# KENYA PETROLEUM REFINERIES LIMITED

Refinery Road, Changamwe | P O Box 90401 – 80100, Mombasa, Kenya
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**Email:** tenders@kprl.co.ke | **Website:** www.kprl.co.ke

## OPEN TENDER

## TENDER FOR PROVISION OF CASH IN TRANSIT SERVICES

## TENDER NUMBER:
## REF. KPRL/OT/026.013/2026-2027

## OCTOBER 2026

**Issued by: Contracting & Procurement Department**

# INVITATION TO TENDER

**12th October 2026**

**TENDER NAME: PROVISION OF CASH IN TRANSIT SERVICES**

**TENDER NUMBER: KPRL/OT/026.013/2026-2027**

1. Kenya Petroleum Refineries Limited, invites sealed tenders for the Provision of Cash in Transit Services through a framework contract for a period of two (2) years.

2. Tendering will be conducted under open competitive tender using a standardized tender document. Tendering is open to all qualified and interested Tenderers.

3. All Tenders must be accompanied by an original Tender Security of Kes. 100,000 only.

4. Completed tenders must be delivered and dropped in the Tender Box at KPRL Offices located at the address below on or before **10:00am on MONDAY, 26TH OCTOBER 2026.** Electronic Tenders will NOT be permitted.

5. The tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. The tender will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.

6. Late tenders will be rejected.

7. The addresses referred to above are:

**A. Address for obtaining further information and for purchasing tender documents**

Supply Chain Manager
Kenya Petroleum Refineries Ltd,
Refinery Road, Changamwe,
P. O. Box 90401 - 80100,
**Mombasa, Kenya**.
Email: tenders@kprl.co.ke
Telephone: 0724 257 102

**B. Address for Submission of Tenders.**

The Chief Executive Officer
Kenya Petroleum Refineries Ltd,
Refinery Road, Changamwe,
P. O. Box 90401 - 80100,
**Mombasa, Kenya.**

Completed Bids are to be dropped in the Tender Box at KPRL Offices Reception in Changamwe, Mombasa **on or before** the **CLOSING DATE** on **MONDAY, 26TH OCTOBER 2026 at 1000hrs**.

**C.** **Address for Opening of Tenders.**
Kenya Petroleum Refineries Ltd,
Refinery Road, Changamwe,
KPRL Boardroom,
**Mombasa, Kenya.**
Contact: Supply Chain Manager

**Yours sincerely,**

**Supply Chain Manager**
**FOR: CHIEF EXECUTIVE OFFICER**

## IMPORTANT NOTICE TO TENDERERS

This Standard Tender Document (STD) is issued by Kenya Petroleum Refineries Limited (KPRL) for the procurement of Services — being services where the primary output is physical, operational or task-based delivery rather than intellectual or advisory output. This document constitutes the master template and must be read together with the Tender Data Sheet (TDS) and the Service Specifications issued for each specific procurement.

**WHERE THERE IS CONFLICT between the provisions of this STD and the TDS or Service Specifications, the TDS and Service Specifications shall prevail.**

### Document Structure:

- Part 1 – Tendering Procedures: Instructions to Tenderers (ITT) and Tender Data Sheet (TDS)
- Part 2 – Tender Forms: Forms to be completed and submitted by Tenderers
- Part 3 – Technical Proposal Requirements and Evaluation Criteria
- Part 4 – General Conditions of Contract for Non-Consulting Services (GCC-NCS)
- Part 5 – Special Conditions of Contract (SCC)
- Part 6 – Contract Forms and Schedules
- Annexures

*Tenderers are advised to read all Parts carefully and comply fully with all requirements. Late, incomplete or non-compliant tenders will be rejected without consideration.*

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# PART 1 – TENDERING PROCEDURES

## SECTION I: INSTRUCTIONS TO TENDERERS (ITT)

These Instructions to Tenderers establish the rules and procedures for submission, receipt, evaluation of tenders and award of service contracts by Kenya Petroleum Refineries Limited. All Tenderers shall comply with these instructions.

## A. GENERAL

### 1. Scope of Services

1.1 Kenya Petroleum Refineries Limited (hereinafter "KPRL" or "the Client") invites tenders for the provision of services as described in the Service Specifications and Scope of Work attached to the Tender Data Sheet (TDS).

1.2 The Tender Reference Number, description of services, contract duration, service locations and other key details are specified in the TDS.

### 2. Eligible Tenderers

2.1 This tender is open to all eligible Tenderers on the basis stated in the TDS. A Tenderer may be a natural person, a sole proprietorship, a registered company, a partnership or a joint venture/consortium (JV).

2.2 A Tenderer shall not be eligible if:

- The Tenderer or its principals are debarred by KPRL or appear on KPRL's ineligibility list;
- The Tenderer has been convicted of a corrupt, fraudulent, collusive or coercive practice;
- The Tenderer is insolvent, in receivership, bankrupt or under administration;
- The Tenderer is in material breach of any existing KPRL contract;
- The Tenderer has a conflict of interest as defined in ITT Clause 3.

2.3 For JV/Consortium arrangements: All JV members shall be jointly and severally liable. A Lead Member shall be designated with authority to bind the JV. All JV members shall sign the tender. The JV Agreement shall accompany the tender submission.

2.4 Subcontractors proposed at tender stage shall be identified and shall not have a conflict of interest with KPRL or with any other party in the procurement process.

### 3. Conflict of Interest

3.1 A conflict of interest exists when a Tenderer's ability to provide objective and independent services is compromised.

The following are specific conflicts of interest:

- A Tenderer that prepared the Service Specifications or Scope of Work for this procurement;
- A Tenderer that is an affiliate or subsidiary of another Tenderer in the same procurement;
- A Tenderer that has financial or family ties with KPRL employees involved in this procurement;
- Any other situation that KPRL reasonably determines to be a conflict of interest.

3.2 Tenderers shall disclose all actual or potential conflicts of interest in Form 7. Failure to disclose may result in disqualification or contract termination.

## 4. Cost of Tendering

4.1 Tenderers shall bear all costs associated with the preparation and submission of their tenders. KPRL shall not be liable for any such costs regardless of the outcome of the procurement process.

## 5. Pre-Tender Conference and Site Visit

5.1 Where specified in the TDS, KPRL shall convene a mandatory or optional pre-tender conference and/or site visit. For services involving work at KPRL premises or pipeline infrastructure, a site visit is strongly recommended to allow Tenderers to understand site conditions, access requirements and operational constraints.

5.2 Minutes of the pre-tender conference, including all questions raised and responses given, shall be circulated to all registered Tenderers within five (5) working days and shall form part of the tender documents.

5.3 Tenderers who do not attend a mandatory pre-tender conference or site visit may be disqualified, as stated in the TDS.

# B. TENDER DOCUMENTS

## 6. Content of Tender Documents

6.1 The tender documents comprise: this STD (all Parts and Sections); the TDS; the Service Specifications and Scope of Work; any Addenda issued; and any other documents listed in the TDS.

6.2 Tenderers shall examine all instructions, specifications, schedules and forms in the tender documents. Failure to furnish required information or to comply with requirements may result in rejection of the tender.

## 7. Clarification of Tender Documents

7.1 Tenderers may request written clarification from KPRL through the online tendering portal and by the deadline stated in the TDS. KPRL shall respond in writing (without identifying the requesting Tenderer) and distribute the response to all registered Tenderers within the timeframe specified in the TDS.

7.2 No verbal clarifications shall be binding. Only written clarifications issued by KPRL shall form part of the tender documents.

## 8. Amendment of Tender Documents

8.1 KPRL may amend the tender documents by issuing Addenda at any time before the submission deadline. All Addenda are binding. KPRL may extend the submission deadline to allow Tenderers adequate time to incorporate Addenda into their tenders.

# C. PREPARATION OF TENDERS

## 9. Language

9.1 All tenders, correspondence and documents shall be in English. Translations of supporting documents shall be provided where originals are in another language.

## 10. Documents Comprising the Tender

10.1 The complete tender shall include:

- Form 1: Tender Submission Form
- Form 2: Tenderer Information / Company Profile
- Form 3: JV/Consortium Agreement (where applicable)

- Form 4: Technical Tender (Service Delivery Plan, Staffing Plan, Equipment Schedule, Method Statement)
- Form 5: Financial Tender / Priced Schedule of Rates or Lump Sum Breakdown
- Form 6: Tender Security or Tender Securing Declaration (where required by TDS)
- Form 7: Conflict of Interest Declaration
- Form 8: Beneficial Ownership Disclosure Form
- Form 9: Anti-Corruption Declaration
- Form 10: Data Protection Compliance Declaration
- Form 11: Subcontractor Disclosure Form (where subcontracting is proposed)
- Qualification and experience documents as required by Section IV
- Certificates of professional or trade body registration (where applicable)
- Any other documents specified in the TDS

## 11. Technical Tender Requirements

11.1 The Technical Tender shall demonstrate the Tenderer's capability, experience and plan for delivering the services. It shall comprise:

- **Service Delivery Plan**: The Tenderer's approach to delivering the required services, including proposed processes, quality assurance mechanisms, performance monitoring and service continuity arrangements;
- **Staffing Plan**: Number, grades, qualifications and deployment plan for all personnel to be deployed; roster and shift arrangements where applicable; supervisor-to-operative ratios;
- **Key Personnel**: Details and CVs of supervisory and management personnel who will oversee service delivery;
- **Equipment and Resources Schedule**: Details of equipment, tools, vehicles, uniforms, PPE and other resources to be deployed;
- **Method Statement**: Step-by-step description of how the services will be delivered, including mobilisation plan, health and safety approach, and emergency/contingency procedures;
- **Company Experience:** List of similar contracts completed in the last five (5) years, with client references;
- **Licences and Certifications**: Copies of relevant trade licences, regulatory approvals, professional body memberships and certifications (e.g. PSRA for security; NEMA for environmental services; KEBS certifications);
- Local Content Plan: Details of Kenyan personnel and local subcontractors/suppliers to be engaged.

11.2 The Technical Tender shall NOT contain any financial information.

## 12. Financial Tender / Priced Bill of Quantities or Schedule of Rates

12.1 The Financial Tender shall:

- Be denominated in Kenya Shillings (KES) unless otherwise stated in the TDS;
- Price all items in the Schedule of Rates or Priced Bill of Quantities (BoQ) provided in the tender documents;
- Include all labour costs, materials, consumables, equipment, overheads, profit, and statutory levies;
- State VAT separately where the Tenderer is VAT-registered;
- Be valid for the period stated in the TDS.

12.3 Unit rates and lump sums shall be firm and fixed for the contract period unless a price adjustment mechanism is specified in the TDS. Any schedule of rates shall be used for valuing variations.

12.4 KPRL shall deduct withholding tax from all payments as required by Kenyan tax laws.

## 13. Tender Validity Period

13.1 Tenders shall remain valid for the period specified in the TDS after the submission deadline. Tenders valid for a shorter period may be rejected.

13.2 KPRL may request an extension of the tender validity period. Tenderers may agree or decline. A Tenderer that agrees shall also extend its Tender Security accordingly.

## 14. Tender Security

14.1 Where required by the TDS, a Tender Security shall be furnished in the amount, form and validity period specified in the TDS. The Tender Security shall be from a bank licensed by the Central Bank of Kenya.

14.2 The Tender Security may be forfeited if: A Tenderer withdraws its tender after the submission deadline; or the successful Tenderer fails to sign the Contract or furnish the Performance Security.

14.3 The Tender Security of unsuccessful Tenderers shall be returned within five (5) working days after award of the Contract.

# D. SUBMISSION AND OPENING

## 15. Sealing, Marking and Submission

15.1 The tender shall be submitted in a sealed envelope clearly indicating the Tender Reference Number; the description of the procurement; the tender submission deadline; and 'DO NOT OPEN BEFORE **MONDAY, 26TH OCTOBER 2026 at 1000hrs.** and must reach **Kenya Petroleum Refineries Ltd** at the address indicated in the TDS.

15.2 Completed bids are to be dropped in the **Tender Box at KPRL Offices Reception** in Changamwe, Refinery Road, Mombasa on or before **the CLOSING DATE on MONDAY, 26TH OCTOBER 2026 at 1000hrs.**

## 16. Deadline for Submission

16.1 Tenders must be received by KPRL at the address stated in the TDS by the date and time specified. KPRL may at its discretion extend the deadline by issuing an Addendum.

16.2 Late tenders shall be rejected without opening.

## 17. Modification and Withdrawal

17.1 A Tenderer may modify or withdraw its tender by written notice received by KPRL before the submission deadline. No modification is permitted after the deadline. No withdrawal is permitted after the deadline without forfeiture of the Tender Security.

## 18. Tender Opening

18.1 Tenders shall be opened publicly at KPRL offices at the date and time stated in the TDS. Tenderers' representatives may attend the opening. At opening, KPRL shall announce: each Tenderer's name; whether a Tender Security has been furnished; and the total tender price (corrected only for obvious arithmetic errors).

18.2 KPRL shall prepare tender opening minutes recording the names of all Tenderers present.

# E. EVALUATION AND AWARD

## 19. Confidentiality

19.1 All information relating to evaluation is confidential until publication of the contract award. Tenderers shall not contact KPRL evaluation officials during the evaluation period, except in response to written requests for clarification.

## 20. Clarification During Evaluation

20.1 KPRL may seek written clarification from Tenderers during evaluation. Responses shall be in writing and shall not alter the substance or price of the tender. Failure to respond within the stated time may result in rejection.

## 21. Evaluation Stages

21.1 Tenders shall be evaluated in four stages: (1) Preliminary/Administrative; (2) Technical; (3) Financial; and (4) Post-Qualification, as detailed in Section IV.

## 22. Preliminary (Administrative) Review

22.1 KPRL shall examine tenders to determine whether they are complete, whether required tender security have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order. A tender that is not substantially responsive shall be rejected.

22.2 Arithmetical errors shall be corrected as follows: where there is a discrepancy between the unit price and the total price (unit price multiplied by quantity), the unit price shall prevail and the total price shall be corrected. Where there is a discrepancy between words and figures, words shall prevail. If a Tenderer does not accept such correction, its tender shall be rejected.

## 23. Technical Evaluation

23.1 Technically compliant tenders shall be evaluated against the criteria in Section IV. Only tenders achieving the minimum technical score stated in the TDS shall proceed to financial evaluation.

## 24. Financial Evaluation

24.1 KPRL shall evaluate the financial proposals of technically compliant Tenders. All tenders shall be converted to Kenya Shillings using the exchange rates specified in the TDS for comparison purposes.
24.2 KPRL shall determine the evaluated cost of each tender by adjusting for: any price correction as a result of arithmetic correction; any applicable price adjustment; any other factors specified in Section IV.

## 25. Post-Qualification

21.5.1 KPRL shall assess whether the Tenderer with the lowest evaluated cost has the qualifications to perform the contract satisfactorily. KPRL shall verify documentary evidence of the qualifications stated in the Tenderer's submission.

# F. AWARD

## 26. Award Criteria and Notification

26.1 Subject to the provisions of these Instructions, KPRL shall award the Contract to the Tenderer who: (a) has been determined to be eligible; (b) is technically compliant; (c) meets post-qualification requirements; and (d) has submitted the lowest evaluated tender price.

26.2 KPRL reserves the right to accept or reject any or all tenders, annul the tendering process and reject all tenders at any time prior to contract award, without incurring any liability to Tenderers.

26.3 KPRL reserves the right to negotiate with a qualifying Tenderers for optimization of the final solution to determine a final set of information. This may include issuing a negotiation round of the Tender.

26.4 KPRL shall notify the successful Tenderer in writing that its tender has been accepted. The successful Tenderer shall be required to confirm acceptance in writing within the period stated in the award letter.

26.5 Unsuccessful Tenderers shall be notified in writing within ten (10) working days of the receipt of acceptance by the successful Tenderer.

## 27. Performance Security

27.1 Where specified in the TDS, the selected Tenderer shall furnish a Performance Security in the form and amount stated in the TDS within ten (10) working days of contract signing. The Performance Security shall remain valid for the contract period plus sixty (60) days. The Performance Security shall be from a bank or surety company licensed by the Central Bank of Kenya.

# G. ETHICS AND PROFESSIONAL STANDARDS

## 28. Professional Ethics and Conduct

28.1 KPRL expects the highest standards of conduct from all service providers and their personnel. Service providers shall:

- Deliver services honestly, diligently and in accordance with applicable legal and industry standards;
- Not offer, promise or accept any gifts, benefits or hospitality from KPRL employees beyond nominal value;
- Declare and manage all actual or potential conflicts of interest promptly;
- Not make public statements about KPRL's affairs, operations or premises without prior written consent;
- Maintain confidentiality of all information obtained in connection with the contract, during and after the contract period.

28.2 KPRL may terminate the Contract immediately for any material breach of professional ethics or conduct.

## 29. Data Protection

29.1 Service providers who handle personal data on behalf of KPRL shall comply with Kenya's Data Protection Act 2019 and KPRL's Data Protection Policy. Detailed requirements are set out in Annexure C and in the Data Protection Compliance Declaration (Form 10).

## SECTION II: TENDER DATA SHEET (TDS)

The following data supplement, complement or amend the Instructions to Tenderers for each specific services procurement. Where there is conflict, the TDS prevails. This section shall be completed by KPRL for each procurement.

| TDS Item | Data / Information |
|---|---|
| **Tender Reference No.** | **KPRL/OT/026.013/2026-2027** |
| **Service Description** | **PROVISION OF CASH IN TRANSIT SERVICES** |
| **Service Category** | Cash in Transit Services |
| **Service Location(s)** | KPRL Offices, Refinery Road, Changamwe, Mombasa. |
| **Pre-Tender Conference / Site Visit** | The pre-arranged pretender visit of the site of the works will be held.<br><br>**Location: KPRL Offices, Refinery Road, Changamwe, Mombasa.**<br>**Date: Wednesday, 14th October 2026 at 1000hrs**<br><br>Tenderers must provide their own Personal Protective Equipment (PPEs). As a minimum Tenderers must bring along a helmet (hard hat), pair of safety shoes and cotton overall or dust coat. Tenderers who will not have PPEs will not be allowed to participate in the site visit.<br><br>Tenderers are expected to make their own travel arrangements |
| **Clarification Deadline** | 5 working days before submission deadline |
| **Clarification Address / Email** | Supply Chain Manager \| tenders@kprl.co.ke |
| **Tender Validity Period** | [121] calendar days from submission deadline |
| **Tender Securing Declaration Form**<br><br>**Tender Security** | **Bidders to submit a duly filled, signed and stamped form (attached)**<br><br>**NOT REQUIRED.**<br>KES xxxxx in form of a Bank Guarantee from CBK-licensed bank<br><br>Valid for 151 days from date of the tender opening<br>Bidders must submit the original tender security with their bid document.<br><br>**Bidders are advised to note any changes in Tender Opening date and extend the security accordingly.** |
| **Subcontracting** | **Not Permitted** |
| **Tender Currency** | Kenya Shillings (KES) |
| **Price Adjustment** | Fixed Price |
| **Submission Address** | The Chief Executive Officer<br>Kenya Petroleum Refineries Limited,<br>Refinery Road, Changamwe, |

| TDS Item | Data / Information |
|---|---|
| | P. O. Box 90401 – 80100,<br>MOMBASA. |
| **Submission Deadline** | Completed Bids are to be deposited in the Tender Box provided at the Reception at KPRL Offices in Changamwe, Mombasa **on or before** the **CLOSING DATE** on **MONDAY, 26TH OCTOBER 2026 at 1000hrs**. |
| **Tender Opening** | The Tender opening shall take place immediately after the submission deadline specified above or any deadline date and time specified in an addendum.<br><br>Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the above submission address. |
| **Contract Duration** | Two Years |
| **Performance Security** | To be provided by the successful bidder |

## SECTION II (b) : SCOPE OF WORK AND SPECIFICATIONS

### 1.0 SCOPE OF WORKS

Kenya Petroleum Refineries Limited (KPRL) wishes to procure Cash In Transit (CIT) services from a reliable service provider who will ensure safe and efficient transfer of cash on need basis.

The services provided shall include use of secure motor vehicle and armed security as per industry standards.

The transfer of cash is expected to be from banks within CBD of Mombasa and Changamwe area to KPRL Head Office in Changamwe, Refinery road, Mombasa.

### 2.0 PRICING SCHEDULE

| No. | ITEM DESCRIPTION | RATE PER TRIP (KES) |
|---|---|---|
| 1. | From Banks Within Changamwe Area | |
| 2. | From Banks Within Mombasa CBD Area | |
| 3. | From Banks Within Nyali Area | |

**NOTE:**

1. The rates quoted shall remain valid and unchanged throughout the contract period.
2. Indicative Frequency is 2 – 3 Times Per Month
3. Price quoted shall be exclusive 16% VAT
4. Price all items on the tables completely
5. Partial pricing may be grounds for rejection
6. Bidder to indicated the above rates on the Tender Submission Form

**Name of authorized representative of the tenderer: ……**

**Signature: …… Date and stamp: ……**

# PART 2 – TENDER FORMS

## SECTION III: TENDER SUBMISSION AND TENDER FORMS

Tenderers shall complete and submit the following forms as part of their tender submission. Forms may be reproduced on the Tenderer's letterhead provided all required information is retained.

### FORM 1: TENDER SUBMISSION FORM

Date: _____

Tender Reference No.: _____

To: Supply Chain Manager, Kenya Petroleum Refineries Limited, Refinery Road, Mombasa, Kenya.

We, the undersigned, offer to provide the following services in accordance with the Tender Documents:

*[Description of Services as per Service Specifications]*

We confirm that:

- We have read, understood and accept all terms and conditions of the Tender Documents, including the Service Specifications and Scope of Work;
- Our Technical Tender and Financial Tender are attached hereto and form part of this submission;
- Our tender is valid for the period stated in the TDS;
- We have not engaged in and will not engage in corrupt, fraudulent, collusive or coercive practices;
- We have no conflict of interest, or have fully disclosed all conflicts of interest in Form 7;
- We are not debarred by KPRL or any regulatory authority;
- All information provided in this tender is true, accurate and complete;
- We hold all licences and regulatory approvals required to deliver the services;
- We will maintain all required insurances throughout the contract period;
- We will provide the Performance Security within ten (10) working days of contract signing (where required);
- We commit to comply with KPRL's HSE policies, Data Protection Policy and all applicable Kenyan laws.

The total proposed price for providing the services (exclusive of VAT) is:

KES _____ (in words: _____)

Authorised Signature: _____

Name and Title: _____

Name of Firm / Tenderer: _____

Address: _____

Telephone: _____ Email: _____

Company Seal / Stamp (if applicable): _____

## FORM 2: TENDERER INFORMATION / COMPANY PROFILE

| Information Category | Details |
|---|---|
| Full Registered Name of Firm | |
| Type of Entity | Company / Partnership / Sole Proprietorship / JV |
| Country of Incorporation / Registration | |
| Date of Incorporation / Registration | |
| Certificate of Incorporation / Business Registration No. | |
| KRA PIN Certificate No. | |
| VAT Registration Number (if registered) | |
| Physical / Registered Office Address | |
| Postal Address | |
| Telephone | |
| Email | |
| Website | |
| Contact Person for this Tender | |
| Number of Operational Staff (Kenya) | |
| Number of Supervisory/Management Staff (Kenya) | |
| Year Established | |
| Relevant Trade / Regulatory Licences Held | e.g. PSRA, NEMA, KEBS – list all |
| Professional / Industry Body Membership(s) | e.g. KAM, KSIA, KAFM – list all |
| Are you a JV / Consortium? | Yes / No (if yes, complete Form 3) |

## FORM 3: JV / CONSORTIUM AGREEMENT SUMMARY – NOT APPLICABLE

Complete where Tenderer is a JV or Consortium. Full JV Agreement to be attached.

| No. | Member Firm Name | Country of Registration | Role | Share of Work (%) |
|---|---|---|---|---|
| 1 | | | Lead / Member | |
| 2 | | | Lead / Member | |
| 3 | | | Lead / Member | |

Lead Member (authorised to bind JV): _____

All JV members are jointly and severally liable for full performance of the Contract. Signed by all members with company seals attached.

## FORM 4: TECHNICAL TENDER

**Section A – Service Delivery Plan**

Describe in detail how you will deliver the required services, covering your operational processes, quality management system, performance monitoring approach and service continuity / contingency arrangements.

*[Tenderer to complete ]*

**Section B – Staffing Plan**

| Position / Grade | No. of Staff | Qualifications | Experience (Years) | Kenyan National (Y/N) |
|---|---|---|---|---|
| Site Supervisor | | | | |
| Senior Operative | | | | |
| Operative | | | | |
| Support / Admin | | | | |

### Section C – Key Personnel CVs

Provide signed CVs for all supervisory and management personnel. Each CV shall include: full name; qualifications; professional licences or certifications; years of relevant experience; and at least two (2) references from prior similar assignments.

### Section D – Equipment and Resources Schedule

| Equipment / Resource | Description / Specification | Quantity | Owned / Leased | Age / Condition |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

## Section E – Method Statement

Provide a step-by-step method statement covering: mobilisation and induction; day-to-day service delivery sequence; HSE risk assessment and controls; emergency and incident response procedures; demobilisation.

*[Tenderer to complete]*

## Section F – Company Experience (Similar Assignments – Last 5 Years)

| Client Name | Contract Description | Contract Value (KES) | Period | Contact Person / Telephone |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

## Section G – Licences, Certifications and Regulatory Approvals

List all licences, permits, certifications and regulatory approvals relevant to the services, attaching copies:

| Licence / Certificate | Issuing Authority | Licence Number | Issue Date | Expiry Date |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

## FORM 5: FINANCIAL TENDER / SCHEDULE OF RATES

***REFER TO SECTION IIb.**

## FORM 6: TENDER SECURITY / TENDER SECURING DECLARATION

(Complete as applicable – Bank Guarantee or Tender Securing Declaration per TDS requirement)

**BANK GUARANTEE FOR TENDER SECURITY**

[Letterhead of Issuing Bank] | Date: _____

To: Kenya Petroleum Refineries Limited

WHEREAS [Name of Tenderer] ('the Tenderer') has submitted a tender dated _____ for the supply of [description of goods] in response to Tender Reference No. _____ ('the Tender'):
KNOW ALL PERSONS by these presents that WE [Name of Bank], licensed by the Central Bank of Kenya, of [Address], are bound unto Kenya Petroleum Refineries Limited ('KPRL') in the sum of KES _____ (in words: _____) for which payment, well and truly to be made, we bind ourselves, our successors and assigns jointly and severally.

THE CONDITIONS of this obligation are:

1. The Tenderer withdraws its Tender during the period of Tender validity; or
2. The Tenderer refuses to accept the correction of arithmetic errors; or
3. The Tenderer, having been notified of acceptance, fails to sign the Contract; or
4. The Tenderer fails to furnish the Performance Security within the required period.

We undertake to pay unconditionally to KPRL up to the above amount upon first written demand without cavil or argument and without KPRL having to substantiate its demand.
This guarantee shall remain valid until _____ [28 days beyond the tender validity period].

Bank Authorised Signature: _____ Bank Stamp: _____

## FORM 6: TENDER SECURING DECLARATION (Alternative to Bank Guarantee where permitted by TDS):

We, [Name of Tenderer], hereby declare that we shall not withdraw or modify our tender during the validity period, and that if selected as the successful Tenderer, we shall sign the Contract and furnish the Performance Security within the stipulated periods. We understand that withdrawal or failure to comply will result in KPRL claiming such remedy as may be available.

Signed: _____ Date: _____ Title: _____ Company Seal: _____

## FORM 7: CONFLICT OF INTEREST DECLARATION

I/We, [Name of Tenderer], hereby declare that:

- We have no conflict of interest in relation to this procurement, as defined in ITT Clause 3;
- None of our directors, officers, key staff or proposed subcontractors has a financial, family or other relationship with any KPRL employee involved in this procurement;
- We did not assist in the preparation of the Service Specifications or Scope of Work for this procurement;
- [OR] We disclose the following actual or potential conflict of interest: [describe fully]
- We understand that failure to disclose a conflict of interest may result in disqualification and/or contract termination.

Signed: _____ Date: _____ Title: _____

## FORM 8: BENEFICIAL OWNERSHIP DISCLOSURE FORM

A beneficial owner is a natural person who ultimately owns or controls 10% or more of the shares or voting rights of the Tenderer, or who otherwise exercises control.

| No. | Full Name | Nationality | ID / Passport No. | % Ownership | Nature of Control |
|---|---|---|---|---|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

Where the Tenderer is publicly listed, state exchange: _____

Signed: _____ Date: _____

## FORM 9: ANTI-CORRUPTION DECLARATION

I/We, [Name of Tenderer], solemnly declare that:

- We have not offered, given or promised any inducement, gift, bribe or benefit to any KPRL employee or agent in connection with this tender;
- We have not colluded with any other Tenderer in the preparation of this tender;
- We have not engaged in any fraudulent misrepresentation;
- We will promptly report any attempt to induce corrupt behaviour to KPRL ;
- We understand that breach of this declaration entitles KPRL to disqualify us, terminate the contract, forfeit our security and report us to relevant authorities;
- We comply with the Anti-Corruption and Economic Crimes Act 2003, the Bribery Act 2016, and POCAMLA 2009.

Signed: _____ Date: _____ Company Seal: _____

## FORM 10: DATA PROTECTION COMPLIANCE DECLARATION

I/We, [Name of Tenderer], hereby declare and commit that:

- We have read and understood KPRL's requirements regarding data protection and agree to comply with the Data Protection Act 2019 of Kenya;
- We will process personal data received from KPRL only for the purposes of the contracted services and in accordance with KPRL's documented instructions;
- We will implement appropriate technical and organisational security measures to protect personal data;
- We will not transfer personal data outside Kenya without prior written approval from KPRL;
- We will report any personal data breach to KPRL within 24 hours of discovery;
- We will return or securely destroy all personal data at the end of the contract as directed by KPRL.

Signed: _____ Date: _____ Title: _____

### FORM 11: SUBCONTRACTOR DISCLOSURE FORM

Complete where the Tenderer proposes to use subcontractors. Subcontracting is subject to KPRL approval and the limits stated in the TDS.

| Proposed Subcontractor Name | Country of Registration | Scope of Subcontracted Work | Estimated Value (KES) | % of Contract Value |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

We confirm that the subcontractors listed above have no conflict of interest with KPRL or with any other tenderer in this procurement.

Signed: _____ Date: _____ Title: _____

# PART 3 – TECHNICAL REQUIREMENTS AND EVALUATION CRITERIA

## SECTION IV: QUALIFICATION AND EVALUATION CRITERIA

KPRL evaluates non-consulting services tenders in a structured three-stage process: (1) Preliminary/mandatory Review; (2) Technical Evaluation; and (3) Financial Evaluation. The criteria below apply to all non-consulting services unless modified by the TDS.

### A. STAGE 1: PRELIMINARY / MANDATORY REQUIRMENTS (PASS / FAIL)

| No. | Requirement | Result |
|---|---|---|
| 1 | Form 1: Tender Submission Form – completed and signed | PASS / FAIL |
| 2 | Form 2: Tenderer Information / Company Profile – completed | PASS / FAIL |
| 3 | Form 4: Technical Tender – structured as required (all Sections A-G) | PASS / FAIL |
| 4 | Form 5: Financial Tender – duly completed, stamped and signed | PASS / FAIL |
| 5 | Form 6: Tender Securing Declaration Form – duly completed, stamped and signed | PASS / FAIL |
| 6 | Form 7: Conflict of Interest Declaration – completed | PASS / FAIL |
| 7 | Form 8: Beneficial Ownership Disclosure – completed | PASS / FAIL |
| 8 | Form 9: Anti-Corruption Declaration – signed | PASS / FAIL |
| 9 | Form 10: Data Protection Compliance Declaration – signed | PASS / FAIL |
| 10 | Valid KRA Tax Compliance Certificate | PASS / FAIL |
| 11 | Certificate of Incorporation / Business Registration | PASS / FAIL |
| 12 | CR12 / CR13 or certificate of registration showing shareholders/owners | PASS / FAIL |
| 13 | Attach Corporate Membership certificate to industry association of Kenya Security Industry Association (KSIA) **or** Protective Security Industry Association (PSIA) **or** Protective & Safety Association of Kenya (PROSAK) | PASS / FAIL |
| 14 | Submit valid registration with Private Security Regulatory Authority (PSRA) | PASS / FAIL |
| 15 | Evidence of valid Insurance Covers for: WIBA, Money Policy and Contractual Liability Insurance Mandatory. | PASS / FAIL |
| 16 | Power of Attorney signed and stamped by a Commissioner for Oaths. **The person lawfully authorized by the Power of Attorney shall sign all forms and documents in the tender**. A power of Attorney shall not be required where the bidder is a sole proprietor or the only shareholder/director of a company. | PASS / FAIL |
| 17 | Tender submitted by deadline and valid for required period | PASS / FAIL |

## B. STAGE 2: TECHNICAL EVALUATION (SCORED)

Tenders that pass the preliminary/mandatory review shall be evaluated on the following technical criteria. Only tenders meeting the technical requirements shall proceed to financial evaluation.

| NO | ITEM DESCRIPTION | MAX SCORE |
|---|---|---|
| 1 | **Experience of the Firm in Cash in Transit Services**<br>Specific experience: The company must have successfully undertaken similar services for the provision of Cash in Trar for at least three (3) corporate clients that can best demonstrate your past and current experience for the last Four (4) years.<br><br>**Provide details of clients as below:**<br>-Provide a brief description of the organization and for each assignment successfully or currently being handled (3 point: each Total 12 points)<br>-Attach evidence e.g letters of engagement, Contract award from the said clients (3 points each Total 12 points).<br>-Attach recommendation letters from the said clients (5 points each Total 20 points) | 44 |
| 2 | **Managerial and key personal Competency.**<br>A minimum of three (3) key personnel proposed for the assignment must have at least a Diploma in relevant field; certification in security related discipline will be added advantage. In addition, the Team Leader must have at least 6 years' experience in security related services and others at least 3 (three) years and all must have certificates of good conduct from DCI.<br>**Provide details as below:**<br>--Attach fully signed CVs for the three (3) key personnel (3 Points for each Total 9 points)<br>-Attach certified copy of academic certificate at least diploma certificate for the team leader and other staffs at least a certificate (2 points each Total 6 points).<br>-Attach certified copy of relevant professional certificate (2 point each Total 6 points).<br>-Attach certificates of good conduct from DCI (2 point each Total 6 points). | 27 |
| 3 | **Office physical location**<br>• Presence of office in Nairobi (4 points)<br>• Presence of office in Mombasa (4 points)<br><br>Bidder to attach copy of lease agreement or title deed | 8 |
| 4 | Proof of fleet capacity –motor vehicles (Armored) and availability of escort vehicles –attach copies of log books or lease agreement (owned or leased) | 12 |

| | | |
|---|---|---|
| | a) Armored vehicles up to a max of 3 vehicles **(6 points)**<br>b) Escort vehicles up to a max of 2 vehicles **(6 points)** | |
| **5** | Must submit copies of Certified Audited financial accounts for the last three (3) years i.e Years 2023, 2024, and 2025. The audited accounts must be provided as per guidelines by the Institute of Certified Public Accountants Kenya (ICPAK) | **9** |
| | **TOTAL** | **100** |
| | *For the tenderer to be considered technically responsive they should score* a minimum technical score of 70 points to be considered for further (financial) evaluation. | |

## C. STAGE 3: FINANCIAL EVALUATION

Only technically compliant tenders (meeting the minimum technical score) shall proceed to financial evaluation. KPRL shall:

- Review the Pricing Schedule for completeness and any missing or zero-priced items;
- Correct arithmetic errors (unit price prevails over total; words prevail over figures);
- Identify any substantially unbalanced bids (abnormally low) and assess the risk;
- Terms of payment in comparison to Employer's preferred payment terms;
- Bidder with the least Total Evaluated Cost will be considered for award, subject to post-qualification.

## D. POST-QUALIFICATION VERIFICATION

KPRL shall verify the qualifications, licences, references and good standing of the recommended Tenderer before award. Such verification may include, without limitation, the following (with amendments at KPRL's discretion):

| Verification Item | Minimum Requirement |
|---|---|
| Tax Compliance | Valid KRA Tax Compliance Certificate; PIN Certificate |
| Regulatory Licences | Valid licenses specified in TDS (e.g. NSSF, SHIF, SHA, PSRA for security, NEMA for environmental services) where applicable |
| Financial Capacity | Average annual turnover ≥ [1.5×] contract value in last 3 years (audited accounts) |
| Public Liability Insurance | Adequate cover for the nature and scale of services (specified in TDS) |
| Employer's Liability / WIBA | Compliance with Work Injury Benefits Act 2007 for all personnel where applicable |
| Similar Contracts | At least [3] successfully completed contracts of similar nature and scale in last 5 years |
| Client References | At least [3] satisfactory references; KPRL may contact referees directly |
| HSE Record | No material safety incidents or enforcement actions in last 3 years |
| No Adverse Findings | No current litigation, debarment, regulatory sanction or adverse findings |

| Verification Item | Minimum Requirement |
|---|---|
| | For bidders that have previously undertaken contracts for KPRL, past performance shall form part of the post-qualification evaluation. KPRL reserves the right to assess the bidder's performance on previous or ongoing contracts, including but not limited to quality of work, adherence to contract requirements, delivery timelines, safety performance, responsiveness, and resolution of defects or contractual issues. Any adverse performance record associated with such related entities may be considered in determining the bidder's suitability for award. Bidders with a history of unsatisfactory performance shall be deemed non-responsive at the post-qualification stage. |

# PART 4 – GENERAL CONDITIONS OF CONTRACT FOR NON-CONSULTING SERVICES (GCC-NCS)

## SECTION V: GENERAL CONDITIONS OF CONTRACT FOR NON-CONSULTING SERVICES (GCC-NCS)

These General Conditions of Contract apply to all non-consulting service contracts entered into by KPRL, unless amended or supplemented by the Special Conditions of Contract (SCC).

### 1. DEFINITIONS

In this Contract, unless the context otherwise requires:

- "Assignment" or "Services" means the non-consulting services to be provided by the Service Provider under the Contract, as described in the Scope of Work / Service Specifications;
- "Client" means Kenya Petroleum Refineries Limited;
- "Contract" means the agreement entered into between KPRL and the Service Provider, comprising all Contract Documents;
- "Contract Documents" means, in order of priority: The Contract Agreement; the SCC; these GCC-NCS; the Service Specifications and Scope of Work; the Service Provider's accepted Technical Tender; the Service Provider's Financial Tender; any Addenda;
- "Contract Price" means the total remuneration payable to the Service Provider for full performance, as set out in the Contract Agreement;
- "Contract Manager" means the KPRL representative responsible for day-to-day oversight of the Contract, as named in the SCC;
- "Data Protection Act" means the Data Protection Act 2019 of Kenya and any amendments thereto;
- "Deliverable" means any report, record, plan, certificate, output or other item required to be submitted by the Service Provider under the Contract;
- "Force Majeure Event" has the meaning given in GCC-NCS Clause 18;
- "GCC-NCS" means these General Conditions of Contract for Non-Consulting Services;
- "Key Personnel" means supervisory and management personnel identified as key in the accepted Technical Tender;
- "SCC" means the Special Conditions of Contract;
- "Service Provider" means the successful Tenderer awarded the Contract;
- "Site" means the KPRL premises, facilities, pipeline corridors or other locations where services are to be delivered;
- "Scope of Work" or "Service Specifications" means the detailed description of the services forming part of the Contract Documents;

- "Subcontractor" means any person or entity to whom the Service Provider subcontracts a portion of the services with KPRL's written approval.

## 2. APPLICABLE LAW AND JURISDICTION

2.1 This Contract shall be governed by the laws of Kenya.

2.2 The Parties submit to the exclusive jurisdiction of the courts of Kenya, subject to the dispute resolution provisions in GCC-NCS Clause 21.

## 3. LANGUAGE

3.1 This Contract and all records, reports, correspondence and communications shall be in English.

## 4. SCOPE OF SERVICES

4.1 The Service Provider shall perform the services described in the Scope of Work and Service Specifications with the skill, care and diligence expected of an experienced, competent and reputable service provider in the relevant service sector.

4.2 The Service Provider shall not subcontract any part of the services without the prior written consent of KPRL. Approved subcontracting shall not exceed the limits stated in the SCC. Subcontracting does not relieve the Service Provider of any obligation under the Contract; the Service Provider remains fully responsible for the acts and omissions of its subcontractors.

4.3 The Service Provider shall be responsible for obtaining and maintaining all regulatory licences, permits and approvals required to deliver the services throughout the contract period.

4.4 Changes to the scope, volume or schedule of services shall be agreed in writing by both parties as a Contract Amendment (Form C4). No variation shall be executed without written authorization from KPRL. KPRL shall pay for authorised additional work at the rates in the Contract or as otherwise agreed.

## 5. PERFORMANCE STANDARDS AND SERVICE LEVELS

5.1 The Service Provider shall deliver services to the performance standards and service levels specified in the Scope of Work and SCC. Where Service Level Agreements (SLAs) are incorporated, the Service Provider shall meet all KPIs and response times.

5.2 KPRL shall have the right to carry out inspections, audits and quality checks of service delivery at any time during the contract period, with reasonable notice.

5.3 The Service Provider shall comply with all applicable KPRL policies, site rules, codes of conduct and operational procedures communicated in writing, including HSE, data protection, access control and anti-corruption policies.

5.4 Failure to meet agreed performance standards shall entitle KPRL to apply liquidated damages, issue a Performance Improvement Notice or, where persistent, to terminate the Contract.

## 6. KEY PERSONNEL AND STAFFING

6.1 The Service Provider shall maintain adequate numbers of suitably qualified, trained and experienced personnel at all times to deliver the services in full. Minimum staffing levels shall be as specified in the SCC or accepted Staffing Plan.

6.2 The Service Provider shall not replace or substitute Key Personnel without prior written approval from KPRL. Replacement Key Personnel shall have qualifications and experience at least equivalent to those being replaced.

6.3 If KPRL finds that any personnel are performing unsatisfactorily, are conducting themselves improperly or are a security risk, KPRL may request their immediate removal from the Site. The Service Provider shall comply within 24 hours of written notice and replace the individual within 5 working days.

6.4 The Service Provider shall ensure that all personnel deployed on this Contract have received appropriate induction training, including KPRL's mandatory HSE induction, before commencing work on Site.

6.5 The Service Provider shall maintain an up-to-date register of all personnel deployed on the Contract and make it available to KPRL on request.

## 7. EQUIPMENT, MATERIALS AND CONSUMABLES

7.1 The Service Provider shall provide all equipment, tools, materials, consumables, uniforms, PPE and other resources required to deliver the services, unless KPRL-supplied items are specified in the SCC.

7.2 All equipment shall be maintained in safe working order and in compliance with applicable legislation and manufacturer specifications. Equipment registers, maintenance logs and certification records shall be maintained and produced on request.

7.3 The Service Provider shall not remove any KPRL equipment, assets or materials from Site without written authorisation.

## 8. REPORTING AND COMMUNICATION

8.1 The Service Provider shall submit service delivery reports at the frequency and in the format specified in the SCC, covering: services performed; incidents, near-misses and complaints; KPI performance; staffing and equipment status; and any issues requiring KPRL attention.

8.2 The Service Provider shall attend Contract review meetings as required by KPRL, at no additional cost.

8.3 All formal notices and correspondence under this Contract shall be in writing, addressed to the Contract Managers of the respective parties.

## 9. PAYMENT

9.1 KPRL shall pay the Service Provider in accordance with the payment schedule and conditions in the SCC. Payments may be monthly (for ongoing services), milestone-based (for defined task-based services) or a combination.

9.2 The Service Provider shall submit invoices supported by: a service delivery confirmation or signed service order/attendance/work record; performance/KPI report for the period; and receipts for any approved reimbursables.

9.3 KPRL shall pay undisputed invoices within thirty (30) calendar days of receipt of a valid, properly supported tax invoice, unless otherwise stated in the SCC.

9.4 KPRL shall deduct withholding tax from all payments as required by Kenyan law. Where the Service Provider is VAT-registered, VAT shall be paid against a valid VAT invoice.

9.5 KPRL may deduct from any payment due: liquidated damages; the cost of remedying defective services not remedied by the Service Provider; and any amounts owed by the Service Provider to KPRL.

## 10. LIQUIDATED DAMAGES

10.1 If the Service Provider fails to meet agreed service levels, response times or performance standards, KPRL may deduct liquidated damages at the rate specified in the SCC. The maximum aggregate liquidated damages shall not exceed 10% of the total Contract Price unless otherwise stated in the SCC.

10.2 Liquidated damages are not a penalty but a genuine pre-estimate of the loss suffered by KPRL from service failures. Payment of liquidated damages does not relieve the Service Provider of its obligation to perform.

## 11. INTELLECTUAL PROPERTY AND RECORDS

11.1 All reports, plans, data, photographs, records, databases and other materials produced by the Service Provider specifically under this Contract shall be the property of KPRL upon creation. The Service Provider shall not use such materials for any other purpose.

11.2 KPRL retains all rights to its operational, commercial and personal data. The Service Provider shall not retain copies of KPRL data beyond what is strictly necessary for contract performance.

## 12. CONFIDENTIALITY

12.1 The Service Provider shall treat as strictly confidential all information obtained from or about KPRL in connection with this Contract, including operational, commercial, technical, financial, security and personal information.

12.2 The Service Provider shall ensure that its personnel and subcontractors are bound by equivalent confidentiality obligations.

12.3 The confidentiality obligation survives termination or expiry of the Contract for five (5) years.

12.4 The Service Provider shall not make any public statement, press release or publication about the services or about KPRL's operations without prior written consent from KPRL.

## 13. DATA PROTECTION AND PRIVACY

13.1 The Service Provider shall comply with the Data Protection Act 2019 and KPRL's Data Protection Policy. Where the Service Provider processes personal data on behalf of KPRL, it acts as a data processor and shall: process data only on KPRL's documented instructions; implement appropriate technical and organisational security measures; not engage sub-processors without written consent; support KPRL in meeting data subject rights requests; and delete or return all personal data at the end of the Contract.

13.2 The Service Provider shall notify KPRL of any personal data breach within twenty-four (24) hours of becoming aware of it.

13.3 The Service Provider shall execute a Data Processing Agreement (DPA) or Confidentiality Agreement with KPRL before accessing any personal data, in accordance with Annexure C.

## 14. INDEMNITY AND INSURANCE

14.1 The Service Provider shall indemnify, defend and hold harmless KPRL, its officers, employees and agents from and against all claims, damages, losses, costs and expenses arising from: the negligence or wilful misconduct of the Service Provider or its personnel; personal injury or property damage caused by the Service Provider or its subcontractors; breach of any term of this Contract; or infringement of third-party rights.

14.2 The Service Provider shall maintain, throughout the contract period, at minimum the following insurance policies (with limits as specified in the SCC):

- Employer's Liability / Work Injury Benefits (WIBA) Insurance: Covering all personnel deployed on the Contract, in compliance with the Work Injury Benefits Act 2007;
- Public / Third Party Liability Insurance: Covering third-party bodily injury and property damage;
- Motor Vehicle Insurance (where applicable): Comprehensive cover for all vehicles used in contract performance;

- Professional Indemnity Insurance (where specified in TDS/SCC): For services requiring professional judgement;
- Any other insurance specified in the TDS or SCC.

14.3 The Service Provider shall provide KPRL with copies of all insurance certificates before commencing work and shall notify KPRL promptly of any material changes to or lapse of coverage. KPRL shall be named as an additional insured where applicable.

## 15. ANTI-CORRUPTION AND ETHICS

15.1 The Service Provider shall not engage in corrupt, fraudulent, collusive or coercive practice in connection with this Contract. The Service Provider shall comply with the Anti-Corruption and Economic Crimes Act 2003, the Bribery Act 2016, POCAMLA 2009 and all other applicable anti-corruption laws.

15.2 The Service Provider shall not accept gifts, hospitality or benefits from KPRL employees beyond nominal value in accordance with KPRL's gifts policy.

15.3 The Service Provider shall report any actual or suspected corrupt conduct to KPRL promptly.

15.4 KPRL may immediately terminate this Contract if it determines the Service Provider has engaged in any form of corruption or unethical conduct.

## 16. HEALTH, SAFETY AND ENVIRONMENT (HSE)

16.1 The Service Provider shall comply with the Occupational Safety and Health Act 2007 (OSHA), the Work Injury Benefits Act 2007, the Environmental Management and Coordination Act 1999 (EMCA) and all other applicable HSE legislation and regulations.

16.2 Before commencing services on Site, the Service Provider shall: submit and obtain approval of an HSE Plan from KPRL's HSE department; ensure all personnel have completed KPRL's mandatory HSE induction; produce evidence of relevant safety certifications; and maintain a current accident and near-miss register.

16.3 During service delivery, the Service Provider shall: ensure all personnel wear appropriate PPE at all times on Site with identifiable overalls with company name; conduct regular safety briefings (Toolbox Talks); obtain written permits for high-risk activities (hot work, confined space entry, working at height, electrical work); and comply with KPRL's site-specific safety rules. All works must be covered by KPRL Permit to Work Procedure.

16.4 The Service Provider shall report all accidents, near-misses, dangerous occurrences and environmental incidents occurring in connection with this Contract to KPRL's HSE officer within twenty-four (24) hours, and shall cooperate fully in any KPRL investigation.

16.5 KPRL may stop work and direct the Service Provider to take corrective action if HSE non-compliance is identified, without additional compensation. Repeated HSE failures shall entitle KPRL to terminate the Contract.

16.6 The Service Provider shall bear all costs of remediation of any environmental damage caused by its operations, including spills, waste disposal violations and contamination.

## 17. EMPLOYMENT AND LABOUR

17.1 The Service Provider shall comply with the Employment Act 2007, the National Social Security Fund Act, the National Hospital Insurance Fund Act and all other applicable Kenyan employment and labour laws.

17.2 The Service Provider's personnel engaged on this Contract are employees of the Service Provider and not of KPRL. The Service Provider shall be solely responsible for their remuneration, statutory deductions (NSSF, NHIF, PAYE), benefits, welfare, leave entitlements and disciplinary matters.

17.3 The Service Provider shall not engage child labour or forced labour in any form. The Service Provider shall respect freedom of association and the right of employees to collective bargaining.

17.4 The Service Provider shall pay its employees at least the applicable statutory minimum wage for the relevant category of work and shall comply with all applicable Wages Orders.

## 18. PERFORMANCE SECURITY

18.1 Where required by the TDS and SCC, the Service Provider shall provide a Performance Security within ten (10) working days of contract signing.

18.2 The Performance Security shall be called upon in the event of the Service Provider's material breach of the Contract that is not remedied within the notice period, to cover losses suffered by KPRL.

18.3 The Performance Security shall be returned to the Service Provider within thirty (30) days of the Final Completion Certificate being issued, subject to any outstanding claims.

## 19. FORCE MAJEURE

19.1 Neither Party shall be liable for failure to perform its contractual obligations to the extent such failure is directly caused by a Force Majeure Event. A Force Majeure Event means an event beyond a Party's reasonable control, including: acts of God; war; terrorism; civil commotion; epidemic or pandemic declared by competent authorities; floods; earthquakes; or government-imposed sanctions or restrictions.

19.2 The affected Party shall notify the other in writing within five (5) calendar days of the Force Majeure Event occurring, describing its nature, expected duration and effect on contractual obligations. The affected Party shall take all reasonable steps to mitigate the effects of the Force Majeure Event.

19.3 If the Force Majeure Event continues for more than sixty (60) calendar days, either Party may terminate the Contract on fourteen (14) days' written notice, without liability for future performance.

## 20. SUSPENSION

20.1 KPRL may suspend the services in whole or in part by written notice to the Service Provider. During suspension the Service Provider shall cease services, safeguard equipment and materials on Site, and take reasonable steps to minimise further expenditure.

20.2 Where suspension is not due to the Service Provider's default, KPRL shall compensate the Service Provider for reasonable proven costs necessarily incurred during suspension exceeding thirty (30) days, and shall extend the contract period accordingly.

## 21. TERMINATION

21.1 Termination for Default: KPRL may terminate the Contract with immediate effect if: The Service Provider commits a material breach not remedied within twenty-one (21) days of written notice; the Service Provider is unable to maintain minimum staffing or equipment levels; the Service Provider becomes insolvent or ceases trading; or the Service Provider engages in corruption or fraud.

21.2 Termination for Convenience: KPRL may terminate the Contract at any time on thirty (30) calendar days' written notice. In such case, KPRL shall pay for services properly rendered up to the termination date, plus reasonable, proven and unavoidable demobilisation costs.

21.3 Effect of Termination: On termination, the Service Provider shall immediately cease services, remove its personnel and equipment from Site (unless otherwise directed), hand over all KPRL materials and records, and cooperate fully in transition to another service provider or in-house team.

## 22. DISPUTE RESOLUTION

22.1 Any dispute arising from or in connection with this Contract shall first be referred to the KPRL Supply Chain Manager and the Service Provider's designated representative for amicable resolution within fourteen (14) working days.

22.2 If unresolved, the dispute shall be escalated to Supply Chain Manager and the Service Provider's senior management for resolution within a further twenty-one (21) days.

22.3 If still unresolved, the dispute shall be referred to mediation administered by the Nairobi Centre for International Arbitration (NCIA). Mediation shall be completed within sixty (60) days.

22.4 If mediation fails, the dispute shall be resolved by arbitration under the Arbitration Act (Cap 49), with a sole arbitrator appointed by agreement or by NCIA. The seat shall be Nairobi; the language shall be English; the award shall be final and binding on both Parties.

22.5 During dispute proceedings, the Service Provider shall continue to perform its undisputed obligations under the Contract.

## 23. ASSIGNMENT

23.1 Neither Party may assign its rights or obligations under this Contract without the prior written consent of the other Party. KPRL may assign to a successor entity by operation of law or restructuring without consent.

## 24. NOTICES

24.1 All notices shall be in writing (including email with delivery confirmation) addressed to the Supply Chain Manager or Chief Executive Officer at the addresses in the Contract Agreement. Notices are effective when delivered personally, two (2) working days after posting, or upon confirmed delivery of email.

## 25. ENTIRE AGREEMENT AND AMENDMENT

25.1 This Contract constitutes the entire agreement of the Parties and supersedes all prior agreements, representations and understandings. No amendment shall be binding unless in writing and signed by authorised representatives of both Parties.

## 26. ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) COMPLIANCE

26.1 The Parties shall conduct business sustainably, ethically and responsibly, and shall comply with all applicable environmental, social and governance laws, regulations, standards and policies in Kenya and any other relevant jurisdiction.

26.2 Environmental Obligations: The Contractor shall comply with environmental laws, permits and standards; minimize adverse environmental impacts; use resources efficiently; safely handle, store, transport and dispose of hazardous substances and waste; maintain required licenses and permits; and promptly notify KPRL of any material environmental incident, regulatory notice or investigation.

26.3 Social Obligations: The Contractor shall comply with labour and employment laws; provide a safe and healthy workplace; prohibit forced labour, child labour, human trafficking, discrimination, sexual harassment, bullying, abuse, and all forms of workplace harassment; promote fair labour practices and equal opportunity; respect human rights; and maintain procedures for workplace grievances and safety complaints.

26.4 Governance and Ethical Conduct: The Contractor shall conduct business with integrity; comply with anticorruption, anti-bribery, anti-money laundering, fraud prevention, data protection and privacy laws; avoid improper payments or advantages; maintain accurate records and internal controls; safeguard confidential and personal information; and promptly notify KPRL of any actual or suspected breach.

26.5 The Contractor shall use reasonable endeavors to ensure that subcontractors, agents and suppliers engaged in the Contract comply with substantially similar ESG standards and shall remain responsible for their acts and omissions.

26.6 KPRL may, on reasonable notice, request information or records needed to verify ESG compliance, and the Contractor shall cooperate with such request.

26.7 If the Contractor breaches this Clause, KPRL may require a corrective action plan. Failure to remedy the breach within the required period shall constitute a material breach.

26.8 Any serious ESG violation, including corruption, forced or child labour, serious environmental breach or persistent legal non-compliance, shall entitle the Procuring Entity to suspend performance or terminate the Contract immediately, without prejudice to other remedies.

26.9 This Clause shall survive expiry or termination of the Contract to the extent necessary to address any act, omission, investigation, claim or liability arising during the Contract term.

# PART 5 – SPECIAL CONDITIONS OF CONTRACT

## SECTION V: SPECIAL CONDITIONS OF CONTRACT (SCC)

The following Special Conditions supplement or amend the General Conditions of Contract for Non-Consulting Services (GCC-NCS). The SCC prevails over the GCC-NCS in the event of conflict. This section shall be completed by KPRL for each specific service procurement.

| GCC-NCS Reference | Special Provision |
|---|---|
| **GCC-NCS 4.1 – Scope** | Services: PROVISION OF CASH IN TRANSIT SERVICES<br><br>Contract Period: Two years |
| **GCC-NCS 4.2 – Subcontracting** | Not permitted |
| **GCC-NCS 5.1 – Service Levels / KPIs** | Performance |
| **GCC-NCS 6.1 – Minimum Staffing** | Six (6) |
| **GCC-NCS 7.1 – Equipment** | Service Provider to supply all<br><br>Service Provider to maintain equipment register for KPRL inspection |
| **GCC-NCS 8.1 – Reporting** | Monthly service delivery reports due by 5th of each month \| KPI dashboard to be submitted with each invoice \| Immediate reporting of incidents, security breaches or service disruptions |
| **GCC-NCS 9.1 – Payment Terms** | 30 Days |
| **GCC-NCS 9.3 – Payment Period** | 30 calendar days from receipt of valid, properly supported tax invoice, with eTIMS certificate |
| **GCC-NCS 10.1 – Liquidated Damages** | [0.1% of monthly contract value per day or per incident of service failure – specify rate] \| Maximum: 10% of total Contract Price |
| **GCC-NCS 12.1 – Price Adjustment** | No price adjustment |
| **GCC-NCS 14.2 – Insurance Minimums** | WIBA/Employer's Liability: KES [_____] per claim \| Public Liability: KES [_____] per occurrence \| Motor: Comprehensive \| [Professional Indemnity: KES [_____] if applicable] |
| **GCC-NCS 16.2 – HSE** | HSE Plan to be submitted and approved by KPRL HSE department at least 5 working days before commencement \| Toolbox Talks: daily (site services) / weekly (office services) |
| **GCC-NCS 18.1 – Performance Security** | [10% of annual contract value / Not required] \| Form: Bank Guarantee \| Valid for contract period + 60 days |
| **Uniforms and Branding** | Clients Branded Uniform |
| **Site Access and Security Clearance** | Service Provider personnel require KPRL security clearance before Site access. Process |
| **Contract Manager – KPRL** | Chief Finance Officer |

| GCC-NCS Reference | Special Provision |
|---|---|
| **Contract Manager – Service Provider** | [Name, Title, Email, Telephone] |
| **Additional Requirements** | Not Applicable |

| | |
|---|---|
| **KPRL-Supplied Resources** | Access to KPRL and Work Permits |
| **Regulatory Licences Required** | [Specify e.g. NSSF, SHIF, SHA, PSRA licence for security; NEMA approval for waste management] |
| **Data Protection Requirements** | [Yes – Service Provider to sign DPA / Confidentiality Agreement before commencement |
| **Reporting Counterpart** | Treasury |
| **Contract Period** | Two Years |
| **Mobilization / Commencement** | 14days after contract signing date |
| **Currency of Payment** | Kenya Shillings (KES) |

# PART 6 – CONTRACT FORMS AND SCHEDULES

## SECTION VI: CONTRACT FORMS

### FORM C1: NON-CONSULTING SERVICES CONTRACT AGREEMENT

THIS SERVICE CONTRACT AGREEMENT is entered into on the _____ day of _____ 20___ by and between:

(1) KENYA PETROLEUM REFINERIES LIMITED, a subsidiary of Kenya Pipeline Company PLC a public company limited by shares incorporated under the Companies Act 2015, with its registered office at Refinery Road, Changamwe, P.O. Box 90401- 80100, Mombasa, Kenya (hereinafter 'KPRL' or 'the Employer'); and

(2) [NAME OF SERVICE PROVIDER], a [type of entity] incorporated/registered under the laws of [country], with offices at [address] (hereinafter "the Service Provider").

RECITALS

A. KPRL issued a Request for Tender under Reference No. _____ for the provision of [description of services] ("the Services");

B. The Service Provider submitted a Tender dated _____ and KPRL accepted the Service Provider's Tender by Award Letter dated _____;

C. The Parties now wish to formalise their agreement on the terms set out herein.

IT IS AGREED:

- The Service Provider shall provide the Services described in the Scope of Work / Service Specifications, in accordance with the Contract Documents and to the performance standards specified therein;
- KPRL shall pay the Service Provider the Contract Price of KES _____ (exclusive of VAT) in accordance with the payment schedule in the SCC;
- The Contract Documents, listed in order of priority, are: (a) this Contract Agreement; (b) the Special Conditions of Contract; (c) the General Conditions of Contract for Non-Consulting Services; (d) the Scope of Work / Service Specifications; (e) the Service Provider's accepted Technical Tender; (f) the Service Provider's Financial Tender / Schedule of Rates; (g) any Addenda issued during tendering;
- The Contract shall commence on _____ and shall expire on _____ unless earlier terminated or extended by mutual written agreement.

IN WITNESS WHEREOF, the Parties have executed this Contract Agreement on the date first written above.

For KENYA PETROLEUM REFINERIES LIMITED:
Signature: _____ Name: _____
Title: _____ Date: _____
Company Seal: _____

For [NAME OF SERVICE PROVIDER]:
Signature: _____ Name: _____
Title: _____ Date: _____
Company Seal: _____

**FORM C2: PERFORMANCE SECURITY (BANK GUARANTEE)**

[Letterhead of Issuing Bank]

Date: _____

To: Kenya Petroleum Refineries Limited

KNOW ALL PERSONS that WE, [Name of Bank], licensed by the Central Bank of Kenya, are bound unto Kenya Petroleum Refineries Limited in the sum of KES _____ (in words: _____).

WHEREAS [Name of Service Provider] ("the Service Provider") has entered into Service Contract No. _____ with KPRL for provision of [services] ("the Contract"); AND WHEREAS the Contract requires the Service Provider to furnish KPRL with a Performance Security;

WE hereby unconditionally and irrevocably guarantee to pay KPRL on first written demand, without cavil or argument, any sum up to KES _____ in the event that the Service Provider fails to perform or is in material breach of any of its obligations under the Contract and such breach is not remedied within the period notified by KPRL.

This guarantee is valid from the date of signing until _____ [Contract end date plus 60 days].

Bank Authorised Signature: _____

Name and Title: _____

Bank Stamp: _____ Date: _____

**FORM C3: SERVICE DELIVERY CONFIRMATION / PAYMENT TRIGGER CERTIFICATE**

| Item | Details |
|---|---|
| Certificate No. | PTC-[Number] |
| Contract Reference | |
| Service Provider | |
| Period / Milestone Covered | |
| Services Confirmed Delivered | |
| KPI Performance Summary | |
| Outstanding Issues / Deductions | |
| Net Amount Approved for Payment | KES _____ |
| Approved? | Yes – Service Provider may invoice / No – resubmit after rectification |

KPRL Contract Manager: _____ Signature: _____ Date: _____

**FORM C4: CONTRACT AMENDMENT FORM**

CONTRACT AMENDMENT No. _____ to Service Contract No. _____

This Amendment is entered into by and between KPRL and [Service Provider] on _____.

The Parties hereby agree to amend the Contract as follows:

1. Scope of Change: _____
2. Reason for Change: _____
3. Impact on Contract Price: [Increase / Decrease / Nil] by KES _____; Revised Contract Price: KES _____
4. Impact on Timeline: [Extension / No Change] by _____ days; Revised end date: _____
5. Impact on Staffing or Equipment: [specify]
6. Other amendments: _____

All other terms and conditions of the Contract remain unchanged.

For KPRL: Signature: _____ Name: _____ Date: _____

For [Service Provider]: Signature: _____ Name: _____ Date: _____

**FORM C5: PERFORMANCE IMPROVEMENT NOTICE/PLAN**

**(Following a Performance Review)**

| Item | Details |
|---|---|
| Notice No. | PIN-[Number] |
| Contract Reference | |
| Service Provider | |
| Date of Notice | |
| Performance Issue Identified | |
| KPI / Standard Not Met | |
| Evidence / Supporting Data | |
| Required Corrective Action | |
| Deadline for Corrective Action | |
| Consequence of Non-Compliance | Liquidated damages / Contract termination as applicable |

KPRL Contract Manager: _____ Signature: _____ Date: _____

Acknowledged by Service Provider: _____ Date: _____

**FORM C6: FINAL COMPLETION CERTIFICATE**

This Certificate confirms that [Name of Service Provider] has satisfactorily completed all services and fulfilled all obligations under Contract No. _____ for the provision of [services].

Contract End Date: _____

Total Amount Paid (incl. VAT): KES _____

Outstanding Obligations: [None / state if any]

Performance Security Release: Approved (subject to any outstanding warranty or run-off obligations)

KPRL Authorized Officer: _____ Title: _____ Date: _____

# ANNEXURES

## ANNEXURE A: GLOSSARY OF KEY TERMS

| Abbreviation / Term | Meaning |
|---|---|
| BoQ | Bill of Quantities |
| CBK | Central Bank of Kenya |
| Contract Manager | KPRL designated representative responsible for contract oversight |
| DPA | Data Processing Agreement |
| Data Protection Act | Kenya Data Protection Act 2019 |
| EAT | East Africa Time (UTC+3) |
| EMCA | Environmental Management and Coordination Act 1999 (Kenya) |
| GCC-NCS | General Conditions of Contract for Non-Consulting Services |
| HSE | Health, Safety and Environment |
| ITT | Instructions to Tenderers |
| JV | Joint Venture |
| KAM | Kenya Association of Manufacturers |
| KAFM | Kenya Association of Facilities Managers |
| KEBS | Kenya Bureau of Standards |
| KES | Kenya Shillings |
| KPRL | Kenya Petroleum Refineries Limited |
| KPC PLC | Kenya Pipeline Company |
| KPI | Key Performance Indicator |
| KRA | Kenya Revenue Authority |
| KSIA | Kenya Security Industry Association |
| LCS | Least Cost Selection |
| NEMA | National Environment Management Authority |
| NHIF | National Hospital Insurance Fund |
| NCIA | Nairobi Centre for International Arbitration |
| NSSF | National Social Security Fund |
| SHIF | Social Health Insurance Fund |
| SHA | Social Health Authority |
| OSHA | Occupational Safety and Health Act 2007 (Kenya) |
| PAYE | Pay As You Earn (tax) |
| PIN | Personal Identification Number (KRA) |

| Abbreviation / Term | Meaning |
|---|---|
| POCAMLA | Proceeds of Crime and Anti-Money Laundering Act 2009 |
| PPE | Personal Protective Equipment |
| PSRA | Private Security Regulatory Authority (Kenya) |
| SCC | Special Conditions of Contract |
| SLA | Service Level Agreement |
| STD | Standard Tender Document |
| TDS | Tender Data Sheet |
| VAT | Value Added Tax |
| WIBA | Work Injury Benefits Act 2007 (Kenya) |

## ANNEXURE B: KPRL HSE REQUIREMENTS FOR SERVICE PROVIDERS

All service providers working at or on behalf of KPRL shall comply with the following minimum HSE requirements. These requirements are mandatory and non-negotiable.

### Before Commencement of Services

- Submit a written Health, Safety and Environment (HSE) Plan for approval by KPRL's HSE Manager, at least five (5) working days before commencing services on Site;
- Ensure all personnel have completed KPRL's mandatory HSE induction and site-specific safety briefing;
- Produce evidence of relevant safety training certifications, first aid qualifications and licenses/certification for all key personnel;
- Where applicable, provide valid statutory licenses/permits relevant to the service being provided.
- Provide copies of current Employer's Liability / WIBA and Public Liability insurance certificates;
- Maintain and make available to KPRL a current register of all accidents, near-misses and safety incidents;
- Submit method statements and risk assessments for all high-risk tasks before commencing those activities.

### During Service Delivery

- All personnel shall wear appropriate PPE the overalls should be identifiable with the respective service provider at all times when on Site, in compliance with OSHA and KPRL's PPE requirements;
- For site-based services: conduct daily Toolbox Talks before commencing work; maintain records of attendance;
- Any work requiring a hot work permit, confined space entry, working at height, electrical isolation or other high-risk activity shall require a prior written Permit to Work (PTW) from KPRL's HSE department; All works must be carried as per KPRL Permit to Work Procedure.
- Environmental incidents (spills, discharges, waste violations) shall be reported immediately to KPRL's HSE officer and remediated at the Service Provider's cost;
- Any accident, near-miss, dangerous occurrence or environmental incident shall be reported to KPRL's HSE officer within twenty-four (24) hours using KPRL's incident reporting form;

- The Service Provider shall cooperate fully in any incident investigation conducted by KPRL and shall implement corrective actions within the timelines specified.
- Maintain ESG records and submit performance reports and corrective action evidence to KPRL as required
- Provide Material Safety Data Sheets (MSDS) for chemicals to be used in KPRL where applicable

**Applicable Legal and Regulatory Framework**

- Occupational Safety and Health Act 2007 (OSHA) and Regulations;
- Work Injury Benefits Act 2007 (WIBA);
- Environmental Management and Coordination Act 1999 (EMCA);
- National Environment Management Authority (NEMA) requirements;
- Any sector-specific HSE regulations applicable to the service category (e.g. PSRA regulations for security, KEBS standards for food handling).

## ANNEXURE C: DATA PROTECTION REQUIREMENTS

Where service providers process personal data on behalf of KPRL, the following additional requirements apply in accordance with the Data Protection Act 2019. These apply particularly to services involving access to KPRL's HR records, CCTV footage, visitor management systems, medical records or any other personal data.

- The Service Provider shall execute a separate Data Processing Agreement (DPA) / Confidentiality Agreement with KPRL before accessing any personal data;
- Processing of personal data shall be limited strictly to what is necessary for the purposes of the services;
- The Service Provider shall implement appropriate technical and organisational security measures, including: access controls; encryption of data in transit and at rest; secure disposal of records; and staff training;
- The Service Provider shall maintain a record of all processing activities involving KPRL personal data;
- Sub-processors shall be approved in writing by KPRL and shall be bound by equivalent data protection obligations through written agreements;
- Data subject rights requests (access, rectification, erasure, restriction, portability, objection) shall be supported within the timeframes prescribed by KPRL and in compliance with the Data Protection Act 2019;
- Any personal data breach shall be notified to KPRL within twenty-four (24) hours of the Service Provider becoming aware of it, with full details of the breach, data affected, and mitigating measures taken;
- All personal data shall be returned to KPRL or securely destroyed at the end of the contract, with a written certificate of destruction provided to KPRL.

## ANNEXURE D: TENDERER'S CHECKLIST FOR NON-CONSULTING SERVICES PROCUREMENT

Use this checklist before submitting your tender to ensure completeness. Incomplete tenders may be rejected at the administrative review stage.

| No. | Item | In Technical Envelope |
|---|---|---|
| 1 | Form 1: Tender Submission Form – signed and sealed | ☐ Yes ☐ N/A |
| 2 | Form 2: Tenderer Information / Company Profile | ☐ Yes ☐ N/A |
| 3 | Form 3: JV/Consortium Agreement (if applicable) | ☐ Yes ☐ N/A |
| 4 | Form 4: Technical Tender (all Sections A-G) | ☐ Yes ☐ N/A |
| 5 | Form 5: Financial Tender / Schedule of Rates | ☐ Yes ☐ N/A |
| 6 | Form 6: Tender Security / Tender Securing Declaration (where required) | ☐ Yes ☐ N/A |
| 7 | Form 7: Conflict of Interest Declaration – signed | ☐ Yes ☐ N/A |
| 8 | Form 8: Beneficial Ownership Disclosure – completed | ☐ Yes ☐ N/A |
| 9 | Form 9: Anti-Corruption Declaration – signed | ☐ Yes ☐ N/A |
| 10 | Form 10: Data Protection Compliance Declaration – signed | ☐ Yes ☐ N/A |

| No. | Item | In Technical Envelope |
|---|---|---|
| 11 | Form 11: Subcontractor Disclosure (where applicable) | ☐ Yes ☐ N/A |
| 12 | KRA Tax Compliance Certificate (valid and current) | ☐ Yes ☐ N/A |
| 13 | Certificate of Incorporation / Business Registration | ☐ Yes ☐ N/A |
| 14 | CR12 / CR13 or certificate of registration showing shareholders/owners | ☐ Yes ☐ N/A |
| 14 | KRA PIN Certificate | ☐ Yes ☐ N/A |
| 15 | Audited Financial Statements (last 3 years) | ☐ Yes ☐ N/A |
| 16 | Mandatory regulatory licence(s) specified in TDS (e.g. PSRA,`KSIA, NEMA) | ☐ Yes ☐ N/A |
| 17 | Signed and certified CVs for all Key Personnel (supervisors/managers) | ☐ Yes ☐ N/A |
| 18 | List of similar contracts (last 5 years) with client references | ☐ Yes ☐ N/A |
| 19 | Equipment and Resources Schedule | ☐ Yes ☐ N/A |
| 20 | Public Liability and WIBA/Employer's Liability Insurance certificates | ☐ Yes ☐ N/A |
| 21 | NSSF, SHA, and SHIF compliance evidence (where applicable) | ☐ Yes ☐ N/A |
| 22 | No financial information included in Technical Tender envelope | ☐ Confirmed |

(This will be accordingly updated to exclude items that are included at pre-qualification stage)

ANNEXURE E: CONTACT INFORMATION

| Contact | Details |
|---|---|
| Procurement Contact | Supply Chain Manager |
| Physical Address | Refinery Road, Changamwe, Mombasa, Kenya |
| Postal Address | P.O. Box 90401-80100, Mombasa, Kenya |
| Procurement Email | tenders@kprl.co.ke |
| Company Website | www.kprl.co.ke |

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