



AIRPORTS SACCO SOCIETY LTD

REQUEST FOR QUOTATION (RFQ)

PROVISION OF VIRTUAL MEETING AND ONLINE ELECTION SERVICES

FOR THE SACCO ANNUAL GENERAL MEETING (AGM)

RFQ No.: ASSL/RFQ/VMOE/001/2026

Closing Date: 6th February 2026 at 11:00 AM

Contents



AIRPORTS SACCO SOCIETY LTD	1
REQUEST FOR QUOTATION (RFQ)	1
PROVISION OF VIRTUAL MEETING AND ONLINE ELECTION SERVICES	1
FOR THE SACCO ANNUAL GENERAL MEETING (AGM)	1
SECTION I: INVITATION TO QUOTE	4
SECTION II: INSTRUCTIONS TO TENDERERS	4
2.1 Procuring Entity	4
2.2 Mandatory Eligibility Requirements (Pass/Fail)	4
2.3 Submission of Quotations	4
2.4 Validity & Currency	5
SECTION III: SCOPE OF SERVICES	5
SECTION IV: EVALUATION CRITERIA	5
Stage 1: Preliminary Evaluation (Pass/Fail)	5
Stage 2: Technical Evaluation-Documentation	5
Stage 3: Technical Evaluation-Practical Demonstration	7
Final Technical Score=	7
Average of Technical Score on Documentation and Technical Score on Demonstration i.e (Stage 2 score + Stage 3 scores divide by 2)	8
Only firms acquiring 70 out of 100 of the Technical Score on documentation and Practical Demo will proceed to Financial Evaluation stage.....	8
Stage 4: Financial Evaluation	8
NOTE:	8
The contract shall be awarded to the bidder with the highest combined technical and financial score among the responsive bidders.	8
SECTION V: CONFIDENTIALITY & DATA PROTECTION	9
ANNEX I	10
TABLE A: TECHNICAL SPECIFICATIONS	10
ANNEX II	13
TABLE B: FINANCIAL QUOTATION (KES – INCLUSIVE OF VAT)	13

ANNEX III.....	16
FORM OF QUOTATION (PPRA STANDARD).....	16
ANNEX IV	17
CONFIDENTIALITY & DATA PROTECTION DECLARATION	17
ANNEX V	18
CONTRACT AGREEMENT	18
For and on behalf of the Procuring Entity	18
For and on behalf of the Supplier/Contractor/Service Provider (<i>select one</i>)	18
1. Language.....	19
2. Eligibility.....	19
3. Notices	19
4. Governing Law	19
5. Settlement of Disputes	19
6. Supplier/Contractor/Service Provider Responsibilities.....	19
7. Contract Price.....	19
8. Terms of Payment.....	19
9. Inspections and Tests.....	19
10. Warranty	19
SECTION V: CONFIDENTIALITY & DATA PROTECTION	21
ANNEX I	22
TABLE A: TECHNICAL SPECIFICATIONS	22
ANNEX II	25
TABLE B: FINANCIAL QUOTATION (KES – INCLUSIVE OF VAT).....	25
ANNEX III.....	28
FORM OF QUOTATION (PPRA STANDARD).....	28
ANNEX IV	29
CONFIDENTIALITY & DATA PROTECTION DECLARATION	29
ANNEX V	30
CONTRACT AGREEMENT	30
For and on behalf of the Procuring Entity	30
For and on behalf of the Supplier/Contractor/Service Provider (<i>select one</i>)	30

SECTION I: INVITATION TO QUOTE

Airports Sacco Society Ltd invites eligible and qualified service providers to submit quotations for the provision of **Virtual Meeting, Online Election, Bulk SMS, and Media Services** for its Annual General Meeting (AGM).

The Sacco seeks a **secure, auditable, transparent, and user-friendly system** compliant with:

- The Cooperative Societies Act (Kenya)
- The Data Protection Act, 2019
- Best practices in governance, election integrity, and cybersecurity

SECTION II: INSTRUCTIONS TO TENDERERS

2.1 Procuring Entity

Name: Airports Sacco Society Ltd

Postal Address: P.O. Box 19048 – 00501, Nairobi

Physical Address: Airports Sacco Offices, next to KAA HQ, JKIA

Email: Procurement@airportssacco.co.ke

Telephone: 020 7903119

2.2 Mandatory Eligibility Requirements (Pass/Fail)

Tenderers must submit copies of:

1. Certificate of Incorporation / Registration
2. Valid Trading License
3. KRA PIN and Tax Compliance Certificate
4. Audited Accounts (last three years-2022 ,2023 and 2024)
5. CR12
6. AGPO Certificate (where applicable)

Failure to submit **any** mandatory document shall result in disqualification.

2.3 Submission of Quotations

Submit the following in **separate sealed envelopes**:

- **One (1) sealed envelope** containing:
 - One (1) Original **Technical Proposal**
 - One (1) Copy **Technical Proposal**
- **One (1) sealed envelope** containing:
 - One (1) Original **Financial Proposal**

Both sealed envelopes must be placed **together in one (1) larger outer sealed envelope**.

Clearly marked:

RFQ No. ASSL/RFQ/VMOE/001/2026 – Virtual Meeting & Online Election Services

Addressed to:
The Chief Executive Officer
Airports Sacco Society Ltd

Deadline: 6th February 2026 at 11:00 AM
Late submissions will not be accepted.

2.4 Validity & Currency

- Quotation validity: **30 days**
- Currency: **Kenya Shillings (KES)** inclusive of **16% VAT**

SECTION III: SCOPE OF SERVICES

The successful bidder shall provide:

- Virtual AGM platform and livestreaming
- Secure online polling and election system
- Bulk SMS communication services
- Video production and photography services

SECTION IV: EVALUATION CRITERIA

Stage 1: Preliminary Evaluation (Pass/Fail)

- Submission of mandatory documents
- Properly completed and signed forms

Stage 2: Technical Evaluation-Documentation

Technical Evaluation Attribute	Weighting Score (%)
A. Technical Specifications Submit a detailed description of the methodology and work plan for performing the assignment	
A) Firms Experience <ul style="list-style-type: none">• Evidence of 5 similar assignments or engagements in provision of Virtual meeting services to the financial institutions – (15Marks) Each assignment 3mks -Max 15mks• Evidence of 5 similar assignments or engagements in provision of Electronic voting services to the financial institutions – (15Marks) Each assignment 3mks -Max 15mks• <i>Attach recommendation letters, Certified LPOs, LSOs, Contracts, Certificates of Completion, (including project scope)</i>	30Marks
B) Work Plan and Timeline <ul style="list-style-type: none">• Detailed implementation schedule• Clear milestones & deliverables• Ability to commence within stipulated period	5Marks

Technical Evaluation Attribute	Weighting Score (%)								
<ul style="list-style-type: none"> Transition & knowledge transfer strategy 									
<p>C) Resource Allocation</p> <ul style="list-style-type: none"> Number and expertise of staff dedicated to the assignment <p>1a)Number of senior technical staff /team leaders</p> <p><i>(Attach signed and stamped CVs and copies certificates for senior technical staff)</i></p> <ul style="list-style-type: none"> Bsc. Information Technology / Computer Science or Equivalent(20 Marks) <ul style="list-style-type: none"> 1 to 2 staff – 12 marks 3 to 4 staff - 15 marks 5 and above– 20 marks <p>1b)Cumulative Experience of the lead team</p> <table> <tr> <td>0-5years</td> <td>3 marks</td> </tr> <tr> <td>5-10 years</td> <td>6 marks</td> </tr> <tr> <td>10-20 years</td> <td>8 marks</td> </tr> <tr> <td>Over 20 years</td> <td>10 marks</td> </tr> </table> <p>2)Number of technical support staff (10 Marks)</p> <p><i>(Attach signed and stamped CVs copies for technical support staff)</i></p> <ul style="list-style-type: none"> Below 3 staff -2 marks 3 to 5 staff – 6 marks 6 to 9 staff - 8 marks 10 and above– 10 marks 	0-5years	3 marks	5-10 years	6 marks	10-20 years	8 marks	Over 20 years	10 marks	40 Marks
0-5years	3 marks								
5-10 years	6 marks								
10-20 years	8 marks								
Over 20 years	10 marks								
<p>Demonstrate the firm’s reputation, industry experience in technology, and organizational structure:</p> <p>Years in Operations through certificate of registration:(Attach Certified Copies)</p> <ul style="list-style-type: none"> Over 10 Years = 10 Marks 5–10 Years = 6 Marks <p>Less than 5 Years = 3 Marks</p>	10								
<p>D) Financial Capacity and company profile</p> <p>Provide evidence of the organization’s financial strength and ability to support large-scale implementation:</p> <p>Audited annual accounts for the last 3 years indicating annual Turnover of:</p> <ul style="list-style-type: none"> Above KSh 5 million = 15 Marks KSh 2 –5 million = 10 Marks Below KSh 2 Million = 8 Marks 	15								

Technical Evaluation Attribute	Weighting Score (%)
	100
Only firms acquiring 70% out of 100% of the technical score on documentation will proceed to practical demonstration stage.	

Stage 3: Technical Evaluation-Practical Demonstration

Criteria	Max Score %	Key Evaluation Considerations
Platform functionality	20	<ul style="list-style-type: none"> Ability to host live AGM / hybrid meetings Interactive Q&A, polls, surveys Screen sharing and presentation support Document sharing (agenda, reports, resolutions)
Voting Module	20	<ul style="list-style-type: none"> Secure online voting (members authenticate via ID/OTP) Real-time tally of votes Audit trail for compliance Controls to prevent multiple or unauthorized voting Vote anonymity and integrity safeguards Accurate vote capture, counting, and reporting Live streaming of the results
Users Acceptability	20	<ul style="list-style-type: none"> Mobile app support USSD option for members without internet Ease of login and navigation Ease of use for voters and administrators Compatibility with common devices and browsers Availability of technical support during the AGM Clear incident management and escalation procedures
Integration Capabilities	20	<ul style="list-style-type: none"> Ability to connect to SACCO/member database Export/import of member lists Compatibility with accounting or management software
Technical support and training	10	<ul style="list-style-type: none"> - Training for staff ,and members - Helpdesk availability and response times - 24/7 support or standby during AGM -User acceptance testing and readiness checks • Availability of training materials and support
Scability and reliability	10	<ul style="list-style-type: none"> -Platform can handle all members concurrently - Uptime guarantees (99%+) - Redundancy for server failures - Capacity for future growth
Total	100	
Only firms acquiring 70 out of 100 of the Technical Score-Practical Demo on documentation will proceed to Financial Evaluation stage.		

Final Technical Score=

Average of Technical Score on Documentation and Technical Score on Demonstration i.e (Stage 2 score + Stage 3 scores divide by 2)

NOTE

Only firms acquiring 70 out of 100 of the Technical Score on documentation and Practical Demo will proceed to Financial Evaluation stage.

Stage 4: Financial Evaluation

Only bidders that meet the minimum technical evaluation requirement of 70% shall proceed to financial evaluation. The financial score (**Sf**), for each bidder will be determined based on the lowest financial bid as follows

$$\mathbf{Sf} = 100 \times \mathbf{Fm} / \mathbf{F}$$

Where:

Sf = Financial Score

F = Financial Bid of the Bidder under consideration.

Fm = Lowest Financial Bid.

The Combined Score (S) will be calculated as follows: $S = (S_t \times T\%) + (S_f \times P\%)$

T = 80% and

P = 20%

NOTE:

The contract shall be awarded to the bidder with the highest combined technical and financial score among the responsive bidders.

SECTION V: CONFIDENTIALITY & DATA PROTECTION

The Service Provider shall comply fully with the **Data Protection Act, 2019**, ensuring:

- Encryption of all election data
- Secure access controls
- Audit logs and traceability
- Confidential handling of member information

ANNEX I

TABLE A: TECHNICAL SPECIFICATIONS

Item No	Description of Service	Quantity	TECHNICAL SPECIFICATIONS (completed by <i>Procuring Entity</i>)	CONFORMITY WITH TECHNICAL SPECIFICATIONS (to be completed by <i>Tenderer</i>)
1	Virtual meeting services during the Sacco AGM	1	<ul style="list-style-type: none"> i) To provide an online platform that will enable members to attend and participate virtually. ii) To provide a link that will enable members follow the livestream of the online meeting and ask questions. iii) To conduct a dry run for virtual meeting to all members iv) Bulk SMSs to cater for virtual meeting communication link to members for registration and reminder prompts for both the Pre- AGM & AGM. 	
2	Online Polling Suite-With bulk SMSs	1	<ul style="list-style-type: none"> i) To provide a system that will enable the Sacco active members to vote and the process be livestreamed during the AGM. ii) To provide a system that will enable members to vote from all parts of the country. iii) To provide a system that will allow only eligible members to vote. iv) To provide a system that will allow online access of all candidates' profile to voters/ members. v) To provide a system that will allow ballot validation control based on set rules - Ensuring only valid ballots are accepted. vi) To provide a system that will ensure "Non-re-use rule" – Once a voter has cast her ballot, the ballot cannot be recast or modified. vii) To provide a system that is fast and easy to follow procedures. 	

			<p>viii) To provide a system that can generate reports and Audit Trail – A voter can login any time and view or print a copy of her cast electronic ballot paper for records. The cast electronic ballot paper shall contain a report of the candidates chosen and the time of casting the ballot.</p> <p>ix) To carry out a dry-run for online voting to all members</p>	
3	Video Production & Photography	1	To produce video and photographs (in hard & soft copy) for the physical meeting	

ANNEX II

TABLE B: FINANCIAL QUOTATION (KES – INCLUSIVE OF VAT)

A Item	B Description of Service	C Quantity	D Unit price Incl. 16% VAT	E Total Price in Ksh Incl. 16% VAT
	NEW WORKS AS PER SAMPLE		Incl. 16% VAT	Incl. 16% VAT
1	<p>Virtual meeting services during AGM:</p> <ul style="list-style-type: none"> To provide an online platform that will enable members to attend and participate virtually. To provide a link that will enable members follow the livestream of the online meeting and ask questions. To conduct a dry run for virtual meeting for all members Bulk SMSs to cater for virtual meeting communication link to members for registration and reminder prompts for both the Pre- AGM & AGM. 	1		
2	<p>Online Polling Suite-With</p> <ul style="list-style-type: none"> To provide a system that will enable the Sacco active members to vote and the process to be livestreamed during the AGM. To provide a system that will enable members to vote from all parts of the country. To provide a system that will allow only eligible members to vote. To provide a system that will allow online access of all candidates' profile to voters/ members. To provide a system that will allow ballot validation control based on set rules - Ensuring only valid ballots are accepted. To provide a system that will ensure “Non-re-use rule” – Once a voter has cast her ballot, the ballot cannot be recast or modified. To provide a system that is fast and easy to follow procedures. To provide a system that can generate reports and Audit Trail – A voter can login any time and view or print a copy of her cast electronic ballot paper 	1		

	<p>for records. The cast electronic ballot paper shall contain a report of the candidates chosen and the time of casting the ballot.</p> <ul style="list-style-type: none"> To carry out a dry-run for online voting to all members. 			
3	Video Production & Photography	1		
TOTAL PRICE IN KSH. Incl. 16% VAT				

ANNEX III

FORM OF QUOTATION (PPRA STANDARD)

To: **Airports Sacco Society Ltd**

We, the undersigned, offer to provide the **PROVISION of Virtual Meeting and Online Election Services for the Sacco AGM** in accordance with your Request for Quotation No. **ASSL/RFQ/VMOE/001/2026** at the total cost of:

KES _____ **(inclusive of VAT)**

This quotation shall remain valid for **30 days** from the submission deadline.

We confirm that we meet all eligibility requirements and accept the conditions of contract.

Name of Firm

Authorized Signatory

Signature

Date

Official Stamp

ANNEX IV

CONFIDENTIALITY & DATA PROTECTION DECLARATION

We, **[Name of Bidder]**, hereby declare that:

1. We shall comply fully with the **Data Protection Act, 2019 (Kenya)**
2. We shall not disclose, reuse, or share Sacco data
3. All voting data shall be encrypted and auditable
4. Audit logs shall be retained for at least six (6) months
5. Any breach shall render us liable to contract termination and legal action

Signed:

Authorized Signatory

Name

Signature

Date

Company Stamp

ANNEX V

CONTRACT AGREEMENT

- (1) THIS CONTRACT AGREEMENT is made _____ (specify date).
Between _____ [Insert complete name of Procuring Entity], and having its principal
place of Business at _____ [Insert address of Procuring Entity] and
_____ [Insert name of Supplier, or contractor or service provider],
and having its principal place of business at _____ [insert address of Supplier,
contractor or service provider].
- (2) WHEREAS the Procuring Entity invited quotations for the PROVISION of Goods/works/services (select one)
described in Table B, i.e. _____ [insert brief description of Goods,
works and Services] and has accepted a Quotation by the Tenderer in the sum of _____ [insert Contract
Price in words and figures] (hereinafter called “the Contract Price”).
- (3) NOW THIS AGREEMENT WITNESSED AS FOLLOWS:
1. This Contract Agreement includes the following documents:
 - a) Table A. SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS.
 - b) Table B. QUOTATION SUBMISSION TABLE.
 - c) FORM OF QUOTATION.
 - d) Conditions of Contract.
 2. In consideration of the payments to be made by the Procuring Entity to the *service provider* as hereinafter
mentioned, the *service provider* hereby covenants with the Procuring Entity to provide the services and
to remedy defects therein in conformity in all respects with the provisions of the Contract.
 3. The Procuring Entity hereby covenants to pay the service provider in consideration of the provision of
the services and the remedying of defects therein, the Contract Price or such other sum as may become
payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
- (4) In WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws
of Kenya.

For and on behalf of the Procuring Entity

Signed: [insert signature]
in the capacity of [insert title or other appropriate designation]
in the presence of [insert identification of official witness]

For and on behalf of the Supplier/Contractor/Service Provider (select one)

Signed: [insert signature of authorized representative(s) of the
Supplier]
in the capacity of [insert title or other appropriate designation]
in the presence of [insert identification of official witness]

1. Language

The Contract as well as all correspondence and documents relating to the Contract exchanged by the Service Provider and the Procuring Entity, shall be written in the English Language.

2. Eligibility

The goods shall have the nationality of an eligible country. All Goods and Related Services to be supplied under the Contract shall have their origin in Eligible Countries.

3. Notices

Any notice given by one party to the other pursuant to the Contract shall be in writing.

4. Governing Law

The Contract shall be governed by and interpreted in accordance with the Laws of Kenya, unless otherwise specified hereunder.

5. Settlement of Disputes

The Procuring Entity and the Service provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. If the parties have failed to resolve their dispute or difference by such mutual consultation, either the Procuring Entity or the Service provider may give notice to the other party of its intention to commence arbitration. The dispute shall be referred to adjudication or arbitration in accordance with the laws of Kenya.

6. Supplier/Contractor/Service Provider Responsibilities

The Service Provider shall PROVISION all the services included in the Schedule of Requirements.

7. Contract Price

Prices charged by the Service Provider under the Contract shall not vary from the prices quoted by the Service Provider in its quotation.

8. Terms of Payment

The Contract Price shall be paid One hundred (100) percent of the Contract Price as follows:

- i) For Services, upon valuation by the Service Provider of the services completed, such valuation to be accepted by the Procuring Entity, payments up to final completion certificate

9. Inspections and Tests

The Service Provider shall at its own expense and at no cost to the Procuring Entity carry out all such tests and/or inspections of the Goods, works or Services to confirm their conformity to technical specifications.

10. Warranty

The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the contract.

SECTION V: CONFIDENTIALITY & DATA PROTECTION

The Service Provider shall comply fully with the **Data Protection Act, 2019**, ensuring:

- Encryption of all election data
- Secure access controls
- Audit logs and traceability
- Confidential handling of member information

ANNEX I

TABLE A: TECHNICAL SPECIFICATIONS

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2	Online Polling Suite-With bulk SMSs	1	x) To provide a system that will enable the Sacco active members to vote and the process be livestreamed during the AGM. xi) To provide a system that will enable members to vote from all parts of the country. xii) To provide a system that will allow only eligible members to vote. xiii) To provide a system that will allow online access of all candidates' profile to voters/ members. xiv) To provide a system that will allow ballot validation control based on set rules - Ensuring only valid ballots are accepted. xv) To provide a system that will ensure "Non-re-use rule" – Once a voter has cast her ballot, the ballot cannot be recast or modified. xvi) To provide a system that is fast and easy to follow procedures.	

			<p>xvii) To provide a system that can generate reports and Audit Trail – A voter can login any time and view or print a copy of her cast electronic ballot paper for records. The cast electronic ballot paper shall contain a report of the candidates chosen and the time of casting the ballot.</p> <p>xviii) To carry out a dry-run for online voting to all members</p>	
3	Video Production & Photography	1	To produce video and photographs (in hard & soft copy) for the physical meeting	

ANNEX II

TABLE B: FINANCIAL QUOTATION (KES – INCLUSIVE OF VAT)

A Item	B Description of Service	C Quantity	D Unit price Incl. 16% VAT	E Total Price in Ksh Incl. 16% VAT
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2	<p>Online Polling Suite-With</p> <ul style="list-style-type: none"> To provide a system that will enable the Sacco active members to vote and the process to be livestreamed during the AGM. To provide a system that will enable members to vote from all parts of the country. To provide a system that will allow only eligible members to vote. To provide a system that will allow online access of all candidates' profile to voters/ members. To provide a system that will allow ballot validation control based on set rules - Ensuring only valid ballots are accepted. To provide a system that will ensure “Non-re-use rule” – Once a voter has cast her ballot, the ballot cannot be recast or modified. To provide a system that is fast and easy to follow procedures. To provide a system that can generate reports and Audit Trail – A voter can login any time and view or print a copy of her cast electronic ballot paper 	1		

	<p>for records. The cast electronic ballot paper shall contain a report of the candidates chosen and the time of casting the ballot.</p> <ul style="list-style-type: none"> • To carry out a dry-run for online voting to all members. 			
3	Video Production & Photography	1		
TOTAL PRICE IN KSH. Incl. 16% VAT				

ANNEX III

FORM OF QUOTATION (PPRA STANDARD)

To: **Airports Sacco Society Ltd**

We, the undersigned, offer to provide the **PROVISION of Virtual Meeting and Online Election Services for the Sacco AGM** in accordance with your Request for Quotation No. **ASSL/RFQ/VMOE/001/2026** at the total cost of:

KES _____ **(inclusive of VAT)**

This quotation shall remain valid for **30 days** from the submission deadline.

We confirm that we meet all eligibility requirements and accept the conditions of contract.

Name of Firm

Authorized Signatory

Signature

Date

Official Stamp

ANNEX IV

CONFIDENTIALITY & DATA PROTECTION DECLARATION

We, **[Name of Bidder]**, hereby declare that:

6. We shall comply fully with the **Data Protection Act, 2019 (Kenya)**
7. We shall not disclose, reuse, or share Sacco data
8. All voting data shall be encrypted and auditable
9. Audit logs shall be retained for at least six (6) months
10. Any breach shall render us liable to contract termination and legal action

Signed:

Authorized Signatory

Name

Signature

Date

Company Stamp

ANNEX V

CONTRACT AGREEMENT

- (5) THIS CONTRACT AGREEMENT is made _____ (specify date).
Between _____ [Insert complete name of Procuring Entity], and having its principal
place of Business at _____ [Insert address of Procuring Entity] and
_____ [Insert name of Supplier, or contractor or service provider],
and having its principal place of business at _____ [insert address of Supplier,
contractor or service provider].
- (6) WHEREAS the Procuring Entity invited quotations for the PROVISION of Goods/works/services (select one)
described in Table B, i.e. _____ [insert brief description of Goods,
works and Services] and has accepted a Quotation by the Tenderer in the sum of _____ [insert Contract
Price in words and figures] (hereinafter called “the Contract Price”).
- (7) NOW THIS AGREEMENT WITNESSED AS FOLLOWS:
1. This Contract Agreement includes the following documents:
 - a) Table A. SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS.
 - b) Table B. QUOTATION SUBMISSION TABLE.
 - c) FORM OF QUOTATION.
 - d) Conditions of Contract.
 2. In consideration of the payments to be made by the Procuring Entity to the *service provider* as hereinafter
mentioned, the *service provider* hereby covenants with the Procuring Entity to provide the services and
to remedy defects therein in conformity in all respects with the provisions of the Contract.
 3. The Procuring Entity hereby covenants to pay the service provider in consideration of the provision of
the services and the remedying of defects therein, the Contract Price or such other sum as may become
payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
- (8) In WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws
of Kenya.

For and on behalf of the Procuring Entity

Signed: [insert signature]
in the capacity of [insert title or other appropriate designation]
in the presence of [insert identification of official witness]

For and on behalf of the Supplier/Contractor/Service Provider (select one)

Signed: [insert signature of authorized representative(s) of the
Supplier]
in the capacity of [insert title or other appropriate designation]
in the presence of [insert identification of official witness]