of them shall not, either during the term of this Contract or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract or the Client's business or operations without the prior written consent of the Client.
3.4 Insurance to be Taken Out by the Consultant	The Consultant (a) shall take out and maintain and shall cause any sub consultant[s] to take out and maintain, at his (or the sub bidders', as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks and for the coverage, as shall be specified in the SC; and (b) at the Client's request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums have been paid.
3.5 Consultant's Actions requiring Client's prior Approval	<p>The Consultant shall obtain the Client's prior approval in writing before taking any of the following actions;</p> <p>(a) entering into a subcontract for the performance of any part of the Services,</p> <p>(b) Appointing such members of the personnel not listed by name in Appendix C ("Key Personnel and Sub-bidders").</p>
3.6 Reporting Obligations	The Bidders shall submit to the Client the reports and documents specified in Appendix A in the form, in the numbers, and within the periods set forth in the said Appendix.
3.7 Documents Prepared by the Consultant to Be the Property	All plans, drawings, specifications, designs, reports and other documents and software submitted by the Consultant in accordance with Clause 3.6 shall become and remain the property of the Client and the Consultant shall, not later than upon termination or expiration of this

of the Client Contract, deliver all such documents and software to the Client together with a detailed inventory thereof. The Consultant may retain a copy of such documents and software. Neither Party shall use these documents for purposes unrelated to this Contract without the prior approval of the other Party.

4.0 CONSULTANT'S PERSONNEL

4.1 Description of Personnel The titles, agreed job descriptions, minimum qualifications and estimated periods of engagement in the carrying out of the Services of the Consultant's Key Personnel are described in Appendix C. The Key Personnel and Sub-bidders listed by title as well as by name in Appendix C are hereby approved by the Client.

- 4.2 Removal And/or Replacement Of Personnel**
- (a) Except as the Client may otherwise agree, no changes shall be made in the Key Personnel. If for any reason beyond the reasonable control of the Consultant, it becomes necessary to replace any of the Key Personnel, the Consultant shall provide as a replacement a person of equivalent or better qualifications.
 - (b) If the Client finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) the Client has reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultant shall, at the Client's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Client.
 - (c) The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

5.0 OBLIGATIONS OF THE CLIENT

5.1 Assistance and Exemptions The Client shall use his best efforts to ensure that he provides the Consultant such assistance and exemptions as may be necessary for due Performance of this Contract.

5.2 Change in the Applicable Law If after the date of this Contract, there is any change in the Laws of Kenya with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Consultant, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties and corresponding adjustments shall be made to the amounts referred to in Clause 6.2 (a) or (b), as the case may be.

5.3 Services and Facilities

The Client shall make available to the Consultant the Services and Facilities listed under Appendix F.

6.0 PAYMENTS TO THE CONSULTANT

- 6.1 Contract Price** (a) The price payable in foreign currency is set forth in the SC.
(b) The price payable in local currency is set forth in the SC.
- 6.2 Payment for Additional Services** For the purposes of determining the remuneration due for additional services as may be agreed under Clause 2.4, a breakdown of the time based price is provided in **Appendices D and E**.
- 6.3 Terms and Conditions of Payment** Payments will be made to the account of the Consultant and according to the payment schedule stated in the SC. Unless otherwise stated in the SC, the first payment shall be made against the provision by the Consultant of a bank guarantee for the same amount and shall be valid for the period stated in the SC. Any other payment shall be made after the conditions listed in the SC for such payment have been met and the Consultant has submitted an invoice to the Client specifying the amount due.
- 6.5 Interest on Delayed Payment** Payment shall be made within **thirty (30) days** of receipt of invoice and the relevant documents specified in Clause 6.4. If the Client has delayed payments beyond **thirty (30) days** after the due date hereof, simple interest shall be paid to the Consultant for each day of delay at a rate three percentage points above the prevailing Central Bank of Kenya's average rate for base lending .

7.0 SETTLEMENT OF DISPUTES.

- 7.1 Amicable Settlement** The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.
- 7.2 Dispute Settlement** Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within **thirty (30) days** after receipt by one Party of the other Party's request for such amicable settlement may be referred by either Party to the arbitration and final decision of a person to be agreed between the Parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the Chairman of the Chartered Institute of Arbitrators, Kenya Branch, on the request of the applying party.

III. SPECIAL CONDITIONS OF CONTRACT.

Number of GC Amendments of and Supplements to Clauses in the
Clause General Conditions of Contract.

1.1 (h) The member in Charge is:

1.4 The addresses are:

Client: **The Registrar Finance, Planning and Administration**

Telephone:

Consultant: _____
Attention:

Telephone; _____

Facsimile: _____

Email: _____

1.5 The services shall be performed in **CUK, Karen campus and other campuses.**

1.5.1 The Authorized Representatives are:

For the Client: **The Registrar, Finance Planning and Administration.**

For the Consultant: _____

2.1 The date on which this Contract shall come into effect on the date the Contract is signed by all parties or such other date as may be agreed upon in writing by the parties.

2.2 The date for the commencement of Services is estimated to be **26th February, 2019**

2.3 Unless terminated earlier pursuant to Clause 2.6, this Contract shall terminate on.

3.2.1 (ii) and (iii) **Shall not apply**

3.4 The risks and coverage shall be: **Shall not apply**

(i) Professional Liability _____

(ii) Loss of or damage to equipment and property _____

6.1 (a) The amount in foreign currency or currencies is _____
[Insert amount]. (Please Indicate)

(b) The amount in local Currency is _____ *[Insert amount]*
(Please Indicate)

6.2 For the purposes of determining the remuneration due for additional services as may be agreed under Clause 2.4, a breakdown of the lump-sum price is provided in **Appendices D and E.**

6.3 Payments shall be made according to the agreement made during negotiation.

6.4 **Delayed Payments** Payment shall be made within **ninety (90) days** of receipt of invoices relevant documents specified in Clause 6.4

IV. APPENDICES

APPENDIX A - DESCRIPTION OF THE SERVICES

Give detailed descriptions of the Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Client, etc.

APPENDIX B - REPORTING REQUIREMENTS.

List format, frequency, and contents of reports; persons to receive them; dates of submission

APPENDIX C- KEY PERSONNEL AND SUBBIDDERS (Consultant to provide)

- List under:*
- C-1 Titles [and names, if already available], detailed job descriptions and minimum qualifications of Personnel and staff-months for each.*
 - C-2 List of approved Subbidders (if already available); same information with respect to their Personnel as in C-1.*

APPENDIX D - BREAKDOWN OF CONTRACT PRICE IN FOREIGN CURRENCY

List here the elements of cost used to arrive at the breakdown of- foreign currency portion:

- 1. Monthly rates for Personnel (Key Personnel and other Personnel).*
- 2. Reimbursable expenditures.*

This appendix will exclusively be used for determining remuneration for additional services.

APPENDIX E - BREAKDOWN OF CONTRACT PRICE IN LOCAL CURRENCY.

List here the elements of cost used to arrive at the breakdown of the contract price - local currency portion.

1. *Monthly rates for Personnel (Key Personnel and other Personnel).*
2. *Reimbursable expenditures.*

This appendix will exclusively be used for determining remuneration for additional services.

APPENDIX F - SERVICES AND FACILITIES PROVIDED BY THE CLIENT

- (a) Letter of introduction
- (b) Liaison team in the University
- (c) Avail the necessary and relevant documents.
- (d) Office space (as and when required)