



# KENYA RURAL ROADS AUTHORITY

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Opposite KCAA Building, JKIA,  
P. O. Box 48151 - 00100  
Nairobi. Kenya

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## TENDER DOCUMENT

FOR

### PROVISION OF PREVENTIVE MAINTENANCE AND SUPPORT SERVICES FOR KERRA ICT EQUIPMENT AT THE HEAD OFFICE AND 47 REGIONAL OFFICES

**TENDER NO.: KeRRA/08/38/06/2024 – 2025**

**7<sup>th</sup> February, 2025**

**JANUARY, 2025**

Director (Corporate Services)  
Kenya Rural Roads Authority,  
P.O Box 48151-00100,  
**Nairobi, Kenya.**

Director General  
Kenya Rural Roads Authority,  
P.O Box 48151-00100,  
**Nairobi, Kenya.**

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## INVITATION TO TENDER

Kenya Rural Roads Authority,  
Block 'B', Barabara Plaza, off Mombasa Road,  
Opposite KCAA along Airport South Road, JKIA, Nairobi.  
P.O Box 48151-00100, Nairobi, Kenya.

### **Tender Provision of Preventive Maintenance and Support Services for KeRRA ICT Equipment at the Head Office and 47 Regional Offices for a Period of Three (3) Years**

**TENDER NO.: TENDER NO. KERRA/08/38/06/2024- 2025**

The *Kenya Rural Roads Authority (KeRRA)* invites sealed tender for the Provision of Preventive Maintenance and Support Services for KeRRA ICT Equipment at the Head Office and 47 Regional Offices for a period of three (3) Years. Tender No. **KERRA/08/38/06/2024 – 2025**.

1. Tendering will be conducted under open competitive method using a standardized tender document. Tendering is open to all qualified and interested Tenderers.
2. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours [0900 to 1600 hours] at the address given below. More details on the Services are provided in **PART 2 - Services' Requirements**, Section V - Description of Services of the Tender Document.  
**Kenya Rural Roads Authority,  
Block 'B', Barabara Plaza, off Mombasa Road,  
Opposite KCAA along Airport South Road, JKIA, Nairobi.  
P.O Box 48151-00100, Nairobi, Kenya.**
3. Tender documents may be obtained electronically from the Authority's Website ([www.kerra.go.ke](http://www.kerra.go.ke)). Tender documents obtained electronically will be free of charge.
4. Tender documents may be viewed and downloaded for free from the website ([www.kerra.go.ke](http://www.kerra.go.ke)). Tenderers who download the tender document must forward their particulars immediately to ([procurement@kerra.go.ke](mailto:procurement@kerra.go.ke)) to facilitate any further clarification or addendum.
5. All Tenders must be accompanied by a **Kshs. 300,000.00 (Kenya Shillings Three Hundred Thousand Only)** Tender Security.
6. The Tenderer shall chronologically serialize all pages of the tender documents submitted.
7. Completed tenders must be delivered to the address below on or before **7<sup>th</sup> February, 2025**. Electronic Tenders [will] be permitted.
8. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
9. Late tenders will be rejected.
10. The addresses referred to above are:

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

**The addresses referred to above are:**

The Director General,

Kenya Rural Roads Authority,  
Block 'B', Ground Floor, South Wing,  
Barabara Plaza, Off Mombasa Road,  
Opposite KCAA along Airport South Road, JKIA, Nairobi.  
P.O Box 48151-00100, Nairobi, Kenya.

**The officer to be contacted:**

Deputy Director Supply Chain Management,  
Email : procurement@kerra.go.ke  
Tel : 020-7807600 (01-05) ; Mobile : +254 711 851103

**Address for Submission of Tenders. (Office or Tender Box)**

The Director General,

Kenya Rural Roads Authority,  
Block 'B', Ground Floor, South Wing,  
Barabara Plaza, Off Mombasa Road,  
Opposite KCAA along Airport South Road, JKIA, Nairobi.  
P.O Box 48151-00100, Nairobi, Kenya.

**Address for Opening of Tenders.**

Kenya Rural Roads Authority,  
Block 'B', Ground Floor, South Wing,  
Barabara Plaza, Off Mombasa Road,  
Opposite KCAA along Airport South Road, JKIA, Nairobi.  
P.O Box 48151-00100, Nairobi, Kenya.

**Deputy Director – Supply Chain Management**  
**FOR. Director General**

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# **PART 1 - TENDERING PROCEDURES**

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## SECTION I: INSTRUCTIONS TO TENDERERS

### A General Provisions

#### 1 Scope of Tender

- 1.1 The Procuring Entity as defined in the **TDS** invites tenders for supply of goods and, if applicable, any Related Services incidental thereto, as specified in Section V, Supply Requirements. The name, identification, and number of lots (contracts) of this Tender Document are specified in the **TDS**.
- 1.2 Throughout this tendering document:
  - a) the term “in writing” means communicated in written form (e.g. by mail, e-mail, fax, including if specified in the **TDS**, distributed or received through the electronic-procurement system used by the Procuring Entity) with proof of receipt;
  - b) if the context so requires, “singular” means “plural” and vice versa;
  - c) “Day” means calendar day, unless otherwise specified as “Business Day”. A Business Day is any day that is an official working day of the Procuring Entity. It excludes official public holidays.

#### 2 Fraud and Corruption

- 2.1 The Procuring Entity requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015, Section 62 “Declaration not to engage in corruption”. The tender submitted by a person shall include a declaration that the person shall not engage in any corrupt or fraudulent practice and a declaration that the person or his or her sub-contractors are not debarred from participating in public procurement proceedings.
- 2.2 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any tenderer found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, Tenders shall be required to complete and sign the “Certificate of Independent Tender Determination” annexed to the Form of Tender.
- 2.3 Unfair Competitive Advantage - Fairness and transparency in the tender process require that the firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. To that end, the Procuring Entity shall indicate in the **Data Sheet** and make available to all the firms together with this tender document all information that would in that respect give such firm any unfair competitive advantage over competing firms.

#### 3 Eligible Tenderers

- 3.1 A Tenderer may be a firm that is a private entity, an individual, a state-owned enterprise or institution subject to ITT3.7, or any combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. Public employees and their close relatives (*spouses, children, brothers, sisters and uncles and aunts*) are not eligible to participate in the tender.

In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Tendering process and, in the event the JV is awarded the Contract, during contract execution. The maximum number of JV members shall be specified in the **TDS**.



- 32 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to tender or be awarded a contract. Public Officers are also not allowed to participate in any procurement proceedings.
- 33 A Tenderer shall not have a conflict of interest. Any Tenderer found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest for the purpose of this Tendering process, if the Tenderer:
- a) directly or indirectly controls, is controlled by or is under common control with another Tenderer; or
  - b) receives or has received any direct or indirect subsidy from another Tenderer; or
  - c) has the same - representative or ownership as another Tenderer; or
  - d) has a relationship with another Tenderer, directly or through common third parties, that puts it in a position to influence the Tender of another Tenderer, or influence the decisions of the Procuring Entity regarding this Tendering process; or
  - e) or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods that are the subject of the Tender; or
  - f) or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity or Procuring Entity for the Contract implementation; or
  - g) would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the project specified in the **TDS** ITT 1.1 that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or has a close business or family relationship with a professional staff of the Procuring Entity (or of the project implementing agency, who: (i) are directly or indirectly involved in the preparation of the tendering document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or (ii) would be involved in the implementation or supervision of such Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the Tendering process and execution of the Contract.
- 34 A tenderer shall not be involved in corrupt, coercive, obstructive, collusive or fraudulent practice. A tenderer that is proven to have been involved in any of these practices shall be automatically disqualified.
- 35 A firm that is a Tenderer (either individually or as a JV member) shall not submit more than one Tender, except for permitted alternative Tenders. This includes participation as a subcontractor. Such participation shall result in the disqualification of all Tenders in which the firm is involved. A firm that is not a Tenderer or a JV member, may participate as a subcontractor in more than one Tender. Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender.
- 36 A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT3.9. A Tenderer shall be deemed to have the nationality of a country if the Tenderer is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or sub consultants for any part of the Contract including related Services.
- 37 A Tenderer that has been debarred by the PPRA from participating in public procurement shall be ineligible to tender or be awarded a contract. The list of debarred firms and individuals is available from the PPRA's website [www.ppra.go.ke](http://www.ppra.go.ke).
- 38 Tenderers that are state-owned enterprises or institutions may be eligible to compete and be awarded a Contract(s) only if they are (i) a legal public entity of the state Government and/or public administration, (ii) financially autonomous and not receiving any significant

subsidies or budget support from any public entity or Government, and (iii) operating under commercial law and vested with legal rights and liabilities similar to any commercial enterprise to enable it compete with firms in the private sector on an equal basis. Public employees and their close relatives are not eligible to participate in the tender.

- 39 Tenderers may be ineligible if their countries of origin (a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country, or(b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting for supply of goods or services from that country, or any payments to any country, person, or entity in that country. A tenderer shall provide such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.
- 3.10 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation for tenders.
- 3.11 Where the law requires tenderers to be registered with certain authorities in Kenya, such registration requirements shall be defined in the **TDS**
- 3.12 The Competition Act of Kenya requires that firms wishing to tender as Joint Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Competition Act, 2010. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for tender, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from the Competition Authority of Kenya may be accessed from the website [www.cak.go.ke](http://www.cak.go.ke).
- 3.13 A Kenyan tenderer shall provide evidence of having fulfilled his/her tax obligations by producing a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

#### **4 Eligible Goods and Related Services**

- 4.1 All the Goods and Related Services to be supplied under the Contract shall have their origin in any country that is eligible in accordance with ITT 3.9.
- 4.2 For purposes of this ITT, the term “goods” includes commodities, raw material, machinery, equipment, and industrial plants; and “related services” include services such as insurance, installation, training, and initial maintenance.
- 4.3 The term “origin” means the country where the goods have been mined, grown, cultivated, produced, manufactured or processed; or, through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.
- 4.4 A procuring entity shall ensure that the items listed below shall be sourced from Kenya and there shall be no substitutions from foreign sources. The affected items are:
- a) motor vehicles, plant and equipment which are assembled in Kenya;
  - b) furniture, textile, foodstuffs, oil and gas, information communication technology, steel, cement, leather, agro-processed products, sanitary products, and other goods made in Kenya; or
  - c) goods manufactured, mined, extracted or grown in Kenya.
- 4.5 Any goods, works and production processes with characteristics that have been declared by

the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

## **5 Sections of Tendering Document**

51 The tendering document consist of Parts 1, 2, and 3, which include all the sections indicated below, and should be read in conjunction with any Addenda issued in accordance with ITT8.

### **PART 1: Tendering Procedures**

- i) Section I - Instructions to Tenderers (ITT)
- ii) Section II - Tendering Data Sheet (TDS)
- iii) Section III - Evaluation and Qualification Criteria
- iv) Section IV - Tendering Forms

### **PART 2: Supply Requirements**

- v) Section V - Schedule of Requirements

### **PART 3: Contract**

- vi) Section VI - General Conditions of Contract (GCC)
- vii) Section VII - Special Conditions of Contract (SCC)
- viii) Section VIII- Contract Forms

52 The notice of Invitation to Tender or the notice to the prequalified Tenderers issued by the Procuring Entity is not part of the tendering document.

53 Unless obtained directly from the Procuring Entity, the Procuring Entity is not responsible for the completeness of the document, responses to requests for clarification, the minutes of the pre-tender meeting (if any), or addenda to the tendering document in accordance with ITT7.

54 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tendering document and to furnish with its Tender all information or documentation as is required by the tendering document.

## **6 Clarification of Tendering Document**

61 A Tenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity's address specified in the **TDS** or raise its enquiries during the pre-Tender meeting if provided for in accordance with ITT 6.4. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received no later than the period specified in the **TDS** prior to the deadline for submission of tenders. The Procuring Entity shall forward copies of its response to all tenderers who have acquired the Tender documents in accordance with ITT 5.3, including a description of the inquiry but without identifying its source. If so specified in the **TDS**, the Procuring Entity shall also promptly publish its response at the web page identified in the **TDS**. Should the clarification result in changes to the essential elements of the Tender Documents, the Procuring Entity shall amend the Tender Documents following the procedure under ITT 7.

62 The Procuring Entity shall specify in the **TDS** if a pre-tender conference will be held, when and where. The Tenderer's designated representative is invited to attend a pre-Tender meeting. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.

63 The Tenderer is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **TDS** before the meeting.

64 Minutes of the pre-Tender meeting, if applicable, including the text of the questions asked by Tenderers and the responses given, together with any responses prepared after the meeting,

will be transmitted promptly to all Tenderers who have acquired the Tender Documents in accordance with ITT 6.3. Minutes shall not identify the source of the questions asked.

65 The Procuring Entity shall also promptly publish anonymized (*no names*) Minutes of the pre-Tender meeting at the web page identified **in the TDS**. Any modification to the Tender Documents that may become necessary as a result of the pre-Tender meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to ITT 7 and not through the minutes of the pre-Tender meeting. Nonattendance at the pre-Tender meeting will not be a cause for disqualification of a Tenderer.

## **7. Amendment of Tendering Document**

71 At any time prior to the deadline for submission of Tenders, the Procuring Entity may amend the tendering document by issuing addenda.

72 Any addendum issued shall be part of the tendering document and shall be communicated in writing to all who have obtained the tender document from the Procuring Entity in accordance with ITT 6.3. The Procuring Entity shall also promptly publish the addendum on the Procuring Entity's web page in accordance with ITT 7.1.

73 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders, pursuant to ITT 21.2.

## **B. Preparation of Tenders**

### **8. Cost of Tendering**

81 The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

### **9. Language of Tender**

91 The Tender, as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and the Procuring Entity, shall be written in English Language. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate translation of the relevant passages into the English Language, in which case, for purposes of interpretation of the Tender, such translation shall govern.

### **10. Documents Comprising the Tender**

101 The Tender shall comprise the following:

- a) Form of Tender prepared in accordance with ITT11;
- b) Price Schedules: completed in accordance with ITT 11 and ITT 13;
- c) Tender Security or Tender-Securing Declaration, in accordance with ITT 18.1;
- d) Alternative Tender: if permissible, in accordance with ITT12;
- e) Authorization: written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT19.3;
- f) Qualifications: documentary evidence in accordance with ITT 16.2 establishing the Tenderer qualifications to perform the Contract if its Tender is accepted;
- g) Tenderer Eligibility: documentary evidence in accordance with ITT16.1 establishing the Tenderer eligibility to tender;
- h) Eligibility of Goods and Related Services: documentary evidence in accordance with

ITT 15, establishing the eligibility of the Goods and Related Services to be supplied by the Tenderer;

- i) Conformity: documentary evidence in accordance with ITT15.2 that the Goods and Related Services conform to the tender document; and
- j) any other document required in the **TDS**.

102 In addition to the requirements under ITT 10.1, Tenders submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful Tender shall be signed by all members and submitted with the Tender, together with a copy of the proposed Agreement.

103 The Tenderer shall furnish in the Form of Tender information on commissions gratuities, and fees, if any, paid or to be paid to agents or any other party relating to this Tender.

## **11. Form of Tender and Price Schedules**

11.1 The Form of Tender and Price Schedules shall be prepared using the relevant forms furnished in Section IV, Tendering Forms. The forms must be completed without any alterations to the text. All blank spaces shall be filled in with the information requested. The Tenderer shall chronologically serialize pages of all tender documents submitted.

## **12. Alternative Tenders**

12.1 Unless otherwise specified **in the TDS**, alternative Tenders shall not be considered.

## **13. Tender Prices and discounts**

13.1 The prices quoted by the Tenderer in the Form of Tender and in the Price, Schedules shall conform to the requirements specified below.

13.2 All lots (contracts) and items must be listed and priced separately in the Price Schedules.

13.3 The price to be quoted in the Form of Tender in accordance with ITT10.1 shall be the total price of the Tender, including any discounts offered.

13.4 The Tenderer shall quote any discounts and indicate the methodology for their application in the form of tender. Conditional discounts will be rejected.

13.5 Prices quoted by the Tenderer shall be fixed during the performance of the Contract and not subject to variation on any account, unless otherwise specified **in the TDS**. A Tender submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to ITT 28. However, if in accordance with **the TDS**, prices quoted by the Tenderer shall be subject to adjustment during the performance of the Contract, a Tender submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero.

13.6 If specified in ITT 1.1, Tenders are being invited for individual lots (contracts) or for any combination of lots (packages). Unless otherwise specified **in the TDS**, prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Tenderers wishing to offer discounts for the award of more than one Contract shall specify in their Tender the price reductions applicable to each package, or alternatively, to individual Contracts within the package. Discounts shall be submitted in accordance with ITT 13.4 provided the Tenders for all lots (contracts) are opened at the same time.

13.7 The terms EXW, CIP, CIF, DDP and other similar terms shall be governed by the rules prescribed in the current edition of Incoterms, published by the International Chamber of



Commerce.

138 Prices shall be quoted as specified in each Price Schedule included in Section IV, Tendering Forms. The disaggregation of price components is required solely for the purpose of facilitating the comparison of Tenders by the Procuring Entity. This shall not in any way limit the Procuring Entity's right to contract on any of the terms offered. In quoting prices, the Tenderer shall be free to use transportation through carriers registered in any eligible country. Similarly, the Tenderer may obtain insurance services from any eligible country in accordance with ITT 3.6, Eligible Tenders. Prices shall be entered in the following manner:

- a) For Goods manufactured in Kenya:
  - i) the price of the Goods quoted EXW (ex-works, ex-factory, ex warehouse, ex showroom, or off-the- shelf, as applicable) final destination point indicated in the **TDS**, including all customs duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the Goods;
  - ii) any sales tax and other taxes which will be payable in Kenya on the Goods if the Contract is awarded to the Tenderer; and
  - iii) the price for inland transportation, insurance, and other local services required to convey the Goods to their final destination specified **in the TDS**.
- b) For Goods manufactured outside Kenya, to be imported:
  - i) the price of the Goods, quoted CIP named place of destination, in Kenya, as specified **in the TDS**;
  - ii) the price for inland transportation, insurance, and other local services required to convey the Goods from the named place of destination to their final destination specified **in the TDS**;
- c) For Goods manufactured outside Kenya, already imported:
  - i) the price of the Goods, including the original import value of the Goods; plus, any mark-up (or rebate); plus, any other related local cost, and custom duties and other import taxes already paid or to be paid on the Goods already imported;
  - ii) the custom duties and other import taxes already paid (need to be supported with documentary evidence) or to be paid on the Goods already imported;
  - iii) any sales and other taxes levied in Kenya which will be payable on the Goods if the Contract is awarded to the Tenderer; and
  - iv) the price for inland transportation, insurance, and other local services required to convey the Goods from the named place of destination to their final destination (Project Site) specified **in the TDS**.
- d) for Related Services, other than inland transportation and other services required to convey the Goods to their final destination, whenever such Related Services are specified in the Schedule of Requirements, the price of each item comprising the Related Services (inclusive of any applicable taxes).

#### **14 Currencies of Tender and Payment**

141 The currency (ies) of the Tender, the currency (ies) of award and the currency (ies) of contract payments shall be the same.

142 The Tenderer shall quote in Kenya shillings. If allowed in the **TDS**, the Tenderer may express the Tender price in any currency, provided it shall use no more than two foreign currencies in addition to the Kenya Shilling.

143 The rates of exchange to be used by the Tenderer shall be based on the exchange rates

provided by the Central Bank of Kenya on the date 30 days prior to the actual date of tender opening.

**15. Documents Establishing the Eligibility and Conformity of the Goods and Related Services**

15.1 To establish the eligibility of the Goods and Related Services in accordance with ITT 15, Tenderers shall complete the country of origin declarations in the Price Schedule Forms, included in Section IV, Tendering Forms.

15.2 To establish the conformity of the Goods and Related Services to the tendering document, the Tenderer shall furnish as part of its Tender the documentary evidence that the Goods conform to the technical specifications and standards specified in Section VII, Schedule of Requirements.

15.3 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Section VII, Schedule of Requirements.

15.4 The Tenderer shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period **specified in the TDS** following commencement of the use of the goods by the Procuring Entity.

15.5 Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Procuring Entity in the Schedule of Requirements, are intended to be descriptive only and not restrictive. The Tenderer may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section VII, Schedule of Requirements.

**16. Documents Establishing the Eligibility and Qualifications of the Tenderer**

16.1 To establish Tenderer eligibility in accordance with ITT 4, Tenderers shall complete the Form of Tender, included in Section IV, Tendering Forms.

16.2 The documentary evidence of the Tenderer qualifications to perform the Contract if its Tender is accepted shall establish to the Procuring Entity's satisfaction:

- a) that, if required **in the TDS**, a Tenderer that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV, Tendering Forms to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Kenya;
- b) that, if required **in the TDS**, in case of a Tenderer not doing business within the Kenya, the Tenderer is or will be (if awarded the Contract) represented by an Agent in the country equipped and able to carry out the Supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
- c) that the Tenderer meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.

**17. Period of Validity of Tenders**

17.1 Tenders shall remain valid for the Tender Validity period specified **in the TDS**. The Tender Validity period starts from the date fixed for the Tender submission deadline (as prescribed by the Procuring Entity in accordance with ITT 21.1). A Tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.

17.2 In exceptional circumstances, prior to the expiration of the Tender validity period, the Procuring Entity may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing. If a Tender Security is requested in accordance with ITT 18, it shall also be extended for a corresponding period. A Tenderer

may refuse the request without forfeiting its Tender Security. A Tenderer granting the request shall not be required or permitted to modify its Tender, except as provided in ITT 17.3.

- 173 If the award is delayed by a period exceeding the number of days to be specified in the **TDS** days beyond the expiry of the initial tender validity period, the Contract price shall be determined as follows:
- a) in the case of **fixed price** contracts, the Contract price shall be the tender price adjusted by the factor specified **in the TDS**;
  - b) in the case of **adjustable price** contracts, no adjustment shall be made; or in any case, tender evaluation shall be based on the tender price without taking into consideration the applicable correction from those indicated above.

## **18 Tender Security**

- 181 The Tenderer shall furnish as part of its Tender, either a Tender-Securing Declaration or a Tender Security, as specified **in the TDS**, in original form and, in the case of a Tender Security, in the amount and currency specified **in the TDS**.

182 A Tender Securing Declaration shall use the form included in Section IV, Tendering Forms.

- 183 If a Tender Security is specified pursuant to ITT 18.1, the Tender Security shall be a demand guarantee in any of the following forms at the Tenderer option:
- i) cash;
  - ii) a bank guarantee;
  - iii) a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Authority; or
  - iv) a letter of credit; or
  - v) guarantee by a deposit taking micro-finance institution, Sacco society, the Youth Enterprise Development Fund or the Women Enterprise Fund.

- 184 If an unconditional guarantee is issued by a non-Bank financial institution located outside Kenya, the issuing non-Bank financial institution shall have a correspondent financial institution located in Kenya to make it enforceable unless the Procuring Entity has agreed in writing, prior to Tender submission, that a correspondent financial institution is not required. In the case of a bank guarantee, the Tender Security shall be submitted either using the Tender Security Form included in Section IV, Tendering Forms, or in another substantially similar format approved by the Procuring Entity prior to Tender submission. The Tender Security shall be valid for thirty (30) days beyond the original validity period of the Tender, or beyond any period of extension if requested under ITT 17.2.

- 185 If a Tender Security is specified pursuant to ITT 18.1, any Tender not accompanied by a substantially responsive Tender Security shall be rejected by the Procuring Entity as non-responsive.

- 186 If a Tender Security is specified pursuant to ITT 18.1, the Tender Security of unsuccessful Tenderers shall be returned as promptly as possible upon the successful Tenderer signing the Contract and furnishing the Performance Security pursuant to ITT 46. The Procuring Entity shall also promptly return the tender security to the tenderers where the procurement proceedings are terminated, all tenders were determined non-responsive or a bidder declines to extend tender validity period.

- 187 The Tender Security of the successful Tenderer shall be returned as promptly as possible once the successful Tenderer has signed the Contract and furnished the required Performance Security.

- 188 The Tender Security may be forfeited or the Tender Securing Declaration executed:
- a) if a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer in the Form of Tender, or any extension thereto provided by the



- Tenderer; or
- b) if the successful Tenderer fails to:
    - i) sign the Contract in accordance with ITT 45; or
    - ii) furnish a Performance Security in accordance with ITT 46.

189 Where tender securing declaration is executed, the Procuring Entity shall recommend to the PPRA that PPRA debars the Tenderer from participating in public procurement as provided in the law.

18.10 The Tender Security or Tender- Securing Declaration of a JV must be in the name of the JV that submits the Tender. If the JV has not been legally constituted into a legally enforceable JV at the time of Tendering, the Tender Security or Tender-Securing Declaration shall be in the names of all future members as named in the letter of intent referred to in ITT3.1 and ITT 10.2.

18.11 A tenderer shall not issue a tender security to guarantee itself.

## **19. Format and Signing of Tender**

19.1 The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT 11 and clearly mark it “ORIGINAL.” Alternative Tenders, if permitted in accordance with ITT 12, shall be clearly marked “ALTERNATIVE.” In addition, the Tenderer shall submit copies of the Tender, in the number **specified in the TDS** and clearly mark them “COPY.” In the event of any discrepancy between the original and the copies, the original shall prevail.

19.2 Tenderers shall mark as “CONFIDENTIAL” information in their Tenders which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.

19.3 The original and all copies of the Tender shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation **as specified in the TDS** and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Tender where entries or amendments have been made shall be signed or initialed by the person signing the Tender.

19.4 In case the Tenderer is a JV, the Tender shall be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by each members' legally authorized representatives.

19.5 Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Tender.

## **D. Submission and Opening of Tenders**

### **20 Sealing and Marking of Tenders**

20.1 Depending on the sizes or quantities or weight of the tender documents, a tenderer may use an envelope, package or container. The Tenderer shall deliver the Tender in a single sealed envelope, or in a single sealed package, or in a single sealed container bearing the name and Reference number of the Tender, addressed to the Procuring Entity and a warning not to open before the time and date for Tender opening date. Within the single envelope, package or container, the Tenderer shall place the following separate, sealed envelopes:

- a) in an envelope or package or container marked “ORIGINAL”, all documents comprising the Tender, as described in ITT 11; and
- b) in an envelope or package or container marked “COPIES”, all required copies of the Tender; and
- c) if alternative Tenders are permitted in accordance with ITT 12, and if relevant:
  - i) in an envelope or package or container marked “ORIGINAL –ALTERNATIVE TENDER”, the alternative Tender; and
  - ii) in the envelope or package or container marked “COPIES- ALTERNATIVE

TENDER”, all required copies of the alternative Tender.

- 202 The inner envelopes or packages or containers shall:
- a) bear the name and address of the Procuring Entity.
  - b) bear the name and address of the Tenderer; and
  - c) bear the name and Reference number of the Tender.
- 203 Where a tender package or container cannot fit in the tender box, the procuring entity shall:
- a) Specify in the **TDS where** such documents should be received.
  - b) maintain a record of tenders received and issue acknowledgement receipt note to each tenderer specifying time and date of receipt.
  - c) Ensure all tenders received are handed over to the tender opening committee for opening at the specified opening place and time.
- 204 If an envelope or package or container is not sealed and marked as required, the *Procuring Entity* will assume no responsibility for the misplacement or premature opening of the Tender. Tenders misplaced or opened prematurely will not be accepted.

## **21. Deadline for Submission of Tenders**

- 21.1 Tenders must be received by the Procuring Entity at the address and no later than the date and time specified **in the TDS**. When so specified **in the TDS**, Tenderers shall have the option of submitting their Tenders electronically. Tenderers submitting Tenders electronically shall follow the electronic Tender submission procedures **specified in the TDS**.
- 21.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders by amending the tendering document in accordance with ITT7, in which case all rights and obligations of the Procuring Entity and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

## **22. Late Tenders**

- 22.1 The Procuring Entity shall not consider any Tender that arrives after the deadline for submission of Tenders. Any Tender received by the Procuring Entity after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.

## **23. Withdrawal, Substitution, and Modification of Tenders**

- 23.1 A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with ITT19.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Tender must accompany the respective written notice. All notices must be:
- a) prepared and submitted in accordance with ITT 20 and 21 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” or “MODIFICATION;” and
  - b) received by the Procuring Entity prior to the deadline prescribed for submission of Tenders, in accordance with ITT 22.
- 23.3 Tenders requested to be withdrawn in accordance with ITT 23.1 shall be returned unopened to the Tenderers.
- 23.4 No Tender may be withdrawn, substituted, or modified in the interval between the deadline for submission of Tenders and the expiration of the period of Tender validity specified by the Tenderer on the Form of Tender or any extension thereof.

## **24. Tender Opening**

- 24.1 Except as in the cases specified in ITT 23, the Procuring Entity shall, at the Tender opening,

publicly open and read out all Tenders received by the deadline at the date, time and place specified **in the TDS** in the presence of Tenderers' designated representatives who choose to attend, including to attend any specific electronic tender opening procedures if electronic tendering is permitted in accordance with ITT 21.1, shall be as specified **in the TDS**.

- 242 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding Tender shall not be opened, but returned to the Tenderer. If the withdrawal envelope does not contain a copy of the “power of attorney” confirming the signature as a person duly authorized to sign on behalf of the Tenderer, the corresponding Tender will be opened. No Tender withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Tender opening.
- 243 Next, envelopes marked “SUBSTITUTION” shall be opened and read out and exchanged with the corresponding Tender being substituted, and the substituted Tender shall not be opened, but returned to the Tenderer. No Tender substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Tender opening.
- 244 Next, envelopes marked “MODIFICATION” shall be opened and read out with the corresponding Tender. No Tender modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening.
- 245 Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Tenderer and whether there is a modification; the total Tender Prices, per lot (contract) if applicable, including any discounts and alternative Tenders; the presence or absence of a Tender Security, if required; and any other details as the Procuring Entity may consider appropriate.
- 246** Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall be considered further for evaluation. The Form of Tender and pages of the Bills of Quantities are to be initialed by the members of the tender opening committee attending the opening. The number of representatives of the Procuring Entity to sign shall be specified in the **TDS**.
- 247 The Procuring Entity shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT 22.1).
- 248 The Procuring Entity shall prepare a record of the Tender opening that shall include, as a minimum:
- a) the name of the Tenderer and whether there is a withdrawal, substitution, or modification;
  - b) the Tender Price, per lot (contract) if applicable, including any discounts;
  - c) any alternative Tenders;
  - d) the presence or absence of a Tender Security or Tender-Securing Declaration, if one was required;
  - e) number of pages of each tender document submitted.
- 249 The Tenderers' representatives who are present shall be requested to sign the record. The omission of a Tenderer signature on the record shall not invalidate the contents and effect of the record. A copy of the tender opening register shall be issued to a Tenderer upon request.

## **E. Evaluation and Comparison of Tenders**

### **25. Confidentiality**

- 25.1 Information relating to the evaluation of Tenders and recommendation of contract award, shall not be disclosed to Tenderers or any other persons not officially concerned with the tendering process until the information on Intention to Award the Contract is transmitted to

all Tenderers in accordance with ITT 41.

- 252 Any effort by a Tenderer to influence the Procuring Entity in the evaluation or contract award decisions may result in the rejection of its Tender.
- 253 Notwithstanding ITT 25.2, from the time of Tender opening to the time of Contract Award, if any Tenderer wishes to contact the Procuring Entity on any matter related to the Tendering process, it should do so in writing.

## **26. Clarification of Tenders**

- 26.1 To assist in the examination, evaluation, comparison of the Tenders, and qualification of the Tenderers, the Procuring Entity may, at its discretion, ask any Tenderer for a clarification of its Tender. Any clarification submitted by a Tenderer in respect to its Tender and that is not in response to a request by the Procuring Entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the Tender shall be sought, offered, or permitted except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the Evaluation of the Tenders, in accordance with ITT 30.

If a Tenderer does not provide clarifications of its Tender by the date and time set in the Procuring Entity's request for clarification, its Tender may be rejected.

## **27. Deviations, Reservations, and Omissions**

- 27.1 During the evaluation of Tenders, the following definitions apply:
- a) "Deviation" is a departure from the requirements specified in the Tendering document;
  - b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the tendering document; and
  - c) "Omission" is the failure to submit part or all of the information or documentation required in the tendering document.

## **28. Determination of Responsiveness**

- 28.1 The Procuring Entity's determination of a Tender's responsiveness is to be based on the contents of the Tender itself, as defined in ITT28.2.
- 28 A substantially responsive Tender is one that meets the requirements of the tendering document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
- a) if accepted, would:
    - i) affect in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
    - ii) limit in any substantial way, inconsistent with the tendering document, the Procuring Entity's rights or the Tenderer obligations under the Contract; or
  - b) if rectified, would unfairly affect the competitive position of other Tenderers presenting substantially responsive Tenders.
- 282 The Procuring Entity shall examine the technical aspects of the Tender submitted in accordance with ITT 15 and ITT 16, in particular, to confirm that all requirements of Section VII, Schedule of Requirements have been met without any material deviation or reservation, or omission.
- 283 If a Tender is not substantially responsive to the requirements of tendering document, it shall be rejected by the Procuring Entity and may not subsequently be made responsive by

correction of the material deviation, reservation, or omission.

## **29. Non-conformities, Errors and Omissions**

- 29.1 Provided that a Tender is substantially responsive, the Procuring Entity may waive any non-conformities in the Tender.
- 29.2 Provided that a Tender is substantially responsive, the Procuring Entity may request that the Tenderer submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial non-conformities or omissions in the Tender related to documentation requirements. Such omission shall not be related to any aspect of the price of the Tender. Failure of the Tenderer to comply with the request may result in the rejection of its Tender.
- 29.3 Provided that a Tender is substantially responsive, the Procuring Entity shall rectify quantifiable nonmaterial non-conformities related to the Tender Price. To this effect, the Tender Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component in the manner specified **in the TDS**. The adjustment shall be based on the *average* price of the item or component as quoted in other substantially responsive Tenders. If the price of the item or component cannot be derived from the price of other substantially responsive Tenders, the Procuring Entity shall use its best estimate.

## **30. Arithmetical Errors**

- 30.1 The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.
- 30.2 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:
- a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive .
  - b) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive. and
  - c) if there is a discrepancy between words and figures, the amount in words shall prevail.
- 30.3 Tenderers shall be notified of any error detected in their bid during the notification of a ward.

## **31. Conversion to Single Currency**

- 31.1 For evaluation and comparison purposes, the currency(ies) of the Tender shall be converted in a single currency as specified **in the TDS**.

## **32. Margin of Preference and Reservations**

- 32.1 A margin of preference may be allowed on locally manufactured goods only when the contract is open to international tendering, where the tender is likely to attract foreign goods and where the contract exceeds the threshold specified in the Regulations.
- 32.2 For purposes of granting a margin of preference on locally manufactured goods under international competitive tendering, a procuring entity shall not subject the items listed below to international tender and hence no margin of preference shall be allowed. The affected items are:
- a) motor vehicles, plant and equipment which are assembled in Kenya;



- b) furniture, textile, foodstuffs, oil and gas, information communication technology, steel, cement, leather agro-processing, sanitary products, and other goods made in Kenya; or
- c) goods manufactured, mined, extracted or grown in Kenya.

323 A margin of preference shall not be allowed unless it is specified so in the **TDS**.

324 Contracts procured on basis of international competitive tendering shall not be subject to reservations to specific groups as provided in ITT 32.5.

325 Where it is intended to reserve a contract to a specific group of businesses (these groups are Small and Medium Enterprises, Women Enterprises, Youth Enterprises and Enterprises of persons living with disability, as the case may be), and who are appropriately registered as such by the authority to be specified in the **TDS**, a procuring entity shall ensure that the invitation to tender specifically indicates that only businesses or firms belonging to the specified group are eligible to tender as specified in the **TDS**. No tender shall be reserved to more than one group. If not so stated in the Tender documents, the invitation to tender will be open to all interested tenderers.

### **33. Evaluation of Tenders**

33.1 The Procuring Entity shall use the criteria and methodologies listed in this ITT and Section III, Evaluation and Qualification criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies, the Procuring Entity shall determine the Lowest Evaluated Tender. This is the Tender of the Tenderer that meets the qualification criteria and whose Tender has been determined to be:

- a) substantially responsive to the tender documents; and
- b) the lowest evaluated price.

33.2 Price evaluation will be done for Items or Lots (contracts), as specified **in the TDS**; and the Tender Price as quoted in accordance with ITT 14. To evaluate a Tender, the Procuring Entity shall consider the following:

- a) price adjustment due to unconditional discounts offered in accordance with ITT 13.4;
- b) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with ITT 31;
- c) price adjustment due to quantifiable nonmaterial non-conformities in accordance with ITT 29.3; and
- d) any additional evaluation factors specified **in the TDS** and Section III, Evaluation and Qualification Criteria.

33.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be considered in Tender evaluation.

33.4 Where the tender involves multiple lots or contracts, the tenderer will be allowed to tender for one or more lots (contracts). Each lot or contract will be evaluated in accordance with ITT 33.2. The methodology to determine the lowest evaluated tenderer or tenderers based one lot (contract) or based on a combination of lots (contracts), will be specified in Section III, Evaluation and Qualification Criteria. In the case of multiple lots or contracts, tenderer will be required to prepare the Eligibility and Qualification Criteria Form for each Lot.

33.5 The Procuring Entity's evaluation of a Tender will include and consider:

- a) in the case of Goods manufactured in Kenya, sales and other similar taxes, which will be payable on the goods if a contract is awarded to the Tenderer;
- b) in the case of Goods manufactured outside Kenya, already imported or to be imported, customs duties and other import taxes levied on the imported Good, sales and other

similar taxes, which will be payable on the Goods if the contract is awarded to the Tenderer;

- 33.6 The Procuring Entity's evaluation of a Tender may require the consideration of other factors, in addition to the Tender Price quoted in accordance with ITT 14. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of Tenders, unless otherwise specified in the TDS from amongst those set out in Section III, Evaluation and Qualification Criteria. The additional criteria and methodologies to be used shall be as specified in ITT 33.2(d).

### **34. Comparison of Tenders**

- 34.1 The Procuring Entity shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 33.2 to determine the Tender that has the lowest evaluated cost. The comparison shall be on the basis of total cost (place of final destination) prices for all goods and all prices, plus cost of inland transportation and insurance to place of destination, for goods manufactured within the Kenya, together with prices for any required installation, training, commissioning and other services.

### **35. Abnormally Low Tenders**

- 35.1 An Abnormally Low Tender is one where the Tender price, in combination with other constituent elements of the Tender, appears unreasonably low to the extent that the Tender price raises material concerns with the Procuring Entity as to the capability of the Tenderer to perform the Contract for the offered Tender price.
- 35.2 In the event of identification of a potentially Abnormally Low Tender by the evaluation committee, the Procuring Entity shall seek written clarification from the Tenderer, including a detailed price analyses of its Tender price in relation to the subject matter of the contract, scope, delivery schedule, allocation of risks and responsibilities and any other requirements of the tendering document.
- 35.3 After evaluation of the price analysis, in the event that the Procuring Entity determines that the Tenderer has failed to demonstrate its capability to perform the contract for the offered Tender price, the Procuring Entity shall reject the Tender.

### **36. Abnormally High Tenders**

- 36.4 An abnormally high price is one where the tender price, in combination with other constituent elements of the Tender, appears unreasonably too high to the extent that the Procuring Entity is concerned that it (the Procuring Entity) may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between Tenderers is compromised.
- 36.5 In case of an abnormally high tender price, the Procuring Entity shall make a survey of the market prices, check if the estimated cost of the contract is correct and review the Tender Documents to check if the specifications, scope of work and conditions of contract are contributory to the abnormally high tenders. The Procuring Entity may also seek written clarification from the tenderer on the reason for the high tender price. The Procuring Entity shall proceed as follows:
- i) If the tender price is abnormally high based on wrong estimated cost of the contract, the Procuring Entity may accept or not accept the tender depending on the Procuring Entity's budget considerations.
  - ii) If specifications, scope of work and/or conditions of contract are contributory to the abnormally high tender prices, the Procuring Entity shall reject all tenders and may retender for the contract based on revised estimates, specifications, scope of work and conditions of contract, as the case may be.

36.6 If the Procuring Entity determines that the Tender Price is abnormally too high because genuine competition between tenderers is compromised (*often due to collusion, corruption or other manipulations*), the Procuring Entity shall reject all Tenders and shall institute or cause relevant Government Agencies to institute an investigation on the cause of the compromise, before retendering.

### **37. Post-Qualification of the Tenderer**

37.1 The Procuring Entity shall determine, to its satisfaction, whether the eligible Tenderer that is selected as having submitted the lowest evaluated cost and substantially responsive Tender, meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.

37.2 The determination shall be based upon an examination of the documentary evidence of the Tenderer qualifications submitted by the Tenderer, pursuant to ITT 15 and 16. The determination shall not take into consideration the qualifications of other firms such as the Tenderer subsidiaries, parent entities, affiliates, subcontractors (other than specialized subcontractors if permitted in the tendering document), or any other firm(s) different from the Tenderer.

37.3 An affirmative determination shall be a prerequisite for award of the Contract to the Tenderer. A negative determination shall result in disqualification of the Tender, in which event the Procuring Entity shall proceed to the Tenderer who offers a substantially responsive Tender with the next lowest evaluated cost to make a similar determination of that Tenderer qualifications to perform satisfactorily.

### **38. Lowest Evaluated Tender**

38.1 Having compared the evaluated prices of Tenders, the Procuring Entity shall determine the Lowest Evaluated Tender. The Lowest Evaluated Tender is the Tender of the Tenderer that meets the Qualification Criteria and whose Tender has been determined to be:

- a) most responsive to the Tender document; and
- b) the lowest evaluated price.

### **39. Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders.**

39.1 The Procuring Entity reserves the right to accept or reject any Tender, and to annul the Tendering process and reject all Tenders at any time prior to notification Award, without thereby incurring any liability to Tenderers. In case of annulment, all Tenderers shall be notified with reasons and all Tenders submitted and specifically, tender securities, shall be promptly returned to the Tenderers.

## **G. Award of Contract**

### **40. Award Criteria**

40.1 The Procuring Entity shall award the Contract to the successful tenderer whose tender has been determined to be the Lowest Evaluated Tender in accordance with procedures in Section 3: Evaluation and Qualification Criteria.

### **41. Procuring Entity's Right to Vary Quantities at Time of Award**

41.1 The Procuring Entity reserves the right at the time of Contract award to increase or decrease, by the percentage (s) for items as indicated **in the TDS**.

### **42. Notice of Intention to enter into a Contract**

Upon award of the contract and Prior to the expiry of the Tender Validity Period the Procuring Entity shall issue a Notification of Intention to Enter into a Contract / Notification of award to all tenderers which shall contain, at a minimum, the following information:



- a) the name and address of the Tenderer submitting the successful tender;
- b) the Contract price of the successful tender;
- c) a statement of the reason(s) the tender of the unsuccessful tenderer to whom the letter is addressed was unsuccessful, unless the price information in (c) above already reveals the reason;
- d) the expiry date of the Standstill Period; and
- e) instructions on how to request a debriefing and/or submit a complaint during the standstill period;

#### **43. Standstill Period**

- 43.1 The Contract shall not be awarded earlier than the expiry of a Standstill Period of 14 days to allow any dissatisfied candidate to launch a complaint. Where only one Tender is submitted, the Standstill Period shall not apply.
- 43.2 Where standstill period applies, it shall commence when the Procuring Entity has transmitted to each Tenderer the Notification of Intention to Enter into a Contract to the successful Tenderer.

#### **44. Debriefing by the Procuring Entity**

- 44.1 On receipt of the Procuring Entity's Notification of Intention to Enter into a Contract referred to in ITT 41, an unsuccessful tenderer may make a written request to the Procuring Entity for a debriefing on specific issues or concerns regarding their tender. The Procuring Entity shall provide the debriefing within five days of receipt of the request.
- 44.2 Debriefings of unsuccessful Tenderers may be done in writing or verbally. The Tenderer shall bear its own costs of attending such a debriefing meeting.

#### **45. Letter of Award**

Prior to the expiry of the Tender Validity Period and upon expiry of the Standstill Period specified in ITT 42, upon addressing a complaint that has been filed within the Standstill Period, the Procuring Entity shall transmit the Letter of Award to the successful Tenderer. The letter of award shall request the successful tenderer to furnish the Performance Security within 21days of the date of the letter.

#### **46. Signing of Contract**

- 46.1 Upon the expiry of the fourteen days of the Notification of Intention to enter into contract and upon the parties meeting their respective statutory requirements, the Procuring Entity shall send the successful Tenderer the Contract Agreement.
- 46.2 Within fourteen (14) days of receipt of the Contract Agreement, the successful Tenderer shall sign, date, and return it to the Procuring Entity.
- 46.3 The written contract shall be entered into within the period specified in the notification of award and before expiry of the tender validity period.

#### **47. Performance Security**

- 47.1 Within twenty-one (21) days of the receipt of Letter of Acceptance from the Procuring Entity, the successful Tenderer, if required, shall furnish the Performance Security in accordance with the GCC 18, using for that purpose the Performance Security Form included in Section X, Contract Forms. If the Performance Security furnished by the successful Tenderer is in the form of a bond, it shall be issued by a bonding or insurance company that has been determined by the successful Tenderer to be acceptable to the Procuring Entity. A foreign institution providing a bond shall have a correspondent financial institution located in Kenya,

unless the Procuring Entity has agreed in writing that a correspondent financial institution is not required.

472 Failure of the successful Tenderer to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security. In that event the Procuring Entity may award the Contract to the Tenderer offering the next lowest Evaluated Tender.

473 Performance security shall not be required for a contract, if so specified in the **TDS**.

#### **48. Publication of Procurement Contract**

48.1 Within fourteen days after signing the contract, the Procuring Entity shall publish and publicize the awarded contract at its notice boards, entity website; and on the Website of the Authority in manner and format prescribed by the Authority. At the minimum, the notice shall contain the following information:

- a) name and address of the Procuring Entity;
- b) name and reference number of the contract being awarded, a summary of its scope and the selection method used;
- c) the name of the successful Tenderer, the final total contract price, the contract duration.
- d) dates of signature, commencement and completion of contract;
- e) names of all Tenderers that submitted Tenders, and their Tender prices as read out at Tender opening;

#### **49. Procurement Related Complaints and Administrative Review**

49.1 The procedures for making a Procurement-related Complaint are as specified in the **TDS**.

49.2 A request for administrative review shall be made in the form provided under contract forms.

## SECTION II – TENDER DATA SHEET (TDS)

The following specific data shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions herein shall prevail over those in ITT.

ITT Reference	Particulars Of Appendix to Instructions to Tenders
<b>A. General</b>	
ITT 1.1	<p>The reference number of the Request for Tenders (ITT) is: <b>KeRRA/08/38/06/2024 – 2025</b></p> <p>The Procuring Entity is: <b><i>Kenya Rural Roads Authority [KeRRA]</i></b></p> <p>The name of the ITT is: <b><i>Tender for Provision of Preventive Maintenance and Support Services for KeRRA ICT Equipment at the Head Office and 47 Regional Offices for a period of three (3) years. Tender No. KeRRA/08/38/06/2024 – 2025</i></b></p> <p>The number and identification of lots (contracts) comprising this ITT is: <u>N/A</u></p>
ITT 1.2 (a)	<p style="text-align: center;"><b>Electronic –Procurement System</b></p> <p>The Procuring Entity shall use the following electronic-procurement system to manage this Tendering process:</p> <p>[ e-system and URL address or link] <u>N/A</u></p> <p>The electronic-procurement system shall be used to manage the following aspects of the Tendering process: <u>N/A</u></p>
ITT 2.3	<p>The Information made available on competing firms is as follows: <u>___N/A___</u></p> <hr/> <p><u>The firms that provided consulting services for the contract being tendered for are: N/A</u></p>
ITT 3.1	Maximum number of members in the Joint Venture (JV) shall be: <i>[0]</i>
ITT 3.7	A list of debarred firms and individuals is available on the PPRRA’s website: <a href="http://www.ppra.go.ke">www.ppra.go.ke</a>
ITT 3.11	Tenderers shall be required to be to be registered with (1) ICT Authority.
<b>B. Contents of Tendering Document</b>	
ITT 6.1	<p>The Tenderer will submit any request for clarifications in writing at the Address _</p> <p style="text-align: center;"><b>Kenya Rural Roads Authority, Barabara Plaza Block B, Second Floor, South Wing, Airport South Road, Along Mazao Road, Opp KCAA Building, P.O Box 48151 – 00100, Nairobi, Kenya.</b></p> <p>i) to reach the Procuring Entity not later than <b>28<sup>th</sup> January 2025 at 4.00pm</b></p> <p>ii) The Procuring Entity shall publish its response at the website: <a href="http://www.kerra.go.ke">www.kerra.go.ke</a></p>
ITT 6.2	<p>(a) (a) A pre-tender conference will <b><u>not be held</u></b></p> <p>(b) However, pretender site visits for head office and 47 regional offices shall be Mandatory and tenderers are required to visit site and thereafter collect a duly signed pretender site visit certificate from authorized regional officers.</p> <p>Tenderers are required to visit and examine the Site of the required services and its</p>

ITT Reference	Particulars Of Appendix to Instructions to Tenders
	<p>surroundings and obtain all information that may be necessary for preparing the Tender and entering a contract for the Services. The costs of visiting the site shall be the Tenderer's own expense. A list of the locations of the regional offices can be obtained from the authority's website.</p> <p><b>be held between 17<sup>th</sup> January, 2025 to 3<sup>rd</sup> February, 2025</b>, at:</p> <p style="text-align: center;"><b>Kenya Rural Roads Authority, 47 Regional Offices &amp; Head Office Barabara Plaza Block B, Second Floor, South Wing, Airport South Road, Along Mazao Road, Opp KCAA Building, JKIA P.O Box 48151 – 00100, Nairobi, Kenya.</b></p>
<b>ITT 6.3</b>	To reach the procuring entity not later than <i>7<sup>th</sup> February 2025</i> .
<b>ITT 6.5</b>	The Minutes of the Pre-Tender meeting shall be published on the at the website N/A_____
<b>C. Preparation of Tenders</b>	
<b>ITT 10 (j)</b>	<ol style="list-style-type: none"> <li>1) Certified Certificate of Incorporation/registration certificate.</li> <li>2) Certified PIN Certificate.</li> <li>3) VAT Certificate/Proof of VAT Obligation.</li> <li>4) Certified Current (dated within 3 Months before date of opening) Certified CR12 Certificate from the Registrar of Companies. This should be provided with Identification Documents for Directors <i>and all individuals listed on the CR12</i>. (ID or Passport). For Corporate Directors, CR12 or its equivalent for the corporate directors, Identification Documents for the corporate Director and its directors <b>MUST</b> be provided.</li> <li>5) Valid certified Current Single Business permit</li> <li>6) Valid Tax Compliance Certificate.</li> <li>7) Tender Security in the amount of <b>Kshs. 300,000.00</b> with this Tender and valid for the period specified under Item 16 of the Instructions to Bidders.</li> <li>8) Written Power of Attorney authorizing the signatory of the bid to commit the Bidder. It should be witnessed by a Commissioner of Oaths.</li> <li>9) Attach duly signed, stamped Manufacturer's Authorization Letter Authorizing Service for; <ol style="list-style-type: none"> <li>a) Cisco (routers, switches, access points, IP Phones &amp; Voice Collaboration equipment)</li> <li>b) HP (Servers, storage Device, desktop and laptop computers, printers and scanners).</li> <li>c) Uninterruptible Power Supply (APC, Meccer)</li> <li>d) Apple products (Mackbooks, iPads and iPhones)</li> <li>e) Fortinet Firewall</li> <li>f) Air Conditioners</li> <li>g) Fire suppression and smoke detector system</li> <li>h) Door Access Points</li> </ol> </li> <li>10) Bidders should have their documents paginated (serialized) to ensure compliance with section 74 (1) (i) of the Public Procurement and Asset Disposal Act, 2015.</li> <li>11) The bidder <b>MUST</b> provide a duly filled, signed and stamped certificate of pretender site visit from KeRRA Head Office and 47 Regional Offices.</li> </ol>
<b>ITT 12.1</b>	Alternative Tenders [ <i>shall not be</i> ] considered.

ITT Reference	Particulars Of Appendix to Instructions to Tenders
	<i>[If alternatives shall be considered, the methodology shall be defined in Section III – Evaluation and Qualification Criteria. See Section III for further details]</i>
ITT 13.5	The prices quoted by the Tenderer [shall not] be subject to adjustment during the performance of the Contract.
ITT 13.6	Prices quoted for each lot (contract) shall correspond at least to [N/A] percent of the items specified for each lot (contract). Prices quoted for each item shall correspond at least to [N/A] percent of the quantities specified for this item of a lot.
ITT 13.8 (a) (i) and (iii)	Place of final destination: [KeRRA Head Office and 47 Regional Offices]
ITT 13.8 (a) (iii)	Final Destination (Project Site): [ <i>insert final destination/project site, if different from named place of destination</i> ] [KeRRA Head Office and 47 Regional Offices]
ITT 13.8 (b) (i)	Named place of destination, in Kenya is KeRRA Head Office and 47 Regional Offices
ITT 13.8 (b) (ii)	The Contract Price should factor in all costs deemed relevant to the bidder.
13.8 (c) (iv)	The place of final destination (Project Site) is [KeRRA Head Office and 47 Regional Offices]
ITT 14.2	Foreign currency requirements <b>not allowed.</b>
ITT 15.4	Period of time the Goods are expected to be functioning: [The goods shall be at the Yard till all of them have been utilized. Hence spare parts should be readily available]
ITT 16.2 (a)	Manufacturer’s authorization is: [ <i>“required”</i> ]
ITT 16.2 (b)	After sales service is: [ <i>“required”</i> ]
ITT 17.1	The Tender validity period shall be [210] days.
ITT 17.3	(a) The Number of days beyond the expiry of the initial tender validity period will be _____N/A_____ days.  (b) The Tender price shall be adjusted by the following percentages of the tender price: (i) By ___N/A___% of the local currency portion of the Contract price adjusted to reflect local inflation during the period of extension, and  (ii) By ___N/A___% the foreign currency portion of the Contract price adjusted to reflect the international inflation during the period of extension.
ITT 18.1	<i>[If a Tender Security shall be required, a Tender-Securing Declaration shall not be required, and vice versa.]</i>  A Tender Security [ <i>shall be</i> ] required.  A Tender-Securing Declaration [ <i>shall not be</i> ] required.  The amount and currency of the Tender Security shall be <b>KShs. 300,000.00 (Three Hundred Thousand Shillings Only).</b>
ITT 19.1	In addition to the original of the Tender, the number of copies is: [N/A].
ITT 19.3	The written confirmation of authorization to sign on behalf of the Tenderer shall consist of: [ <i>A Power of Attorney attested by a Commissioner of Oaths to demonstrate the authority of the signatory to sign the Tender.</i> ]
	<b>D. Submission and Opening of Tenders</b>

ITT Reference	Particulars Of Appendix to Instructions to Tenders
ITT 20.3	<p>A tender package or container that cannot fit in the tender box shall be received as follows: <b>Delivered To;</b> _____</p> <p style="text-align: center;"><b>Kenya Rural Roads Authority,</b>  3rd Floor, South Wing, Barabara Plaza Block B,  Airport South Road, Along Mazao Road, Opp KCAA Building,  P.O Box 48151 – 00100, Nairobi, Kenya.  Tel: 020-8013846, 2710451, 2710464  Email: procurement@kerra.go.ke;</p>
ITT 21.1	<p>Tender submission shall be <b>Physical One (1) Original Hard Copy and One (1) Copy.</b></p> <p><b>For Tender Submission purposes,</b> the Procuring Entity’s address is:</p> <p>The Director General,  Kenya Rural Roads Authority,  3rd Floor, South Wing, Barabara Plaza Block B,  Airport South Road, Along Mazao Road, Opp KCAA Building,  P.O Box 48151 – 00100, Nairobi, Kenya.  Tel: 020-8013846, 2710451, 2710464  Email: procurement@Kerra.go.Ke;</p> <p><b>The deadline for Tender submission is:</b>  Date: <b>7<sup>th</sup> February 2025</b>  Time: <b>11.00 a.m.</b></p>
ITT 24.1	<p>The Tender opening shall take place at:</p> <p>Physical Address:</p> <p style="text-align: center;">Kenya Rural Roads Authority,  Ground Floor, South Wing, Barabara Plaza Block B,  Airport South Road, Along Mazao Road, Opp KCAA Building,  P.O Box 48151 – 00100, Nairobi, Kenya.  Tel: 020-8013846, 2710451, 2710464  Email: procurement@Kerra.go.Ke;</p> <p>Date: <b>7<sup>th</sup> February 2025</b>  Time: <b>11.00am</b></p>
ITT 24.6	<p>The number of representatives of the Procuring Entity to sign is <b>3 (Three)</b> representatives of the Procuring Entity conducting Tender opening.</p> <p>The opening session will involve an official of KeRRA opening the Bids, announcing the following:</p> <ol style="list-style-type: none"> <li>1) <b>Name of Bidder</b></li> <li>2) <b>Bid Security (Amount &amp; Provider Name)</b></li> <li>3) <b>Tender Document Last Serial Number</b></li> <li>4) <b>Submitted bid Unit price on the Form of tender</b></li> </ol>

<b>ITT Reference</b>	<b>Particulars Of Appendix to Instructions to Tenders</b>
<b>E. Evaluation and Comparison of Tenders</b>	
<b>ITT 29.3</b>	The manner of rectify quantifiable nonmaterial nonconformities described below: _____
<b>ITT 31.1</b>	The currency that shall be used for Tender evaluation and comparison purposes to convert at the selling exchange rate all Tender prices expressed in various currencies into a single currency is: <i>[Kenya Shillings]</i> The source of exchange rate shall be: <i>[The Central Bank of Kenya.]</i> The date for the exchange rate shall be: <i>[7<sup>th</sup> February 2025] not earlier than 30 days prior to the deadline for submission of the Tenders, nor later than the original date for the expiry of Tender validity period].</i>
<b>ITT 32.3</b>	A margin of preference and/or reservation [ <i>“shall not”</i> ] apply and specify the details. If a margin of preference applies, the application methodology shall be defined in Section III – Evaluation and Qualification Criteria.
<b>ITT 32.5</b>	The invitation to tender is extended to the following group that qualify for Reservations _____N/A_____ who shall be duly registered with _____N/A_____.  <i>(These groups are Small and Medium Enterprises, Women Enterprises, Youth Enterprises and Enterprises of persons living with disability, as the case may be; describe precisely which group qualifies).</i>
<b>ITT 33.2</b>	<b>Price evaluation will be done for</b> _____N/A_____ <b>(specify Items or Lots (contracts))</b>
<b>ITT 33.2 (d)</b>	Additional evaluation factors are _____N/A_____
<b>ITT 33.6</b>	The adjustments shall be determined using the following criteria, from amongst those set out in Section III, Evaluation and Qualification Criteria: <i>[refer to Section III, Evaluation and Qualification Criteria; insert complementary details if necessary]</i> (a) Deviation in Delivery schedule: <i>[No]</i> (b) Deviation in payment schedule: <i>[No]</i> (c) the cost of major replacement component, mandatory spare parts, and service: <i>[No]</i> (d) the availability in Kenya of spare parts and after-sales services for the equipment offered in the Tender <i>[No]</i> (e) Life cycle costs: the costs during the life of the goods or equipment <i>[No]</i> (f) the performance and productivity of the equipment offered; <i>[No]</i>
<b>F. Award of Contract</b>	
<b>ITT 41.1</b>	The maximum percentage by which quantities may be increased is: <i>[15%]</i> The maximum percentage by which quantities may be decreased is: <i>[15%]</i>
<b>ITT 41.1</b>	The Procuring Entity shall increase or decrease the quantity of Goods and Related Services by an amount does not exceed _____N/A_____ % and without any change in the unit prices or other terms and conditions of the Tender and the tendering document.
<b>ITT 47.3</b>	Performance security, if so, required shall be in the sum of 10% of the Tender Sum.
<b>ITT 49.1</b>	The procedures for making a Procurement-related Complaint are detailed in the “Notice of Intention to Award the Contract” herein and are also available from the PPRA Website <a href="http://www.ppra.go.ke">www.ppra.go.ke</a> .

ITT Reference	Particulars Of Appendix to Instructions to Tenders
	<p>If a Tenderer wishes to make a Procurement-related Complaint, the Tenderer should submit its complaint following these procedures, in writing (by the quickest means available, that is either by email or fax), to:</p> <p><b>For the attention:</b> <i>The Director General</i>  <b>Procuring Entity:</b> <i>Kenya Rural Roads Authority [KeRRA]</i>  <b>Email address:</b> <a href="mailto:dg@kerra.go.ke">dg@kerra.go.ke</a> or <a href="mailto:procurementhq@kerra.go.ke">procurementhq@kerra.go.ke</a></p> <p>In summary, a Procurement-related Complaint may challenge any of the following:</p> <ol style="list-style-type: none"> <li>1. the terms of the Tendering Documents; and</li> <li>2. the Procuring Entity's decision to award the contract.</li> </ol>



## SECTION III - EVALUATION AND QUALIFICATION CRITERIA

### 11 Evaluation of Tenders

#### A. Preliminary examination for Determination of Responsiveness

At this stage all tenders will be examined to ensure that they meet in all respects the eligibility criteria and other mandatory requirements in the ITT, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. Tenders that do not pass the Preliminary Examination will be considered non-responsive and will not be considered further.

**Table 1. Preliminary Evaluation Criteria**

No.	Qualification Criteria	Compliance Requirement		
	Requirement	Single Entity	Joint Venture	
			All Parties Combined	Each Party
1	Copy of Certified Certificate of Registration/Incorporation or Partnership deed to show that the applicant is a registered company and legally authorized to do business in Kenya	Must Meet	Must Meet	Must Meet
2	Duly filled, dated, stamped and signed Form of Tender. The Form of Tender shall include: i. Confidential Business Questionnaire, ii. Certificate of Independent Tender Determination, iii. Self-Declaration Forms (SD1, SD2 and Declaration and Commitment to the Code of Ethics), iv. Fraud and Corruption. In case of Joint Venture each partner must duly complete the Form of Tender	Must Meet	Must Meet	N/A
3	A valid Certified and current KRA tax compliance certificate.	Must Meet	N/A	Must Meet
4	VAT Certified Certificate/ Proof of VAT Obligation.	Must Meet	N/A	Must Meet
5	Attach valid Certified Copy of the following Licenses; Current City, municipal or County Council trade license or business permit	Must Meet	Must Meet	Must Meet
6	Tender security of <b>Kshs 300,000.00 (Kenya Shillings Three Hundred Thousand Shillings Only)</b> in form of a bank guarantee from a bank licensed and operating in Kenya or another bank recognized by the Central Bank of Kenya. Tender security from an insurance company duly recognized by the Insurance Regulatory Authority and listed in the Public Procurement Regulatory Authority of Kenya (PPRA) website is also acceptable. The tender security shall be in the format provided in the tender document.	Must Meet	Must Meet	N/A
7	Copies of Audited Accounts incorporating balance sheets (statements of financial position), profit and loss statements (statements of comprehensive income) and cash flow statements for any of the last three (3) consecutive years (2023, 2022, 2021) prepared in accordance with International Financial Reporting Standards and incorporating audit opinions issued in accordance with ICPAK By-Law No. 38. Attach ICPAK Auditor Firm's Annual Practicing license and The Auditor practicing license.	Must Meet	Must Meet	Must Meet
8	A bidder MUST have five (5) years' experience in provision for Preventive Maintenance ICT Equipment. Attach three (3) Contracts from reputable firms as evidence of having	Must Meet	Must Meet	N/A

No.	Qualification Criteria	Compliance Requirement		
	Requirement	Single Entity	Joint Venture	
			All Parties Combined	Each Party
	understanding of the assignment. (provide relevant contracts).			
9	Duly filled, signed, dated and stamped form of tender and Price schedule.	Must Meet	Must Meet	N/A
10	A written power of Attorney authorizing the signatory of the tender to commit the Tenderer certified by a commissioner for oath. This requirement is not applicable to sole proprietorships.	Must Meet	Must Meet	Must Meet
11	Provide Certified Copy of CR 12. The CR12 shall be a Current (dated within 3 Months before date of opening) Certified CR12 Certificate from the Registrar of Companies. This should be provided with Identification Documents of Directors and all individuals listed on the CR12. (ID or Passport). For Corporate Directors, CR12 or its equivalent for the corporate directors, Identification Documents for the corporate Director and its directors MUST be provided. Where one or more of the shareholders is a company (Beneficial Ownership) the CR12 of such a company shall be provided. 4)	Must Meet	Must Meet	Must Meet
12	Properly bound (spiral or perfect cover, hard copy or case bound) paginated, serialized tender document (each page of the tender submission must have a number, and the numbers must be in chronological order to the last page). For pagination, the number system to be used are numerical numbers, i.e. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 ...n (where n is the last page number).	Must Meet	Must Meet	Must Meet
13	Attach Duly signed, stamped Manufacturer's Authorization Letter Authorizing Service for; <ul style="list-style-type: none"> <li>a) Cisco (routers, switches, access points, IP Phones &amp; Voice Collaboration equipment)</li> <li>b) HP (Servers, storage Device, desktop and laptop computers, printers and scanners).</li> <li>c) Uninterruptible Power Supply (APC, Macer)</li> <li>d) Apple products (Mack books, iPads and iPhones)</li> <li>e) Fortinet Firewall</li> <li>f) Air Conditioners</li> <li>g) Fire suppression and smoke detector system</li> <li>h) Door Access Points</li> </ul>	Must Meet	Must Meet	N/A
14	Payment and Delivery Schedule Proposals must be within the delivery period given under the Schedule of Requirements	Must Meet	Must Meet	N/A
1.	Provide Certified Compliance certificate on data protection as either a data controller or data processor.	Must Meet	Must Meet	N/A
2.	The bidder MUST provide a duly filled, signed and stamped certificate of pretender site visit from KeRRA Head Office and 47 Regional Offices.	Must Meet	Must Meet	N/A
	The Tender submission <b>SHALL</b> be as follows: <ul style="list-style-type: none"> <li>a. One Original clearly marked "<b>ORIGINAL</b>",</li> <li>b. One hard copy <b>C L E A R L Y</b> m a r k e d "<b>C O P Y</b>"</li> </ul>			

No.	Qualification Criteria	Compliance Requirement		
	Requirement	Single Entity	Joint Venture	
			All Parties Combined	Each Party
	<b>COMPLIANCE (COMPLIANT/NON-COMPLIANT)</b>			

## B. Detailed Evaluation examination

Tenders that do not pass the Technical & Financial Capacity Examination will be considered non-responsive and will not be considered further.

**Table 2. Technical Capacity, Financial Capacity & Technical Evaluation Qualification Criteria**

Criteria No.	Technical Criteria	Requirements Description
<b>Historical Contract Non-Performance</b>		
1)	History of Non-Performing Contracts	Non-performance of a contract did not occur within the last <b>Five (5) years</b> prior to the deadline for application submission based on all information on fully settled disputes or litigation. A fully settled dispute or litigation is one that has been resolved in accordance with the Dispute Resolution Mechanism under the respective contract, and where all appeal instances available to the applicant have been exhausted.
2)	Pending Litigation	No pending litigation shall in total represent more than <b>Thirty Percent (30%)</b> of the Applicant's net worth and shall be treated as resolved against the Applicant.
<b>Experience</b>		
3)	General Experience	A Bidder must have Five (5) years' general experience prior to the applications submission deadline.
4)	Specific Experience	<p>Participation as a Supplier or Subcontractor in Preventive Maintenance of ICT Equipment and Related Accessories, in at least Three (3) <b>contracts</b> each with a value of at least <b>Kshs. 5 million</b> within the last five (5) years that have been successfully and substantially completed similar to the proposed Service. The similarity shall be based on the physical size, complexity, methods/technology or other characteristics as described in <b>Work Schedules and Specifications for Provision of Preventive Maintenance and Support Services for KeRRA ICT Equipment at the Head Office and 47 Regional Offices for a period of three (3) Years Requirements</b>. The Bidder must provide copies of the following:</p> <ul style="list-style-type: none"> <li>✓ Award letter/Local Service Order</li> <li>✓ Contract Agreement</li> <li>✓ Completion letter Certificate or Proof of Payment</li> </ul> <p>For subcontracted Contracts the Bidder should provide the following:</p> <ul style="list-style-type: none"> <li>✓ Award letter of the Main Supplier/ Service Provider</li> <li>✓ Award letter of the subcontract</li> <li>✓ Completion letter of the Subcontract</li> </ul> <p>Proof of payment (attach payment certificates and certified bank statements indicating proof of payment)</p>

Criteria No.	Technical Criteria	Requirements Description
5)	Proposed Methodology	Bidders shall also submit proposals of work methods and schedule with sufficient detail to demonstrate the adequacy of the bidder's proposals to meet the technical specifications and the completion time, in accordance with <b>Work Schedules and Specifications</b> of tender for Provision of Preventive Maintenance and Support Services for KeRRA ICT Equipment at the Head Office and 47 Regional Offices for a period of three (3) Years <b>Requirements</b> and the proposed methodology and work plan in responding to Specifications: 1) Submit a detailed description of the Management and deployment tools available for managing the services. 2) Submit clear and concise project management work plan with logical sequence of tasks and milestones, timelines and resources super imposed on projected cash flows for KeRRA.
6)	Compliance to Technical Requirements	Compliance to Technical specification requirements as per the Specifications.
7)	Proposed Service Level Agreement	i) Completeness of Proposed Service Level Agreement (SLA) indicating Service plan of both active and passive equipment. ii) Delivery, Installation and Training plan iii) Attach a comprehensive escalation procedure for fault reporting with contacts of the Engineers during the maintenance period.
8)	Bidders must submit detailed Manufacturer Brochure/ Catalogue for the equipment	Manufacturer Brochure/ Catalogue for the equipment/service.

**Table 3 Personnel Qualification**

Criteria No.	Requirements
9.	<p>Knowledge and experience of staff implementing/taking charge of the contract execution.</p> <p><i>Note: A training attendance certificate will not be considered.</i></p> <p><b>A) Project Manager (1 No.)</b></p> <p><b>Academic Qualifications</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in information technology, Computer Science, Electrical/Electronic Engineering, or a related field.</li> <li>• Master's degree in a relevant discipline is an added advantage.</li> </ul> <p><b>Professional Certifications</b></p> <ul style="list-style-type: none"> <li>• Project Management Professional (PMP) or PRINCE2 Practitioner.</li> <li>• Certification in IT Service Management (e.g., ITIL Foundation).</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum of 7 years managing ICT maintenance projects.</li> <li>• Proven track record in overseeing preventive maintenance contracts, resource allocation, and client relations.</li> </ul> <p><b>B) ICT Maintenance Engineer – (1No. per Branch)</b></p>

Criteria No.	Requirements
	<p><b>Academic Qualifications</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in computer engineering, Electrical/Electronic Engineering, or Information Technology.</li> </ul> <p><b>Professional Certifications</b></p> <ul style="list-style-type: none"> <li>• Certified Hardware Maintenance Specialist (CHMS) or equivalent.</li> <li>• CompTIA A+ or other hardware-related certifications.</li> <li>• Certification in specific hardware systems (e.g., HP, Dell, Lenovo, Cisco) is an added advantage.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• At least 5 years of experience in ICT equipment maintenance.</li> </ul> <p>Expertise in diagnosing and repairing hardware, troubleshooting network issues, and ensuring system reliability.</p> <p><b>C) System/Network Administrator (1No. per Branch)</b></p> <p><b>Academic Qualifications</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in computer science, Information Technology, or a related field.</li> </ul> <p><b>Professional Certifications</b></p> <ul style="list-style-type: none"> <li>• Cisco Certified Network Associate (CCNA) or equivalent.</li> <li>• Microsoft Certified Solutions Associate (MCSA) or equivalent certifications.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• 4+ years of experience in managing and maintaining ICT infrastructure.</li> <li>• Strong understanding of network protocols, operating systems, and server maintenance.</li> </ul> <p><b>D) ICT Support Technician (At least 2 No. per Branch)</b></p> <p><b>Academic Qualifications</b></p> <ul style="list-style-type: none"> <li>• Diploma in Information Technology, Electrical Engineering, or related discipline.</li> <li>• Degree holders in the same fields are preferred.</li> </ul> <p><b>Professional Certifications</b></p> <ul style="list-style-type: none"> <li>• CompTIA A+ or equivalent.</li> <li>• Certification in basic networking (e.g., N+).</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• At least 3 years of experience in hardware troubleshooting and repair.</li> <li>• Familiarity with installation, configuration, and maintenance of ICT peripherals.</li> </ul> <p><b>E) Technical Trainer (1 - Optional)</b></p> <p><b>Academic Qualifications</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in education (with IT focus) or Information Technology.</li> </ul>

Criteria No.	Requirements
	<p><b>Professional Certifications</b></p> <ul style="list-style-type: none"> <li>• Certified Technical Trainer (CTT+) or equivalent.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• At least 3 years in delivering training on ICT equipment usage and maintenance.</li> <li>• Experience developing user manuals and training guides.</li> </ul> <p><b>F) General Requirements</b></p> <ul style="list-style-type: none"> <li>• All personnel should have strong diagnostic and analytical skills.</li> <li>• Familiarity with preventive maintenance tools and techniques.</li> <li>• Knowledge of health and safety protocols related to ICT equipment.</li> <li>• Ability to work under minimal supervision and provide technical reports.</li> </ul>
	<b>RESPONSINESS (R/NR)</b>

**Table 4 Financial Evaluation Criteria**

Financial Standing Should be supported by:

- Submitted copies of audited profit and loss statements and balance sheet for the last three calendar years (2021, 2022 & 2023).
- The credit line if provided should be specific to this project and should be certified.

Criteria No.	Financial Criteria	Requirements Description
<b>Financial Situation</b>		
10	Financial Performance	Submission of audited balance sheets or if not required by the law of the applicant's country, other financial statements acceptable to the Employer, for the last three [3] years (2021, 2022 & 2023) to demonstrate: (a) the current soundness of the applicant's financial position and its prospective long-term profitability, and (b) capacity to have a minimum cash flow amount of <b>KSh. 15,000,000.00</b> equivalent working capital
11	Average Annual Service Provision Turnover	Minimum Average Annual Supply & Service Provision Turnover of <b>KSh. 30,000,000.00</b> [Kenya Shillings Fifteen Million Only)], calculated as total certified payments received for contracts in progress or completed, within the last three [(3)] ((2021, 2022 & 2023) years

### C. Arithmetic Error Check

The Procuring Entity will examine all tenders to ensure they meet requirements on Arithmetical Errors in accordance with Clause 32 of the Instruction to Tenderers (ITT), and Abnormally Low Tenderers and Abnormally High Tenderers in accordance with Clause 37 of the ITT.

**D. Tender Evaluation (ITT 35) NOT APPLICABLE FOR THIS TENDER**

**Price evaluation:** in addition to the criteria listed in ITT 35.2 (a)–(d) the following criteria shall apply:

i) **Alternative Completion Times**, if permitted under ITT 15.2, will be evaluated as follows:  
.....

ii) **Alternative Technical Solutions** for specified parts of the Works, if permitted under ITT 15.3, will be evaluated as Follows: .....

iii) **Other Criteria**; if permitted under ITT 35.2 (e): .....

**E. Multiple Contracts NOT APPLICABLE FOR THIS TENDER**

Multiple contracts will be permitted in accordance with ITT 35.4. Tenderers are evaluated on the basis of Lots and the lowest evaluated tenderer identified for each Lot. The Procuring Entity will select one of the two Options listed below for the award of Contracts.

**F. MARGIN OF PREFERENCE**

**11** If the TDS so specifies, the Procuring Entity will grant a margin of preference of 15% (fifteen percent) to Tenderers offering goods manufactured, mined, extracted, grown, assembled or semi-processed in Kenya. Goods assembled or semi-processed in Kenya shall have a local content of not less than 40%.

**12** The margin of preference will be applied in accordance with, and subject to, the following provisions:

a) Tenderers applying for such preference on goods offered shall provide, as part of the data for qualification, such information, including details of the goods produced in Kenya, so as to determine whether, according to the classification established by the Procuring Entity, a particular category of goods or group of goods qualifies for a margin of preference.

b) After Tenders have been received and reviewed by the Procuring Entity, goods offered in the responsive Tenders shall be assessed to ascertain they are manufactured, mined, extracted, grown, assembled or semi- processed in Kenya. Responsive tenders shall be classified into the following groups:

i) **Group A:** Tenders offering goods manufactured in Kenya, for which (a) labour, raw materials, and components from within Kenya account for more than forty (40) percent of the Ex-Works price; and

(b) the production facility in which they will be manufactured or assembled has been engaged in manufacturing or assembling such goods at least since the date of Tender Submission date;

ii) **Group B:** All other Tenders offering Goods manufactured in Kenya;

iii) **Group C:** Tenders offering Goods manufactured outside Kenya that have been already imported or that will be imported.

c) To facilitate this classification by the Procuring Entity, the Tenderer shall complete whichever version of the Price Schedule furnished in the Tender Documents is appropriate. Incorrect classification may render the Tender non-responsive as no reclassification will be permitted after Tender opening. Tenderers shall provide correct information especially with respect to duties, taxes etc. paid on previously imported Goods and percentage of local labour, materials and components for Goods manufactured in Kenya as any false information which cannot be supported by documentation may render the Tender non-responsive besides other sanctions for providing falsified



information.

- d) The Procuring Entity will first review the Tenders to confirm the appropriateness of the Tender group classification to which Tenderers assigned their Tenders in preparing their Tender Forms and Price Schedules.
- e) All evaluated Tenders in each group will then be compared to determine the lowest evaluated Tender of each group. Such lowest evaluated Tenders shall be compared with each other and if as a result of this comparison a Tender from Group A or Group B is the lowest, it shall be selected for the award.
- f) If as a result of the preceding comparison, the lowest evaluated Tender is a Tender from Group C, all Tenders from Group C shall be further compared with the lowest evaluated Tender from Group A after adding to the evaluated price of goods offered in each Tender from Group C, for the purpose of this further comparison only, an amount equal to 15% (fifteen percent) of the respective CIP Tender price for goods to be imported and already imported goods. Both prices shall include unconditional discounts and be corrected for arithmetical errors. If the Tender from Group A is the lowest, it shall be selected for award. If not, the lowest evaluated Tender from Group C shall be selected as per paragraph (e) above.”

## 2 Post-Qualification of Tenderers (ITT 37)

### 2.1 If the Tenderer is a manufacturer

#### a) Financial Capability

- i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the supply cash flow of **Kenya Shillings 15,000,000.00 (Fifteen Million [or equivalent]**.
- ii) Minimum average annual supply turnover of **Kenya Shillings 30,000,000.00 (Thirty Million Kenya Shillings) or equivalent** calculated as total certified payments received for contracts of goods manufactured and supplied within the last **3 years**.

#### b) Experience and Technical Capacity

The Tenderer shall furnish documentary evidence to demonstrate that it meets the following experience requirement(s) using the form provided in Section IV.

In case the Tenderer is a JV, experience and demonstrated technical capacity of only the JV shall be taken into account and not of individual members nor their individual experience/capacity will be aggregated unless all members of the JV have been manufacturing and supplying Goods offered in the Tender to the same technology, processing, design, materials, specifications, model number, etc. in all respects such that Goods manufactured have the same functional characteristics, performance parameters, outputs and other guarantees and fully interchangeable which shall be documented along with other required documents demonstrating capacity to the satisfaction of the Procuring Entity in case individual members claim experience.

Otherwise, documents evidencing experience and technical capacity shall be in the name of the JV that submitted the Tender.



Wherever the Words “Similar Goods” have been used it includes upgrades, latest and improved versions or models of similar specifications and technology. Refer to Form Exp-1 to provide the required information.

- i) The Tenderer shall be manufacturing similar Goods for the **last 5 Years**
- ii) The Tenderer shall furnish documentary evidence to demonstrate successful completion of at least **Three (3) number** of contracts of similar Goods in the last **5 years** each contract costing at least Kenya **shillings 5,000,000.00 (Five Million Kenya Shillings)** or equivalent and involving a supply of at least 80% percentage of required quantity.

## **22 If Tenderer is a Supplier:**

If a Tenderer is a Supplier offering the Goods on behalf of or from a Manufacturer under Manufacturer's Authorization Form (Section IV, Tendering Forms), the Manufacturer shall demonstrate the above qualifications 4.2 (b) (i), (ii), and (iii) and the Tenderer shall demonstrate it meets the following criteria.

- i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the **supply cashflow of Kenya Shillings 15,000,000.00 (Fifteen Million Kenya Shillings)**
- ii) Minimum average annual supply turnover of Kenya **Shillings\_30,000,000.00 (Thirty Million Kenya Shillings)** or equivalent calculated as total certified payments received for contracts in progress and/or completed within the last **Three [3 year] years**, divided by **[3 years]** years.
- iii) Has satisfactorily and substantially completed **at least 2 (Two)** contract(s) of a similar nature either within Kenya, the East African Community or abroad, as a prime supplier or a joint venture member, each of a minimum value in Kenya **shillings 5,000,000.00 (Five Million Kenya Shillings)** equivalent.

## **23 History of non-performing contracts:**

Tenderer (Supplier or/and manufacturer, and each member of JV in case the Tenderer is a JV, shall demonstrate that Non-performance of a contract did not occur as a result of the default of the Tenderer, manufacturer or the member of JV as the case may be, in the last **Five (5 years)**. The required information shall be furnished as per form CON-2].

## **24 Pending Litigation**

Financial position and prospective long-term profitability of the Single Tenderer, and in the case the Tenderer is a JV, of each member of the JV, shall remain sound according to criteria established with respect to Financial Capability under paragraph I (i) above assuming that all pending litigation will be resolved against the Tenderer. Tenderer shall provide information on pending litigations as per Form CON-2.

## **25 Litigation History**

There shall be no consistent history of court/arbitral award decisions against the Tenderer, in the last **Three (3 years)**. All parties to the contract shall furnish the information on the related Form (CON-2) about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the years specified. A consistent history of awards against the Tenderer or any member of a JV may result in rejection of the tender.

## **SECTION IV - TENDERING FORMS**

Form of Tender Tenderer Information Form Tenderer JV Members Information Form

Price Schedule: Goods Manufactured Outside Kenya, to be Imported Price Schedule: Goods

Manufactured Outside Kenya, already imported Price Schedule: Goods Manufactured in Kenya

Price and Completion Schedule – Related Services Form of Tender Security – Demand

Guarantee Form of Tender Security (Tender Bond)

Form of Tender-Securing Declaration Manufacturer's Authorization Form

## FORM OF TENDER

(Amended and issued pursuant to PPRA CIRCULAR No. 02/2022)

### INSTRUCTIONS TO TENDERERS

- i) *All italicized text is to help the Tenderer in preparing this form.*
- ii) *The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address. Tenderers are reminded that this is a mandatory requirement.*
- iii) *Tenderer must complete and sign CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION FORMS OF THE TENDERER as listed under (s) below.*

**Date of this Tender submission:**.....[insert date (as day, month and year) of Tender submission] **Tender**

**Name**                      **and**                      **Identification:**.....[insert                      *identification*] **Alternative**

**No.:**.....[insert identification No if this is a Tender for an alternative]

**To:** ..... [Insert complete name of Procuring Entity]

- a) **No reservations:** We have examined and have no reservations to the Tendering document, including Addenda issued in accordance with Instructions to tenderers (ITT 7);
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT 3;
- c) **Tender/Proposal-Securing Declaration:** We have not been suspended nor declared ineligible by the Procuring Entity based on execution of a Tender-Securing Declaration. Or Proposal-Securing Declaration in Kenya in accordance with ITT 3.6;
- d) **Conformity:** We offer to supply in conformity with the Tendering document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods: [*insert a brief description of the Goods and Related Services*];
- e) **Tender Price:** The total price of our Tender, excluding any discounts offered in item (f) below is:

Option 1, in case of one lot: Total price is: [*insert the total price of the Tender in words and figures, indicating the various amounts and the respective currencies*];

or

Option 2, in case of multiple lots: (a) Total price of each lot [*insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies*]; and (b) Total price of all lots (sum of all lots) [*insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies*];

f) **Discounts:** The discounts offered and the methodology for their application are:

i) The discounts offered are: [*Specify in detail each discount offered.*]

ii) The exact method of calculations to determine the net price after application of discounts are shown below: [*Specify in detail the method that shall be used to apply the discounts*];

g) **Tender Validity Period:** Our Tender shall be valid for the period specified in TDS 17.1 (as amended, if applicable) from the date fixed for the Tender submission deadline specified in TDS 21.1 (as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

h) **Performance Security:** If our Tender is accepted, we commit to obtain a performance security in accordance with the Tendering document;

- i) **One Tender per tenderer:** We are not submitting any other Tender(s) as an individual tenderer, and we are not participating in any other Tender(s) as a Joint Venture member, or as a subcontractor, and meet the requirements of ITT 3.9, other than alternative Tenders submitted in accordance with ITT 12;
- j) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Procuring Entity. Further, we are not ineligible under the Kenya laws or official regulations or pursuant to a decision of the United Nations Security Council;
- k) **State-owned enterprise or institution:** *[select the appropriate option and delete the other] [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution but meet the requirements of ITT 3.7];*
- l) **Commissions, gratuities, fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate “none.”)

- m) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- n) **Procuring Entity Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Best Evaluated Tender or any other Tender that you may receive; and
- o) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
- p) **Code of Ethical Conduct:** We undertake to adhere by the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal, copy available from \_\_\_\_\_ *(specify website)* during the procurement process and the execution of any resulting contract.
- q) **Collusive practices:** We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent tender Determination” attached below.
- r) **Beneficial Ownership Information:** We commit to provide to the procuring entity the Beneficial Ownership Information in conformity with the Beneficial Ownership Disclosure Form upon receipt of notification of intention to enter into a contract in the event we are the successful tenderer in this subject procurement proceeding.
- s) We, the Tenderer, have duly completed, signed and stamped the following Forms as part of our Tender:
  - a) Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest;
  - b) Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers;
  - c) Self-Declaration of the Tenderer – to declare that we will, if awarded a contract, not engage in any form of fraud and corruption; and

d) Declaration and Commitment to the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal.

Further, we confirm that we have read and understood the full content and scope of fraud and corruption as informed in “**Appendix 1- Fraud and Corruption**” attached to the Form of Tender.

**Name of the tenderer:** *\*[insert complete name of the tenderer]*

**Name of the person duly authorized to sign the Tender on behalf of the tenderer:** *\*\*[insert complete name of person duly authorized to sign the Tender]*

**Title of the person signing the Tender:** *[insert complete title of the person signing the Tender]* **Signature of the person named above:** *[insert signature of person whose name and capacity are shown above]* **Date signed** *[insert date of signing]* **day of** *[insert month], [insert year]*

\*: In the case of the Tender submitted by a Joint Venture specify the name of the Joint Venture as tenderer.

\*\*: Person signing the Tender shall have the power of attorney given by the tenderer. The power of attorney shall be attached with the Tender Schedules.

## CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of Tender to the \_\_\_\_\_  
\_\_\_\_\_ [Name of  
Procuring Entity] for: \_\_\_\_\_ [Name and  
number of tender] in response to the request for tenders made by: \_\_\_\_\_ [Name of  
Tenderer] do hereby make the following statements that I certify to be true and complete in  
every respect:

I certify, on behalf of \_\_\_\_\_ [Name  
of Tenderer] that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer;
4. For the purposes of this Certificate and the Tender, I understand that the word "competitor" shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
  - a) has been requested to submit a Tender in response to this request for tenders;
  - b) could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
  - a) The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
  - b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a) prices;
  - b) methods, factors or formulas used to calculate prices;
  - c) the intention or decision to submit, or not to submit, a tender; or
  - d) the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed pursuant to paragraph (5)(b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;
8. the terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

[Name, title and signature of authorized agent of Tenderer and Date]

**SELF-DECLARATION FORMS**

**FORM SD1**

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

I ..... of Post Office Box.....being a resident of ..... in the Republic of.....do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of ..... (*insert name of the Company*) who is a Bidder in respect of **Tender No.** ..... for..... (*insert tender title/description*) for.....(*insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.....  
(Title)

.....  
(Signature)

.....  
(Date)

Bidder Official Stamp



**FORM SD2**

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

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

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of..... (*insert name of the Company*) who is a Bidder in respect of **Tender No.** ..... for..... (*Insert tender title/description*) for..... (*insert name of the Procuring entity*) and duly authorized and competent to make this statement.
  
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of .....(*insert name of the Procuring entity*) which is the procuring entity.
  
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of .....(*name of the procuring entity*).
  
4. THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender.
  
5. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

.....  
(Title)

.....  
(Signature)

.....  
(Date)

Bidder's Official Stamp

**DECLARATION AND COMMITMENT TO THE CODE OF ETHICS**

I..... (Person) on behalf of (*Name of the Business/ Company/Firm*).....declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory.....

Sign.....

Position.....

Office address..... Telephone.....

E-mail.....

Name of the Firm/Company.....

Date.....

**(Company Seal/ Rubber Stamp where applicable)**

Witness

Name .....

Sign.....

Date.....

## APPENDIX 1- FRAUD AND CORRUPTION

*(Appendix 1 shall not be modified)*

### 1. Purpose

- 1.1 The Government of Kenya's Anti-Corruption and Economic Crime laws and their sanction's policies and procedures, Public Procurement and Asset Disposal Act (*no. 33 of 2015*) and its Regulation, and any other Kenya's Acts or Regulations related to Fraud and Corruption, and similar offences, shall apply with respect to Public Procurement Processes and Contracts that are governed by the laws of Kenya.

### 2. Requirements

- 2.1 The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Consultants, Contractors and Suppliers; any Sub-contractors, Sub-consultants, Service providers or Suppliers; any Agents (whether declared or not); and any of their Personnel, involved and engaged in procurement under Kenya's Laws and Regulation, observe the highest standard of ethics during the procurement process, selection and contract execution of all contracts, and refrain from Fraud and Corruption and fully comply with Kenya's laws and Regulations as per paragraphs 1.1 above.
- 2.2 Kenya's public procurement and asset disposal act (*no. 33 of 2015*) under Section 66 describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below highlight Kenya's policy of no tolerance for such practices and behavior:
  - 1) a person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflicts of interest in any procurement or asset disposal proceeding;
  - 2) A person referred to under subsection (1) who contravenes the provisions of that sub-section commits an offence;
  - 3) Without limiting the generality of the subsection (1) and (2), the person shall be—
    - a) disqualified from entering into a contract for a procurement or asset disposal proceeding; or
    - b) if a contract has already been entered into with the person, the contract shall be voidable;
  - 4) The voiding of a contract by the procuring entity under subsection (7) does not limit any legal remedy the procuring entity may have;
  - 5) An employee or agent of the procuring entity or a member of the Board or committee of the procuring entity who has a conflict of interest with respect to a procurement:-
    - a) shall not take part in the procurement proceedings;
    - b) shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract; and
    - c) shall not be a subcontractor for the bidder to whom was awarded contract, or a member of the group of bidders to whom the contract was awarded, but the subcontractor appointed shall meet all the requirements of this Act.
  - 6) An employee, agent or member described in subsection (1) who refrains from doing anything prohibited under that subsection, but for that subsection, would have been within his or her duties shall disclose the conflict of interest to the procuring entity;
  - 7) If a person contravenes subsection (1) with respect to a conflict of interest described in subsection (5)(a) and the contract is awarded to the person or his relative or to another person in whom one of them had a direct or indirect pecuniary interest, the contract shall be terminated and all costs incurred by the public entity shall be made good by the awarding officer. Etc.

23 In compliance with Kenya's laws, regulations and policies mentioned above, the Procuring Entity:

- a) Defines broadly, for the purposes of the above provisions, the terms set forth below as follows:
- i) "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - ii) "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
  - iii) "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - iv) "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - v) "obstructive practice" is:
    - deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate authority appointed by Government of Kenya into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
    - acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3 e. below.
- b) Defines more specifically, in accordance with the above procurement Act provisions set forth for fraudulent and collusive practices as follows:
- "fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal process or the exercise of a contract to the detriment of the procuring entity or the tenderer or the contractor, and includes collusive practices amongst tenderers prior to or after tender submission designed to establish tender prices at artificial non-competitive levels and to deprive the procuring entity of the benefits of free and open competition.
- c) Rejects a proposal for award<sup>1</sup> of a contract if PPRA determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- d) Pursuant to the Kenya's above stated Acts and Regulations, may sanction or debar or recommend to appropriate authority (ies) for sanctioning and debarment of a firm or individual, as applicable under the Acts and Regulations;
- e) Requires that a clause be included in Tender documents and Request for Proposal documents requiring (i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub-consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect<sup>2</sup> all accounts, records and other documents relating to the procurement process, selection and/or contract execution,

and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and

- f) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a “Self-Declaration Form” as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/will not engage in any corrupt or fraudulent practices.

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<sup>1</sup> *For the avoidance of doubt, a party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and tendering, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.*

<sup>2</sup> *Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Investigating Authority or persons appointed by the Procuring Entity to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.*

## TENDERER INFORMATION FORM

*[The tenderer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: ..... *[insert date (as day, month and year) of Tender submission]*

**Tender Name and Identification:**..... *[Insert identification]*

Alternative No.: ..... *[insert identification No if this is a Tender for an alternative]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Tenderer's Name <i>[insert Tenderer's legal name]</i>
2. In case of JV, legal name of each member: <i>[insert legal name of each member in JV]</i>
3. Tenderer's actual or intended country of registration: <i>[insert actual or intended country of registration]</i>
4. Tenderer's year of registration: <i>[insert Tenderer's year of registration]</i>
5. Tenderer's Address in country of registration: <i>[insert Tenderer's legal address in country of registration]</i>
6. Tenderer's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> For Kenyan Tenderers a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority in accordance with ITT 3.14. <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 3.4. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITT 3.1. <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITT 4.6 documents establishing: (i) Legal and financial autonomy (ii) Operation under commercial law (iii) Establishing that the tenderer is not under the supervision of the Procuring Entity
2. Included are the organizational chart and a list of Board of Directors

## TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

a) Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

### A. Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Name of the Tenderer	
3	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
4	Reference Number of the Tender	
5	Date and Time of Tender Opening	
6	Current Trade License No and Expiring date	
7	Maximum value of business which the Tenderer handles.	
8		

### General and Specific Details

b) Sole Proprietor, provide the following details.

Name in full \_\_\_\_\_

Age \_\_\_\_\_ Nationality \_\_\_\_\_

Country of Origin \_\_\_\_\_ Citizenship \_\_\_\_\_

c) Partnership, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

(d) Registered Company, provide the following details.

i) Private or public Company \_\_\_\_\_

ii) State the nominal and issued capital of the Company-

Nominal Kenya Shillings (Equivalent) .....

Issued Kenya Shillings (Equivalent) .....

iii) Give details of Directors as follows.



	<b>Names of Director</b>	<b>Nationality</b>	<b>Citizenship</b>	<b>% Shares owned</b>
1				
2				
3				

(e) **DISCLOSURE OF INTEREST-** Interest of the Firm in the Procuring Entity.

- (i) Are there any person/persons in ..... (*Name of Procuring Entity*) who has an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	<b>Names of Person</b>	<b>Designation in the Procuring Entity</b>	<b>Interest Relationship or with Tenderer</b>
1			
2			
3			

(ii) Conflict of interest disclosure

	<b>Type of Conflict</b>	<b>Disclosure YES OR NO</b>	<b>If YES provide details of the relationship with Tenderer</b>
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract?		

(f) Certification

On behalf of the Tenderer, I certify that the information given above is correct.

Full Name \_\_\_\_\_

Title or Designation \_\_\_\_\_

*(Signature)*

*(Date)*

## TENDERER'S JV MEMBERS INFORMATION FORM

*[The tenderer shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the tenderer and for each member of a Joint Venture]].*

Date:.....*[insert date (as day, month and year) of Tender submission].*

**Tender Name and Identification:**.....*[insert identification Alternative No.:.....[insert identification No if this is a Tender for an alternative].*

Page\_\_\_\_\_of\_\_\_\_\_pages

1.	<i>[insert Tenderer's legal name]</i>	Tenderer's Name:
2.	Tenderer's JV Member's name: <i>[insert JV's Member legal name]</i>	
3.	Tenderer's JV Member's country of registration: <i>[insert JV's Member country of registration]</i>	
4.	Tenderer's JV Member's year of registration: <i>[insert JV's Member year of registration]</i>	
5.	Tenderer's JV Member's legal address in country of registration: <i>[insert JV's Member legal address in country of registration]</i>	
6.	Tenderer's JV Member's authorized representative information Name: <i>[insert name of JV's Member authorized representative]</i> Address: <i>[insert address of JV's Member authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Member authorized representative]</i> Email Address: <i>[insert email address of JV's Member authorized representative]</i>	
7.	Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITT 4.4. <input type="checkbox"/> In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Procuring Entity, in accordance with ITT 4.6.	
8.	Included are the organizational chart and a list of Board of Directors	

## Price Schedule Forms

The tenderer shall fill in these Price Schedule Forms in accordance with the instructions indicated in the Tables below;

1. Table of Summary of Price Schedules
2. Table A (Price Schedule: Goods Manufactured Outside Kenya, Already Imported)
3. Table B (Price Schedule: Goods Manufactured in Kenya)
4. Table C (Price and Completion Schedule - Related Services)

### 1. Summary of Price Schedules = Table A or B + Table C

1	2	3
Item N°	Description of Price Schedule	Total Price (KShs)
1	Total Price of <b>Table A</b> (Price Schedule: Goods Manufactured Outside Kenya, Already Imported)  <b>or</b>  Total Price of <b>Table B</b> (Price Schedule: Goods Manufactured in Kenya)	
2	Total Price of <b>Table C</b> (Price and Completion Schedule - Related Services)	
3	Total Price D (Item 1 + Item 2) Exclusive VAT	
4	Add 10% Contingency (10% of total price Item 3)	
5	Total Price E (Item 3 + Item 4)	
6	Add 0.03% Capacity Building Levy (0.03% of item 5)	
7	Total Price F (5 + 6)	
8	Add 16% VAT	
	<b>Grand Total Price (Item 7 + Item 8)</b>  <b>(Grand Total Price to be Forwarded to the Form of Tender)</b>	

Name of tenderer [*insert complete name of tenderer*]

Signature of tenderer [*signature of person signing the Tender*]

Date & Stamp [*insert date*]

2. **TABLE A Price Schedule: Goods Manufactured Outside Kenya, already imported\***

(Group C Tenders, goods already imported)										Date: _____	
Currencies in accordance with ITT 15										ITT No: _ KeRRA/08/38/06/2024 – 2025	
										Alternative No: _____ N/A_____	
										Page N° _____ of _____	
1	2	3	4	5	6	7	8	9	10	11	12
Line Item N°	Description of Goods	Country of Origin	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price including Custom Duties and Import Taxes paid, in accordance with ITT 13.8(c)(i)	Custom Duties and Import Taxes paid per unit in accordance with ITT 13.8(c)(ii), [to be supported by documents]	Unit Price net of custom duties and import taxes, in accordance with ITT 13.8(c)(iii) (Col. 6 minus Col.7)	Price per line-item net of Custom Duties and Import Taxes paid, in accordance with ITT 13.8(c)(i) (Col. 5x8)	Price per line item for inland transportation and other services required in Kenya to convey the goods to their final destination, as specified in TDS in accordance with ITT 13.8(c)(iv)	Sales and other taxes paid or payable per item if Contract is awarded (in accordance with ITT 13.8(c)(iv))	Total Price per line item (KShs.) (Col. 9+10)
		<i>[insert Country of Origin]</i>			<i>[insert unit price per unit]</i>	<i>[insert custom duties and taxes paid per unit]</i>	<i>[insert unit price net of custom duties and import taxes]</i>	<i>[ insert price per line-item net of custom duties and import taxes]</i>	<i>[insert price per line item for inland transportation and other services required in Kenya]</i>	<i>[insert sales and other taxes payable per item if Contract is awarded]</i>	<i>[insert total price per line item]</i>
<b>Total Tender Price (Exclusive of VAT ) TABLE A</b>											

Name of tenderer *[insert complete name of tenderer]*

Signature of tenderer *[signature of person signing the Tender]*

Date *[insert date]*

\* *[For previously imported Goods, the quoted price shall be distinguishable from the original import value of these Goods declared to customs and shall include any rebate or mark-up of the local agent or representative and all local costs except import duties and taxes, which have been and/or have to be paid by the Procuring Entity.*

*For clarity, tenderers are asked to quote the price including import duties, and additionally to provide the import duties and the price net of import duties and taxes which is the difference of those values.]*

**4 TABLE B**

Price and Completion Schedule - Related Services

Currencies in accordance with ITT 15						Date: _____ ITT No: KeRRA/08/38/06/2024 – 2025 Alternative No: ____N/A_____ Page N° of _____
1	2	3	4	5	6	7
Service N°	Description of Services (excludes inland transportation and other services required in Kenya to convey the goods to their final destination)	Country of Origin	Delivery Date at place of Final destination	Quantity and physical unit	Unit price	Total Price per Service (KShs.) (Col. 5*6 or estimate)
		<i>[insert country of origin of the Services]</i>	<i>[insert delivery date at place of final destination per Service]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit price per item]</i>	<i>[insert total price per item]</i>
<b>Preventive maintenance of:</b>						
1.	Routers (Year 1)		Barabara Plaza, Block B and 47 Regional Offices	46		
2.	Routers (Year 2)		Barabara Plaza, Block B and 47 Regional Offices	46		
3.	Routers (Year 3)		Barabara Plaza, Block B and 47 Regional Offices	46		
4.	Switches (Year 1)		Barabara Plaza, Block B and 47 Regional Offices	52		
5.	Switches (Year 2)		Barabara Plaza, Block B and 47 Regional Offices	52		
6.	Switches (Year 3)		Barabara Plaza, Block B and 47 Regional Offices	52		
7.	Access Points (Year 1)		Barabara Plaza, Block B and 47 Regional Offices	44	-	-
8.	Access Points (Year 2)		Barabara Plaza, Block B and 47 Regional Offices	44	-	-
9.	Access Points (Year 3)		Barabara Plaza, Block B and 47 Regional Offices	44	-	-
10.	Desktop Computers (Year 1)		Barabara Plaza, Block B and 47 Regional Offices	406		
11.	Desktop Computers (Year 2)		Barabara Plaza, Block B and 47 Regional Offices	406		
12.	Desktop Computers (Year 3)		Barabara Plaza, Block B and 47 Regional Offices	406		
13.	Laptop Computers (Year 1)		Barabara Plaza, Block B and 47 Regions	310		
Currencies in accordance with ITT 15						Date: _____ ITT No: KeRRA/08/38/08/2024 - 2025 Alternative No: ____N/A_____ Page N° of _____
1	2	3	4	5	6	7

Service N°	Description of Services (excludes inland transportation and other services required in Kenya to convey the goods to their destination)	Country of Origin	Delivery Date at place of Final destination		Unit price	Total Price per Service (KShs.) (Col. 5*6 or estimate)
		<i>[insert country of origin of the Services]</i>	<i>[insert delivery date at place of destination per Service]</i>		<i>[insert unit price per item]</i>	<i>[insert total price per item]</i>
14.	Laptop Computers (Year 2)		Barabara Plaza, Block B and 47 Regional Offices	310		
15.	Laptop Computers (Year 3)		Barabara Plaza, Block B and 47 Regional Offices	310		
16.	Uninterruptible Power Supplies (Year 1)		Barabara Plaza, Block B and 47 Regional Offices	233		
17.	Uninterruptible Power Supplies (Year 2)		Barabara Plaza, Block B and 47 Regional Offices	233		
18.	Uninterruptible Power Supplies (Year 3)		Barabara Plaza, Block B and 47 Regional Offices	233		
19.	Data points (Year 1)		Barabara Plaza, Block B and 47 Regional Offices	1500		
20.	Data points (Year 2)		Barabara Plaza, Block B and 47 Regional Offices	1500		
21.	Data points (Year 3)		Barabara Plaza, Block B and 47 Regional Offices	1500		
22.	Biometric and CCTV Year 1		Barabara Plaza, Block B and Kajiado	2		
23.	Biometric and CCTV Year 2		Barabara Plaza, Block B and Kajiado	2		
24.	Biometric and CCTV Year 3		Barabara Plaza, Block B and Kajiado	2		
25.	Tablets (Year 1)		Barabara Plaza, Block B and 47 Regional Offices	25		
26.	Tablets (Year 2)		Barabara Plaza, Block B and 47 Regional Offices	25		
27.	Tablets (Year 3)		Barabara Plaza, Block B and 47 Regional Offices	25		
<b>Total Tender Price (Exclusive of VAT) TABLE C</b>						

Name of tenderer *[insert complete name of tenderer]*

Signature of tenderer *[signature of person signing the Tender]*

Date *[insert date]*

\* *[For previously imported Goods, the quoted price shall be distinguishable from the original import value of these Goods declared to customs and shall include any rebate or mark-up of the local agent or representative and all local costs except import duties and taxes, which have been and/or have to be paid by the Procuring Entity. For clarity, tenderers are asked to quote the price including import duties, and additionally to provide the import duties and the price net of import duties and taxes which is the difference of those values.]*

## TABLE B

### Price and Completion Schedule - Related Services

Currencies in accordance with ITT 15	Date: _____ ITT No: KeRRA/08/38/06/2024 – 2025 Alternative No: _____ N/A _____ Page N° of _____
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1	2	3	4	5	6	7
Service N°	Description of Services (excludes inland transportation and other services required in Kenya to convey the goods to their final destination)	Country of Origin	Delivery Date at place of Final destination	Quantity and physical unit	Unit price	Total Price per Service (KShs.) (Col. 5*6 or estimate)
		<i>[insert country of origin of the Services]</i>	<i>[insert delivery date at place of final destination per Service]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit price per item]</i>	<i>[insert total price per item]</i>
<b>Preventive maintenance of:</b>						
28.	Printers (Year 1)		Barabara Plaza, Block B and 47 Regional Offices	303		
29.	Printers (Year 2)		Barabara Plaza, Block B and 47 Regional Offices	303		
30.	Printers (Year 3)		Barabara Plaza, Block B and 47 Regional Offices	303		
31.	IP Phones (Year 1)		Barabara Plaza, Block B and 47 Regional Offices	512		
32.	IP Phones (Year 2)		Barabara Plaza, Block B and 47 Regional Offices	512		
33.	IP Phones (Year 3)		Barabara Plaza, Block B and 47 Regional Offices	512		
34.	Scanners (Year 1)		Barabara Plaza, Block B and 47 Regional Offices	20		
35.	Scanners (Year 2)		Barabara Plaza, Block B and 47 Regional Offices	20		
36.	Scanners (Year 3)		Barabara Plaza, Block B and 47 Regional Offices	20		
37.	Photocopying Machines (Year 1)		Barabara Plaza, Block B and 47 Regional Offices	42		
38.	Photocopying Machines (Year 2)		Barabara Plaza, Block B and 47 Regional Offices	42		
39.	Photocopying Machines (Year 3)		Barabara Plaza, Block B and 47 Regional Offices	42		
40.	Cameras (Year 1)		Barabara Plaza, Block B and 47 Regional Offices	310		
41.	Cameras (Year 2)		Barabara Plaza, Block B and 47 Regional Offices	310		
42.	Cameras (Year 3)		Barabara Plaza, Block B and 47 Regional Offices	233		
43.	Televisions (Year 1)		Barabara Plaza, Block B and 47 Regional Offices	233		

44.	Televisions (Year 2)		Barabara Plaza, Block B and 47 Regional Offices	233		
45.	Televisions (Year 3)		Barabara Plaza, Block B and 47 Regional Offices	1500		
<b>Total Tender Price (Exclusive of VAT) TABLE C</b>						

Name of tenderer [*insert complete name of tenderer*]

Signature of tenderer [*signature of person signing the Tender*]

Date [*insert date*]

\* [*For previously imported Goods, the quoted price shall be distinguishable from the original import value of these Goods declared to customs and shall include any rebate or mark-up of the local agent or representative and all local costs except import duties and taxes, which have been and/or have to be paid by the Procuring Entity.*

*For clarity, tenderers are asked to quote the price including import duties, and additionally to provide the import duties and the price net of import duties and taxes which is the difference of those values.]*

Name of tenderer [*insert complete name of tenderer*] Signature of tenderer [*signature of person signing the Tender*] Date [*Insert Date*]

**FORM OF TENDER SECURITY-[Option 1–Demand Bank Guarantee]**

**Beneficiary:** \_\_\_\_\_

**Request for Tenders No:**

\_\_\_\_\_  
**Date:** \_\_\_\_\_

**TENDER GUARANTEE No.:** \_\_\_\_\_

**Guarantor:** \_\_\_\_\_

1. We have been informed that \_\_\_\_\_ (hereinafter called "the Applicant") has submitted or will submit to the Beneficiary its Tender (hereinafter called "the Tender") for the execution of \_\_\_\_\_ under Request for Tenders No. \_\_\_\_\_ ("the ITT").
2. Furthermore, we understand that, according to the Beneficiary's conditions, Tenders must be supported by a Tender guarantee.
3. At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_ (\_\_\_\_\_) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:
  - (a) has withdrawn its Tender during the period of Tender validity set forth in the Applicant's Letter of Tender ("the Tender Validity Period"), or any extension thereto provided by the Applicant; or
  - b) having been notified of the acceptance of its Tender by the Beneficiary during the Tender Validity Period or any extension there to provided by the Applicant, (i) has failed to execute the contract agreement, or (ii) has failed to furnish the Performance.
4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) thirty days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

\_\_\_\_\_  
*[signature(s)]*

*Note: All italicized text is for use in preparing this form and shall be deleted from the final product.*

**FORMAT OF TENDER SECURITY [Option 2–Insurance Guarantee]**

**TENDER GUARANTEE No.:** \_\_\_\_\_

1. Whereas ..... [Name of the tenderer] (hereinafter called “the tenderer”) has submitted its tender dated ..... [Date of submission of tender] for the ..... [Name and/or description of the tender] (hereinafter called “the Tender”) for the execution of \_\_\_\_\_ under Request for Tenders No. \_\_\_\_\_ (“the ITT”).
2. KNOW ALL PEOPLE by these presents that WE ..... of ..... [Name of Insurance Company] having our registered office at ..... (hereinafter called “the Guarantor”), are bound unto ..... [Name of Procuring Entity] (hereinafter called “the Procuring Entity”) in the sum of ..... (Currency and guarantee amount) for which payment well and truly to be made to the said Procuring Entity, the Guarantor binds itself, its successors and assigns, jointly and severally, firmly by these presents.

Sealed with the Common Seal of the said Guarantor this \_\_\_ day of \_\_\_\_\_ 20 \_\_.

3. NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Applicant:
  - a) has withdrawn its Tender during the period of Tender validity set forth in the Principal's Letter of Tender (“the Tender Validity Period”), or any extension thereto provided by the Principal; or
  - b) having been notified of the acceptance of its Tender by the Procuring Entity during the Tender Validity Period or any extension thereto provided by the Principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to tenderers (“ITT”) of the Procuring Entity's Tendering document.

then the guarantee undertakes to immediately pay to the Procuring Entity up to the above amount upon receipt of the Procuring Entity's first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) thirty days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

\_\_\_\_\_

[Date]

\_\_\_\_\_

[Signature of the Guarantor]

\_\_\_\_\_

[Witness]

\_\_\_\_\_

[Seal]

**Note: All italicized text is for use in preparing this form and shall be deleted from the final product.**

**FORM OF TENDER-SECURING DECLARATION**

*[The Bidder shall complete this Form in accordance with the instructions indicated]*

Date:.....*[insert date (as day, month and year) of Tender Submission]*

Tender No.:..... *[Insert number of tendering process]*

To:.....*[insert complete name of*

*Purchaser]* I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.
2. I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of .....*[insert number of months or years]* starting on .....*[insert date]*, if we are in breach of our obligation(s) under the bid conditions, because we – (a) have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders.
3. I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer(s), upon the earlier of:
  - a) our receipt of a copy of your notification of the name of the successful Tenderer; or
  - b) thirty days after the expiration of our Tender.
4. I/We understand that if I am/we are/in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:.....

Capacity / title (director or partner or sole proprietor, etc.) .....  
.....

Name: .....

Duly authorized to sign the bid for and on behalf of: .....*[insert complete name of Tenderer]*. Dated on ..... day of..... *[Insert date of signing]*.

Seal or stamp.

**MANUFACTURER’S AUTHORIZATION FORM**

*[The tenderer shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The tenderer shall include it in its Tender, if so indicated in the TDS.]*

Date:.....*[insert date (as day, month and year) of Tender submission]*

ITT No.:.....*[insert number of ITT process]* Alternative No.:.....*[insert identification No if this is a Tender for an alternative]*

To: ..... *[Insert complete name of Procuring Entity]* WHEREAS

We..... *[insert complete name of Manufacturer]*, who are official manufacturers of.....*[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of tenderer]* to submit a Tender the purpose of which is to provide the following Goods, manufactured by us..... *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 28 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed:..... *[Insert signature(s) of authorized representative(s) of the Manufacturer]*

Name:.....*[Insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title:..... *[Insert title]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

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## **PART 2: SUPPLY REQUIREMENTS**

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# **Section V - Schedule of Requirements**

**1. List of Goods and Delivery Schedule**

Line Item N°	Description of Goods	Quantity	Physical unit	Final Destination as specified in TDS	Delivery (as per Incoterms) Date		
					Earliest Delivery Date	Latest Delivery Date	Tenderer's offered Delivery date [ <i>to be provided by the tenderer</i> ]
1	2	3	4	5	6	7	8

## 1. List of Related Services and Completion Schedule

Line Item N°	Description of Goods	Quantity	Physical unit	Final Destination as specified in TDS	Delivery (as per Incoterms) Date		
					Earliest Delivery Date	Latest Delivery Date	Tenderer's offered Delivery date [to be provided by the tenderer]
1	2	3	4	5	6	7	8
<b>Preventive Maintenance for:</b>							
1.1	Routers (Year 1)	46	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days	30 Days	
1.2	Routers (Year 2)	46	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days	30 Days	
1.3	Routers (Year 3)	46	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days	30 Days	
1.4	Switches (Year 1)	52	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days	30 Days	
1.5	Switches (Year 2)	52	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days	30 Days	
1.6	Switches (Year 3)	52	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days	30 Days	
1.7	Access Points (Year 1)	44	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days	30 Days	
1.8	Access Points (Year 2)	44	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days	30 Days	
1.9	Access Points (Year 3)	44	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days	30 Days	
1.10	Desktop Computers (Year 1)	406	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days	30 Days	
1.11	Desktop Computers (Year 2)	406	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days	30 Days	

Line Item N°	Description of Goods	Quantity	Physical unit	Final Destination as specified in TDS	Delivery (as per Incoterms) Date		
					Earliest Delivery Date	Latest Delivery Date	Tenderer's offered Delivery date [to be provided by the tenderer]
1	2	3	4	5	6	7	8
1.12	Desktop Computers (Year 3)	406	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days	30 Days	
1.13	Laptop Computers (Year 1)	310	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days	30 Days	
1.14	Laptop Computers (Year 2)	310	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days	30 Days	
1.15	Laptop Computers (Year 3)	310	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days	30 Days	
1.16	Uninterruptible Power Supplies (Year 1)	233	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days	30 Days	
1.17	Uninterruptible Power Supplies (Year 2)	233	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days	30 Days	
1.18	Uninterruptible Power Supplies (Year 3)	233	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days	30 Days	
1.19	Data points (Year 1)	1500	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days	30 Days	
1.20	Data points (Year 2)	1500	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days	30 Days	
1.21	Data points (Year 3)	1500	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days	30 Days	
1.22	Access Points (Biometric and CCTV) (Year 1)	2	No.	Barabara Plaza, Block B and Kajiado	20 Days	30 Days	
1.23	Access Points (Biometric and CCTV) (Year 2)	2	No.	Barabara Plaza, Block B and Kajiado	20 Days	30 Days	
1.24	Access Points (Biometric and CCTV) (Year 3)	2	No.	Barabara Plaza, Block B and Kajiado	20 Days	30 Days	
1.25	Tablets (Year 1)	25	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days	30 Days	

Line Item N°	Description of Goods	Quantity	Physical unit	Final Destination as specified in TDS	Delivery (as per Incoterms) Date		
					Earliest Delivery Date	Latest Delivery Date	Tenderer's offered Delivery date [to be provided by the tenderer]
1	2	3	4	5	6	7	8
1.26	Tablets (Year 2)	25	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days	30 Days	
1.27	Tablets (Year 3)	25	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days		
1.28	Printers (Year 1)	303	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days		
1.29	Printers (Year 2)	303	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days		
1.30	Printers (Year 3)	303	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days		
1.31	IP Phones (Year 1)	512	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days		
1.32	IP Phones (Year 2)	512	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days		
1.33	IP Phones (Year 3)	512	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days		
1.34	Scanners (Year 1)	20	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days		
1.35	Scanners (Year 2)	20	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days		
1.36	Scanners (Year 3)	20	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days		
1.37	Photocopying Machines (Year 1)	42	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days		
1.38	Photocopying Machines (Year 2)	42	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days		

Line Item N°	Description of Goods	Quantity	Physical unit	Final Destination as specified in TDS	Delivery (as per Incoterms) Date		
					Earliest Delivery Date	Latest Delivery Date	Tenderer's offered Delivery date [to be provided by the tenderer]
1	2	3	4	5	6	7	8
1.39	Photocopying Machines (Year 3)	42	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days		
1.40	Cameras (Year 1)	12	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days		
1.41	Cameras (Year 2)	12	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days		
1.42	Cameras (Year 3)	12	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days		
1.43	Televisions (Year 1)	12	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days		
1.44	Televisions (Year 2)	12	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days		
1.45	Televisions (Year 3)	12	No.	Barabara Plaza, Block B and 47 Regional Offices	20 Days		

## 2.0 TECHNICAL SPECIFICATIONS

### 2.1 INTRODUCTION

Kenya Rural Roads Authority (KeRRA) as established by the Kenya Roads Act, 2007 is mandated with the responsibility to manage, develop, rehabilitate and maintenance of class C roads. KeRRA is placed under the Ministry of Roads.

The Authority is established with a staff workforce of approximately 1000 spread across 47 Regional Offices.

KeRRA is looking for a complete solution to maintain primary and secondary data center infrastructure, active and passive networking devices and all ICT Equipment and related accessories at the Head Office located in Barabara Plaza Block B, Nairobi and 47 Regional Offices for a period of Three (3) Years]. The Equipment include but are not limited to;

- Routers
- Switches
- Biometric Access Control
- Voltage Stabilizer
- Network Cabling
- PDUs
- IP Phones
- Access point
- Desktop Computers
- Laptops
- UPS
- Displays (Wall Mount)
- IP Phones
- Printers
- Scanners
- CCTVs
- Tablets
- Faceplates, Modules

### 2.2 Maintenance Requirements

The Maintenance service will run for **three years** with a possibility of renewal by further three years' subject to satisfactory performance and necessary approvals.

### 2.3 General Preventive Maintenance (Every 3 Months)

The preventive maintenance in respect to Desktop Computers, Laptops, UPS, Printers, Scanners, displays (Wall Mount), IP Phones, CCTVs, Tablets, and any other computer related accessories shall include but not limited to;

- Vacuum cleaning of the computers and accessories to Remove harmful dust particles;
- Oiling the Processor Cooling fan;
- Running system diagnostics and reporting errors;
- Cleaning the disk drives and compact disk drives;
- Cleaning the monitor, system unit casing, keyboard and mouse;
- Offer standby system in case of breakdown of equipment;



- Cleaning and checking all external services and peripherals;
- Assessment and advising the Authority on requirements regarding personal computers and computer accessories;

The preventive maintenance in respect to the UPS and related accessories shall include but not limited to: -

- Vacuum cleaning of the inside of the UPS to remove harmful dust particles.
- Oiling of the movable parts.
- Running software diagnostics, to make sure that the UPS is working in case of any problems.
- Repair and replacement of faulty parts
- Carrying upgrades when required.
- Advise the Authority on any requirements regarding UPS.

The preventive maintenance in respect to the printers and related accessories shall include but not limited to:

- Vacuum and cleaning of the printer and different parts like paper path, rollers, filters and fans among other parts.
- Oiling of the movable parts.
- Running diagnostics, to make sure that the printer is working in case of any problems.
- Recommend replacement of and faulty parts
- Periodical diagnostic of the equipment to reduce the number of equipment disturbances and extend equipment lifetime
- Periodical cleaning and lubrication of equipment
- Virus scan or installation of the latest antivirus updates
- Providing advice on equipment usage

## **2.4 Technical Specifications of the Service and Equipment**

This section specifies the minimum technical requirements.

## **2.5 Scope of Work.**

The preventive maintenance of the scheduled ICT equipment shall be done quarterly i.e. 3 times in a year. It shall be done at the beginning of each quarter.

Each equipment serviced shall have a service record card. The following are details of the tasks that shall be carried out on the respective pieces of equipment during a preventive maintenance site visit.

## **2.6 Computer/Laptop Preventative Maintenance**

- Empty the Recycle Bin. Ensure that all recycle bins are emptied in all PCs.
- Delete .tmp files. Before running Scandisk and Defragmenter, delete all
- \*.tmp files that have been created prior to the current day.
- Delete files that begin with a tilde. When cleaning the system of garbage files, check for any files beginning with a tilde (~). Make sure that all application programs, such as word-processing, spreadsheet, and graphics programs, are closed first since sometimes the temporary file being viewed uses a tilde.

- Delete old .zip files. Ensure that all the zipped files left on the computer are deleted.
- Run ScanDisk and defragment the drive as needed. Ensure that utilities like scandisks are run to check the disk and make sure the number of disk errors and the percentage of fragmentation are within acceptable limits.
- Check browser history and cache files. Check that the user history files and Internet cache settings are set properly (cache size). Delete the cache files and history files then reset the history files to no more than three days unless the user specifically needs to store that information longer.
- Clean out Windows temporary Internet files. If the browser is Microsoft's Internet Explorer, clean out the c:\Windows\Temporary Internet files folder.
- Update drivers as needed. Make sure that relevant drivers are installed for the following for all devices required: drivers for printers, modems, sound cards, video cards, and other devices.
- Check the operating system and applications. Update the OS and applications with the latest service packs or updates.
- Check the connections. Make sure all the plugs are snug in their connections. And make sure users are using surge protectors and not a string of extension cords to power their machines.
- Take inventory. Ensure to provide records to update master inventory of computer assets. Verify serial numbers, CPU speed, hard drive space, memory, etc.
- Make sure the hardware works. Clean or replace floppy disk and CD drives as needed.
- Clean the screens. Use appropriate screen-cleaning cloth or solution.
- Check the printers. Print a test page on the printers after service. Make sure the printers are producing clean copies, and that the toner cartridges aren't about to run out.
- Reboot the system. Reboot the system to force a memory reset and to make sure the machine will boot after service.
- Blow the machines and wipe/clean the machines with appropriate cleaning cloth and solution. For Personal Computers this includes the C.P.U, monitor, keyboard, and mouse.
- Take Inventory of all Installed software and licensing validity

## **2.7 Printers/Scanners/Plotters/Photocopiers Preventive Maintenance**

- Run complete system diagnostics testing:
- Memory
- Logic boards
- Input/output paper paths
- Internal cards & ports (Serial/Parallel)]
- Remove cover & check all connections
- Remove debris/dust from unit
- Clean circuit board with anti-static solvent]
- Check Toner
- Clean external chassis

## **2.8 CCTV Preventive Maintenance**

### **2.8.1 Camera Inspection**

- Inspect the physical condition of CCTV cameras (look for damage, dirt, or obstructions).
- Check the lens for dirt or smudges and clean them if needed.
- Ensure the camera's housing is secure and free from water or dust ingress.

### **2.8.2 Check Camera Alignment**

- Verify that cameras are properly aligned and positioned for optimal coverage.
- Adjust angles or reposition cameras to ensure full coverage and eliminate blind spots.

### **2.8.3 Check Video Quality**

- Monitor the image quality and resolution from each camera.
- Ensure there is no distortion, flickering, or color issues.
- Test the focus and adjust if needed.

### **2.8.4 Inspect Power Supply**

- Verify that the power supply to each camera is stable and there are no issues with power cables.
- Check the UPS (Uninterrupted Power Supply) to ensure it is working correctly.

### **2.8.5 Network and Recording System Check**

- Inspect the CCTV server or NVR (Network Video Recorder) for any hardware or software issues.
- Verify that video feeds are being recorded and stored properly.
- Check network connectivity to ensure stable transmission of video footage.

### **2.8.6 Test Video Storage**

- Check the storage capacity and verify that the CCTV system is not running out of space.
- Delete unnecessary footage and ensure video retention policies are being followed.

### **2.8.7 Motion Detection and Alerts**

- Test motion sensors and verify that they are detecting and triggering alerts properly.
- Check for false alarms or missed detections.

### **2.8.8 Firmware and Software Updates**

- Check for any available firmware or software updates for the cameras and NVR systems.
- Install updates to maintain system security and functionality.

### **2.8.9 Cable Inspection**

- Check all cables for wear, fraying, or damage and replace if necessary.
- Ensure all connections are secure.

### **2.8.10 Recording and Playback Test**

- Test playback of recorded footage to verify proper functionality.
- Check for any playback issues like freezing, skipping, or missing footage.

## **2.9 Biometric Preventive Maintenance Activities**

### **2.9.1 Inspect Biometric Devices:**

- Physically inspect biometric devices (fingerprint scanners, facial recognition cameras, iris scanners) for any visible damage or wear.
- Check that devices are free from dirt, dust, and any obstructions.

### **2.9.2 Test Sensor Functionality**

- Test the biometric sensors (fingerprint, face, or iris) to ensure they are capturing and recording data accurately.
- Clean sensors to avoid misreads due to dirt or smudges.

### **2.9.3 Check Enrollment Records**

- Verify that user data (fingerprints, facial images, etc.) is accurately enrolled in the system.
- Remove any outdated or incorrect records.

### **2.9.4 Verify Access Control Logs**

- Inspect the access control logs to ensure there are no errors or discrepancies in the data.
- Verify that the system is logging access events correctly.

### **2.9.5 Check Authentication Accuracy**

- Test the biometric devices for authentication accuracy.
- Verify that the system is accurately identifying authorized users and rejecting unauthorized ones.

### **2.9.6 Inspect Power Supply**

- Ensure that the biometric system's power supply is stable and functional.
- Check for any battery or power issues, especially for devices with backup batteries.

### **2.9.7 Software Updates**

- Check for firmware or software updates for the biometric system.
- Ensure the latest patches and security updates are installed.

### **2.9.8 Check Network Connectivity**

- Ensure the biometric system's communication with the central server is stable and reliable.
- Test the network connection for speed and stability.

### **2.9.9 Inspect Backup Systems**

- Check if backup systems, such as servers or data storage, are functioning correctly.
- Ensure biometric data is backed up regularly.

### **2.9.10 Clean the Device**

- Clean biometric readers or cameras to prevent dust or skin oil buildup, which could affect sensor performance.

### **2.9.11 Check User Access Settings**

- Review access control permissions and ensure that user roles are configured correctly.
- Update user access levels as necessary.

### **2.9.12 Test Alarm and Notification Systems**

- Test the integration of biometric systems with any alarm or notification systems.
- Ensure that the system triggers the correct alerts when unauthorized access is attempted.

### **2.9.13 Verify Backup and Redundancy Systems**

- Test any failover systems or redundancy measures in place to ensure that they are functioning properly.
- Ensure that biometric data can still be accessed in case of system failure.

### **2.10 UPS Preventive Maintenance**

- Complete a functional checkout and test of the UPS diagnostic systems.
- Perform system and component functional tests on all UPS equipment to insure proper functioning within specified parameters.
- Run all UPS system diagnostics and correct all diagnosed problems.
- Recommend replacement of control batteries as and when necessary. If the control batteries have been used

## **3.0 SCOPE OF SERVICES**

### **I COMPREHENSIVE SUPPORT AND MAINTENANCE**

The scope of the Services to be performed shall encompass the provision by the service provider of Preventative Maintenance, and shall include, but will not be restricted to;

#### **a) Provision of Onsite Preventive Hardware Maintenance**

On-site preventative maintenance will involve quarterly servicing of all active and passive Networking equipment in KeRRA Head Office and 47 Regional Offices; for a period of Three (3) Years]. The Preventative Maintenance will also apply to New IT equipment purchased during the validity of the Maintenance contract.

### **II MAINTENANCE OF CCTV, BIOMETRIC ACCESS SYSTEMS, NETWORK FIBRE & CABLING AT THE AUTHORITY'S HEAD OFFICE & 47 REGIONAL OFFICES**

a) Quarterly Maintenance Activity for UPS, 6KW Inverter Stacked with 12 Deep Cycle Maintenance Free Batteries rated @ 200 AH.

- Cleaning up of Unit, Visual Inspection to check any deformation.
- Checking and Adjustment of Power parameters like input. Output, DC Voltage & Current.
- Checking and Adjustment of Control parameters on different PCBs.
- Checking of tightness and cleaning of battery terminals.

- Functional Checking of Rectifier section.
- Functional Checking of Inverter section.
- Functional Checking of Static Switch Section.
- Checking of Wire wound components
- Operational test of the system including unit transfer and battery discharge.
- Install or perform Engineering Field Change Notices (FCN) as necessary.
- Checking and Maintenance activity for Electrical Distribution Board (LT Panel) annually.
- Cleaning up of dust & greasing (only on moving parts) of total panel.
- Do the tightness of the junction points/nuts & bolts. Checking the breaker settings & function. Measuring of Panel earthing value & connections. Checking of the cable sockets' conditions.
- Repair & replacement of cable sockets in case of requirements.
- Checking of measuring meters & its functions. Repair only in case of requirement (There will not be any standby meter during repairing period).
- Repair & replacement of MCB/MCCB/Contractor/Relay/Circuit Breakers.
- Checking under Voltage and Over Voltage trip settings.
- Replace Phase failure unit/voltage balancing.
- Checking of Battery Health.
- Replacement of UPS Batteries if required. Checking of any loose termination of battery bank.
- Checking petroleum gel on the junction points.
- Proper cleaning of termination of battery bank with greasing of terminals.
- Checking of body earthing of battery bank.
- Checking of individual cell voltages in float, boost mode.
- Yearly Maintenance activity for automatic transfer switch (ATS).
- De-energize the switchgear.
- Test and re-calibrate all trip sensing and time delay functions in the switchgear.
- Vacuum clean the accumulated dust from the ATS and accessory panels.
- Inspect for moisture or signs of previous wetness or dripping. Remove any grime with an approved solvent.
- Inspect all insulating parts for cracks or discoloration due to excessive heat.
- Inspect all main arcing contacts for excessive erosion.
- Inspect all main current-carrying contacts for pitting and discoloration due to excessive heat.
- Inspect all control relay contacts for excessive erosion and discoloration due to excessive heat.
- Manually operate the main transfer movement to check proper contact alignment, deflection, gap, and wiping action.
- Check all cable and control wire connections to the transfer switch control and sensing panel and other system components and tighten if necessary.
- Re-energize the switchgear and conduct a test by simulating a normal source failure.
- Testing of ATS with Test Switch.

**b) Quarterly Maintenance Activity for Electrical Equipment.**

- Checking of proper functioning of Main Switch.
- Checking of proper body earthing of Main Switch.
- Checking of proper functioning of indoor, outdoor, light and power sockets.
- Comprehensive checking of any loose termination within Main Switch, ACDB and other MCB's

and proper functioning of ACDB.

- Checking for functionality of CLEAN POWER CENTRE (CPC) and provide necessary maintenance for all components of CPC so as to provide continuous supply of AC power to the equipment connected with CPC installed at Data Centre.
- Checking of voltage level in the Utility Panel and provide necessary maintenance for all components of Utility Panel for the continuous flow of power to the equipment connected with the Utility Panel installed at Data Centre.
- Checking of functionality of Utility Output DB connected with the UPS and providing necessary maintenance for continuous supply of power to the UPS.
- Checking of functionality of LDB connected with all Lighting points of the Data Center and providing necessary maintenance for continuous supply of AC power to the Lighting equipment.
- Checking for functionality of PDB connected with all power points of the Data Center and providing necessary maintenance for continuous supply of AC power to the power points.
- Providing extra Cable Trays if required. For any damage to existing trays and for installation of new equipment at Data Center for proper cabling of the system.
- Replacing Cable and Termination kits as may be required for the proper functioning of the system.
- Checking of Wiring, MCB, switches etc. installed at NCA Data Center as well as providing necessary replacement whenever required for smooth functioning of the system.
- Check all the lighting equipment with allied accessories and replacement shall be made if required.
- Checking of Industrial sockets, plugs and related components and replacement shall be made if required.

**c) Quarterly Maintenance Activity for Air Conditioning System**

- Cleaning up of Unit, Air Filter, cooling coil & condenser coil. Cleaning of Humidifier bottle, electrodes, water supply strainer and drain inside the machine.
- Checking of drive belt & replace, if necessary, upon approval of Project Engineer.
- Lubrication of bearings if necessary.
- Checking up of operation of Unit, Controller & condenser. Coming of fins of condenser & Evaporator coil if necessary. Measurement of current in each individual equipment.
- Checking of all the overload relay settings.
- Checking of all electrical components for loose connections and tightening if necessary.
- Checking of refrigeration piping for any gas leakages.
- Checking of refrigeration system and pressure readings.
- Checking the temperature of datacenter, which must be maintained at a set temperature between 18 and 22 degrees Celsius 24 hours a day, 7 days a week. The temperature must be maintained to 1 Degree Celsius from the set temperature.
- Checking and maintaining constant humidity level of 50 percent, plus or minus 10 percent (45 percent to 55 percent) in the DC server room.
- Checking of pulleys, Motor mounts, and Condenser fan mounts etc.
- Checking of panel insulation.
- Checking of temperature readings and humidity readings
- Checking of Microprocessor controllers for operation.
- Replacement of sheet metal parts (excluding Condenser coils, consumables & air filters).
- Replacement of Condenser Coils & Air Filters.
- Topping up of R407C Gas.



- Repairs/replacement of electrical main incoming switch (Switch fuse unit), Main incoming cable, fuses, control transformers & indicating lamps.
- Repairs /replacements of Water piping & accessories, Ducting, Dampers, Duct lining, grilles, Raised floor, any kind of masonry/structural work.

**d) Quarterly Maintenance Activity for Automatic Fire Detection and Suppression System**

- Checking of operation and maintenance of Analogue Addressable Fire Alarm System and its components.
- Checking & cleaning up of Smoke Detectors
- Checking of functionality of Hooters, Fire Sounder, and Manual Call Points.
- Checking all pipework to determine its condition and repair where necessary.
- Performing checkup of status of gas cylinders, check up its load, pressure and ensuring its healthy operation and refilling whenever required. One-time FM200 gas refilling during AMC Period (i.e. within one year) if required.

**e) Quarterly Maintenance Activity for CCTV**

- Check normal operation
- Clean dusts on CCTV cameras
- Carrying out of such repairs, replacement of parts, cleaning or adjustment of each item of equipment because of the inspection, testing and approval by KeRRA representative once in each quarter

**f) Quarterly Maintenance Activity for Network Cabinet, Routers, Switches, CUCM, Access Points & IP Phones**

- Check normal operation
- Thorough cleanup of the equipment serviceable parts with complete detailed exterior and interior cleaning.
- Organizing the Network Cabinet and repairing ports that are not working.

**g) Quarterly Maintenance Activity for Network Cabling & Fiber infrastructure**

**General functions of optical fiber cable network maintenance**

Maintenance category	Maintenance activity	Functions	Status
Preventative maintenance	Surveillance (e.g., periodic testing)	Detection of fibre loss increase Detection of fibre deterioration Detection of	Optional Optional (Note 1) Optional
	Testing (e.g., fiber degradation testing)	Measurement of fibre fault location Measurement of fibre strain distribution Measurement of water	Optional Optional (Note 1) Optional
	Control (e.g., network element control)	Fiber identification Fiber transfer	Optional Optional (Note 2)
	Surveillance (e.g., reception of transmission system alarm or customer trouble report)	Interface with transmission operation system Interface with customer service operation	Required Required

Maintenance category	Maintenance activity	Functions	Status
Post-fault maintenance	Testing (e.g., fibre fault testing)	Fault distinction between transmission equipment and fiber network	Required
		Measurement of fiber fault location	Required
	Control (e.g., cable repair/removal)	Confirmation of Restoration/permanent repair	Optional (Note 3)
		Fiber identification	Required
		Fiber transfer	Required (Note 2)
NOTE 1 – Further study is required.			
NOTE 2 – Fiber transfer may be achieved in a variety of ways, for example:			
– by use of fiber transfer splicing (optionally synchronous);			
– by switching the transmission equipment to prior connected standby circuits which may be provided by a ring topology or diverse or duplicated fibre feeds			

**General preventive maintenance of network cabling and related accessories**

- i. Carry out inspection on the trunking to check on the cabling
- ii. Test all the data points and repair faulty ones.
- iii. Carry out cable organization to ensure neatness in all data cabinets.

**Key Personnel**

The firm must as a minimum but not limited to the listed requirements sought below. Must submit signed curriculum vitae for everyone;

**A. Project Manager**

**Minimum Qualification**

- Bachelor's degree in information technology, Computer Science, or a related field.

**Experience**

- At least 5 years in IT infrastructure management and maintenance.

**Responsibilities**

- Oversee the preventive maintenance schedule, ensure adherence to SLAs, and provide progress reports.

**B. Lead ICT Technician(s)**

**Minimum Qualification**

- Diploma in IT, Computer Engineering, or equivalent.

**Certifications**

- Must possess the following certifications:
  - CompTIA A+
  - Cisco Certified Network Professional (CCNP)
  - Microsoft Certified: Modern Desktop Administrator
- Up to date certifications at the highest levels in the specific critical infrastructure such as switches, routers, firewalls, UPS and Generator equipment.

**Experience**

- At least 3 years of experience in maintenance of ICT hardware, software, and peripherals.

**Responsibilities**

- Conduct diagnostics, routine maintenance, and minor repairs.

## C. ICT Support Staff

### Minimum Qualification

- Certificate in IT or a related discipline.

### Experience

- At least 2 years in supporting ICT systems and resolving hardware/software issues.

### Responsibilities

- Assist in preventive maintenance, handle basic troubleshooting, and support regional offices.

## D. Organizational Capability

- The bidder must demonstrate access to qualified personnel for the project's duration, including resumes and commitment letters for all key staff.

## E. Experience Requirements

- The personnel should collectively have:
  - Proven experience in maintaining similar ICT equipment, with references to at least three similar projects conducted in the last five (5) years.
  - Expertise in managing maintenance contracts involving diverse ICT environments, including remote locations.
  - Up to date certifications at the highest levels in the specific critical infrastructure such as switches, routers, firewalls, UPS and Generator equipment.

## F. Key Staff Documentation

- Attach the following for each proposed staff member:
  - Certified copies of academic and professional certificates.
  - Detailed CVs highlighting relevant experience and achievements.
  - Copies of ID/passport for identification.
  - At least two references for similar works done.

## G. Availability

- A declaration of availability and commitment to execute the preventive maintenance contract within the stipulated timeframes.

## Specific Condition for Service Provider

### Initial Inspection

Upon award of the Contract, the Contractor shall have to check the entire system under scope of works and submit to the Employer a certificate for taking over the system in good condition.

### Handing Over

The Tenderer shall hand over the system to the employer in good working condition after the expiry of Contract period.

### Scheduled Maintenance

**Schedule preventive maintenance** of ICT Equipment and related accessories shall be done up to the satisfaction of the In-Charge on the part of the employer and Project Engineer.

Scheduled preventative maintenance **must** be made at least once in every quarter to avoid breakdown/failure in the system. A gap of **maximum 90 (Ninety) days** shall be maintained between 2 (two) successive preventive maintenance dates. The service provider shall have to submit necessary quarterly reports along with the payment request.

### **Reporting Malfunction of Components**

Centralized registration of all calls should be maintained by the service provider to record the calls and acknowledge each and every call with a unique docket number, which is to be used for further reference. Completion of the call is to be certified by the employer representative.

### **SCOPE OF WORKS**

The Service Provider shall provide maintenance service to ensure ICT equipment is optimally in operation during the contract period.

### **REPORTING SYSTEM.**

**The service provider shall submit a quarterly report as per KeRRA requirements.** Record of readings (photocopying machines) during maintenance activity will be maintained (Soft & hard copy) by the service provider and kept by the in-charge of the exercise. Upon written request update on reporting format will be done with approval of KeRRA as per the requirements.

### **PAYMENT SCHEDULE**

Payment for preventive maintenance shall be on a quarterly basis and within 30 days upon submission of invoice and a certificate note that the services have been rendered.

### **Service Level Agreements (SLA)**

The bidder **must** provide a maintenance and support contract with SLA with clear escalation matrix, obligations of the contractor, obligations of the client (KeRRA), incident reporting and problem resolution, performance metrics, confidentiality, response time, details on how penalties are assessed, resolution targets, and credits provided for any failures to meet specified SLA's. In case of deviation from the SLA penalty will be charged as agreed by both parties.

The detailed Service Level Agreement (SLA) should capture the following parameters:

- Uptime and Reliability of the link. KeRRA proposes a 99.5% uptime for all the locations.
- Expected Maximum and Minimum Latency on the VPN tunnels for all links.
- A portal for monitoring standard reports on the hardware status and any other SLA parameters for purposes of network monitoring.
- A single point of contact/Helpdesk for all the incidents reported. Indicate the hours of operation for both technical and non-technical support. The bidder is expected to provide 24-hour by 7-day a week technical support all year round; they must provide telephone, email and fax for the support desk as well as the designated contact persons describing the escalation path.
- Maintenance approach and schedule. The bidder should provide a detailed maintenance schedule indicating any planned outage due to maintenance.
- How penalties are assessed and credits provided for any failures to meet specified SLA's. In case of deviation from the SLA penalty will be charged as agreed by both parties.

### **Site Survey**

The **MANDATORY** site visit of KeRRA Head Office and **ALL** the Forty-Seven (47) Regional Branches will be conducted between **17<sup>th</sup> January 2025 to 3<sup>rd</sup> February 2025**. The site visit will involve;

1. **Inspection of ICT Equipment** - Assess Existing Equipment: Inspect all ICT equipment (computers,

- servers, routers, switches, printers, projectors, etc.) at the Head Office and regional offices.
2. **Verify model and specifications:** Check and verify the model numbers, specifications, and serial numbers of the equipment to ensure they match the records and the maintenance needs.
  3. **Check Accessories:** Inspect all accessories related to the ICT equipment (e.g., cables, external storage, batteries, power backups).
  4. **List of All Equipment:** Prepare a detailed inventory list of all ICT equipment across the Head Office and 47 regional offices.
  5. **Collect Data for Pricing:** Based on the findings from the site survey, gather the necessary information to accurately estimate the cost of preventive maintenance services including labor.
  6. **Prepare a Maintenance Plan:** Develop a clear and detailed preventive maintenance plan tailored to the specific needs of each office.

Upon completion of the site visit, a duly signed and stamped certificate of site visit will be issued and **MUST** be submitted as proof together with the final proposal. Costs to the site surveys will be borne by the prospective bidder and should be done in such a way to limit disruptions to operations in the respective branches.

#### 4.0 The regions to be surveyed are as follows;

NO	REGION	TELEPHONE		ICT CONTACT PERONNEL
		SAFARICOM	TELKOM	
1.	MOMBASA	0715079475	0202403001	Christine
2.	KWALE	0716099602	0202403002	Caroline
3.	KILIFI	0740803813	0202403003	Janet
4.	TANA RIVER	0740804682	0202403004	Kyalo
5.	LAMU	0741591298	0202402005	Osborn
6.	TAITA TAVETA	0743207461	0202403006	Anna
7.	GARISSA	0743207672	0202403007	Mwenda
8.	WAJIR	0743349564	0202403008	Fatuma
9.	MANDERA	0743868710	0202403009	Daniel
10.	MARSABIT	0745190617	0202403010	Janet
11.	ISIOLO	0745458619	0202403011	Beth
12.	MERU	0745790183	0202403012	Caroline
13.	THARAKA-NITHI	0745794551	0202403013	Rosemary
14.	EMBU	0745803053	0202403014	Nahashon
15.	KITUI	0746054503	0202403015	Josephine
16.	MACHAKOS	0746314970	0202403016	Erick
17.	MAKUENI	0746318636	0202403017	Mofat
18.	NYANDARUA	0748031102	0202403018	Faith
19.	NYERI	0748034492	0202403019	Peris
20.	KIRINYAGA	0748062180	0202405020	Paul
21.	MURANGA	0757213209	0202403021	Lilian
22.	KIAMBU	0757643751	0202403022	Naomi
23.	TURKANA	0758443469	0202403023	Samuel

NO	REGION	TELEPHONE		ICT CONTACT PERONNEL
		SAFARICOM	TELKOM	
24.	WEST POKOT	0758863229	0202403024	Solomon
25.	SAMBURU	0759142833	0202403025	Susan
26.	TRANS NZOIA	0759790571	0202403026	Solomon
27.	UASIN GISHU	0759791496	0202403027	Evelyn
28.	ELGEYO MARAKWET	0759793802	0202403028	Evelyn
29.	NANDI	0759797137	0202403029	Maureen
30.	BARINGO	0759798013	0202403030	Jacinta
31.	LAIKIPIA	0759798267	0202403031	Rosemary
32.	NAKURU	0768129047	0202403032	Esther
33.	NAROK	0711592001.	0202403033	Emmanuel
34.	KAJIADO	0769034942	0202403034	Tabitha
35.	KERICHO	0769198032	0202403035	Kiptoo
36.	BOMET	0769650354	0202403036	Vane
37.	KAKAMEGA	0769651953	0202403037	Kayalo
38.	VIHIGA	0769654509	0202403038	Carren
39.	BUNGOMA	0769662656	0202403039	Jasper
40.	BUSIA	0769665648	0202403040	Lilian
41.	SIAYA	0769733960	0202403041	Elias
42.	KISUMU	0769736037	0202403042	Vivian
43.	HOMA BAY	0769736399	0202403043	Anita
44.	MIGORI	0769798513	0202403044	Emmy
45.	KISII	0790094945	0202403045	Jilvian
46.	NYAMIRA	0791690425	0202403046	Jilvian
47.	NAIROBI	0795442304	0202403047	Beatrice
48.	HEAD OFFICE	0711 851103	020-7807600 (01-05)	Benson/Henry/Laura Harun/Erick/Sydney

### DISTRIBUTION OF EQUIPMENT IN KeRRA HEAD OFFICE AND THE 47 REGIONAL OFFICES

REGION NAME: LAIKIPIA					
NO.	DEVICE NAME	MODEL	SERIAL NO.	TAG NO. (IF APPLICABLE)	CONDITION (WORKING/NOT WORKING)
1	SYSTEM UNIT	HP 500B MT	K8434	3CB02724C1	WORKING
2	SYSTEM UNIT	HP PRO 3500 SERIES MT	K8414	TRF2520P8D	WORKING
3	SYSTEM UNIT	HP 500B MT	K8487	3CB027242D	WORKING
4	SYSTEM UNIT	HP 280 G1 MT BUSINESS PC	K8743	TRF6110PN5	WORKING

5	SYSTEM UNIT	HP 500B MT	K8497	WU337EA#B13	WORKING
6	SYSTEM UNIT	HP 280 G1 MT	K8467	TPC-F074-MT	WORKING
7	SYSTEM UNIT	HP 500B MT	K8454	3CB02724DB	WORKING
8	SYSTEM UNIT	HP PRO 3500 SERIES MT	K8709	TRF2520P9Q	WORKING
<b>TOTAL CPU</b>					<b>8</b>
1	MONITOR	HP W1972a	K8706	6CM2340QXM	WORKING
2	MONITOR	HP V193b	K8744	3CQ61108KY	WORKING
3	MONITOR	HP W1972a	K8413	6CM2311TRV	WORKING
4	MONITOR	HP S2031a	K8437	3CQ0271T2C	WORKING
5	MONITOR	HP V193b	K8469	3CQ6071T4P	WORKING
6	MONITOR	HP S2031a	K8456	3CQ0271SPG	WORKING
7	MONITOR	HP S2031a	K8490	3CQ0271SPX	WORKING
8	MONITOR	HP S2031a	K8499	3CQ0271S87	WORKING
<b>TOTAL MONITORS</b>					<b>8</b>
1	PRINTER	HP LASERJET 1320	K8742	CNHKG59293	WORKING
2	PRINTER	HP LASERJET CP1025nw color	K8486	-	WORKING
3	PRINTER	HP LASERJET CP1525n color	K8433	CNCF305496	WORKING
4	PRINTER	HP LASERJET P4515x	K8454	CNFY416251	WORKING
<b>TOTAL PRINTERS</b>					<b>4</b>
1	SCANNER	HP SCANJET G2410	K8476	CN19VE214V	WORKING
<b>TOTAL SCANNER</b>					<b>1</b>
1	PHOTOCOPIER	KYOCERA TASKALFA 300i		K8417	WORKING
<b>TOTAL PHOTOCOPIER</b>					<b>1</b>
1	TELEPHONE	CISCO		K8439	WORKING
2	TELEPHONE	CISCO		K8415	WORKING
3	TELEPHONE	CISCO		K8410	WORKING
4	TELEPHONE	CISCO		K8498	WORKING
5	TELEPHONE	CISCO		K8489	WORKING
6	TELEPHONE	CISCO		K8451	WORKING
7	TELEPHONE	CISCO		K8470	WORKING
<b>TOTAL IP PHONES</b>					<b>7</b>
1	KEYBOARD	HP		K8435	WORKING

2	KEYBOARD	HP		K8679	WORKING
3	KEYBOARD	HP		K8491	WORKING
4	KEYBOARD	HP		K8740	WORKING
5	KEYBOARD	HP		K8468	WORKING
6	KEYBOARD	HP		K11068	WORKING
7	KEYBOARD	HP		K8642	WORKING
8	KEYBOARD	HP		K8455	WORKING
9	KEYBOARD	HP		K88707	WORKING

**TOTAL KEYBOARD** **9**

1	UPS	ME-650-VU	241505321820	K8634	NOT WORKING
2	UPS	ME-650-VU	241505321822	K8708	NOT WORKING
3	UPS	ME-650-VU	241505321407	K8416	NOT WORKING
4	UPS	ME-650-VU	241505321819	K8488	NOT WORKING
5	UPS	ME-650-VU	241505321409	K8496	NOT WORKING
6	UPS	ME-650-VU	241606318812	K8741	NOT WORKING
7	UPS	ME-650-VU	241505321390	K8452	NOT WORKING

**TOTAL UPS** **7**

**TOTAL EQUIPMENT** **45**

1	UPS	7			
2	MONITOR	8			
3	CPU	8			
4	PRINTERS	4			
5	KEYBOARD	9			
6	IP PHONES	7			
7	SCANNER	1			
8	PHOTOCOPIER	1			

**REGION NAME: LAMU**

NO.	DEVICE NAME	MODEL	SERIAL NO.	TAG NO. (IF APPLICABLE)	CONDITION (WORKING/NOT WORKING)
1	Desktop	HP 290 G4 Microtower Pc	4CE122X8QW		Working
2	Desktop	HP 290 G4 Microtower Pc	4CE122X2YW		Working
3	Desktop	HP 290 G4 Microtower Pc	4CE138BKTH		Working
4	Desktop	HP 290 G4 Microtower Pc	4CE122X8QC		Working
5	Desktop	HP 290 G4 Microtower Pc	4CE122X3BQ		Working
6	Desktop	Hp Pavillion 9560 ngw	SCD8174JMD		Not Working

**Total Desktops** **6**

1	IP PHONE	Cisco 7962	FCH1741BFXOI	K8512	Not Working
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2	IP PHONE	Cisco 7962	FCH15499YE7	K8517	Not Working
3	IP PHONE	Cisco 7821	WZP17100B22	K8514	Not Working
4	IP PHONE	Cisco 7962	FCH15499IN	K8516	Not Working
<b>Total IP Phones</b>					<b>4</b>
1	SWITCH	CISCO 4321	FD02225A2Z7	K8515	Working
<b>Total Switches</b>					<b>1</b>
1	ROUTER	Cisco Router catalyst 29 boxer	WSC2960X24PSL	K8507	Not Working
<b>Total Switches</b>					<b>1</b>
1	ACCESS POINT	TL-WA901ND	214C153006591	K8508	Working
<b>Total Access Points</b>					<b>1</b>
1	PRINTER	Laser Jet Pro MFP M428fdw	CNDRP5V064		Working
2	PRINTER	HP Color Laser MFP 178nw	CNB1P7L99F		Working
3		Laser Jet Pro M201dw	VNC3636782	K8510	Working
4		Laser Jet Pro M402dne	PHC6728307		Working
5		HP Color LaserJet pro Mfpm283fdw	VNBRPD279P		Working
<b>Total Printers</b>					<b>5</b>
1	CAMERAS				
<b>Total Cameras</b>					
1					
<b>Total Decoders</b>					
1	Laptop	HP Envy x360	CND24104CX		Working
2	LAPTOP	HP Probook 430 G	5CD9294NWR	K6036	Working
3	LAPTOP	Hp Pavillion x360	8CG9034F9D		Working
4	LAPTOP	HP 15-da0xxx	CND00102VD		Working
<b>Total Laptops</b>					<b>4</b>
1	KEYBOARD DS				
<b>Total Keyboards</b>					
1	MONITORS	HP P24v G4 FHD Monitor	1CR1200DX4		Working
2		HP P24v G4 FHD Monitor	1CR1300DV7		Working
4		HP P24v G4 FHD Monitor	1CR1200FFT		Working
4		HP P24v G4 FHD Monitor	1CR1200FP5		Working
5		HP P24v G4 FHD Monitor	1CR1160CVG		Working
<b>Total Monitors</b>					<b>5</b>
1	SCANNERS				
<b>Total Scanners</b>					
1					
<b>Total Televisions</b>					
1	UPS				
<b>Total UPS</b>					
1	CABINET	Cisco Rack			Working

<b>Total Cabinets</b>					<b>1</b>
16	PLOTTERS				
<b>Total Plotters</b>					
<b>TOTAL EQUIPMENT</b>					
1	Desktops	6			
2	IP Phones	4			
3	Switches	1			
4	Access Points	1			
5	Printers	5			
6	Cameras				
7	Decoders				
8	Laptops	4			
9	Keyboards				
10	Monitors	5			
11	Scanners				
12	Televisions				
13	UPS				
14	Cabinets	1			
15	Plotters				

<b>REGION NAME: NAROK</b>					
<b>NO.</b>	<b>DEVICE NAME</b>	<b>MODEL</b>	<b>SERIAL NO.</b>	<b>TAG NO. (IF APPLICABLE)</b>	<b>CONDITION (WORKING/NOT WORKING)</b>
1	DESKTOP	HP Intel core i7	4CE122X4DO		Good Condition
2	DESKTOP	HP Intel core i7	4CE138BKTC		Good Condition
3	DESKTOP	HP Intel core i7	4CE122X2Z7		Good Condition
4	DESKTOP	HP Intel core i7	4CE122XXY		Good Condition
5	DESKTOP	HP Intel core i7	4CE138BKT1		Good Condition
6	DESKTOP	HP Intel core i7	4CE122X4DO		Good Condition
7	DESKTOP	HP Intel Pentium	4CE10912TF		Good Condition
8	DESKTOP	HP Intel Pentium	4CE109113K		Good Condition
9	DESKTOP	HP Intel Pentium	4CE109137R		Good Condition
10	DESKTOP	HP Intel Pentium	4CE10912T4		Not working
<b>Total Desktops</b>					<b>10</b>
1	IP PHONE	CP-7942	FCH1549AMJE		On
2	IP PHONE	CP-7962	FCH19228N9T		On
3	IP PHONE	CP-7821	WZP19100ATN		On
4	IP PHONE	CP-3905	FCH18258E1A		On
5	IP PHONE	CP-3905	FCH182584VG		On
6	IP PHONE	CP-3905	FCH182584RW		On
7	IP PHONE	CP-3905	FCH18258CX3		On
8	IP PHONE	CP-3905	FCH18258CX5		On
9	IP PHONE	CP-3905	FCH1825857H		On
10	IP PHONE	CP-3905	FCH182580H3		On
11	IP PHONE	CP-3905	FCH182584WM		On
12	IP PHONE	CP-3905	FCH18249C37		On

13	IP PHONE	CP-3905	FCH182480BG		On
14	IP PHONE	CP-3905	FCH18239QTQ		Off
15U	IP PHONE	CP-3905	FCH18258TVD		Off
16	IP PHONE	CP-3905	FCH18258D4J		Off
<b>Total IP Phones</b>					<b>16</b>
1	ROUTER	Cisco 2911 Router C2911-AX/K9	FCZ191660YL		Working
<b>Total Router</b>					<b>1</b>
1	SWITCH	Cisco Catalyst 2960x 24 GigEPOE 370W 4X1G SFP LAN Base	FCW1922A3HZ		Working
2	SWITCH	Cisco Catalyst 2960x 24 GigEPOE 370W 4X1G SFP LAN Base	FCW1923A0RR		Working
<b>Total Switches</b>					<b>2</b>
1	ACCESS POINT	TP - LINK	220B501007459		Working
2	ACCESS POINT	TP - LINK		K12416	Working
3	ACCESS POINT	TP - LINK			Working
4	ACCESS POINT	TP - LINK			Working
5	ACCESS POINT	TP - LINK			Working
6	ACCESS POINT	TP - LINK			Working
<b>Total Access Points</b>					<b>6</b>
1	PRINTER	Taskalfa 2251ci			Obsolete
2	PRINTER	Laserjet Pro M283fdw	VNBRNCQ8KX		Working
3	PRINTER	Color LaserJet Pro Mfp M283fdw	VNBRNCQ9YU		Working
4	PRINTER	LaserJet Pro mfp N22fdw	VNC4G17319	K12413	Not Working
5	PRINTER	HP LaserJet P2015	CNBW846291		Not Working
6	PRINTER	HP aserJet Pro Mfd M283fdw	VNBRNCQBOY		Working
<b>Total Printers</b>					<b>6</b>
1	KEYBOARDS		CT:F90E2		
2	KEYBOARDS		CTBGCAFODUUUFO117		Working
3	KEYBOARDS		CT:BECAFODUUF85CM		Working
4	KEYBOARDS		P/n. 697737-I32(f8511)		Working
5	KEYBOARDS		CT BHCAFCDUUF011D		Working
6	KEYBOARDS		CT BGCAFODUUF85F8		Working
7	KEYBOARDS		CT:BAUXHOAHHOC23O	K8230	Working
8	KEYBOARDS		CT: BAUXHOAHHOC23Q	K10626	Working
9	KEYBOARDS		CT: BAUXHOAHHOC6FY	K10634	Working
<b>Total Keyboards</b>					<b>9</b>
1	MONITOR	HPB24VG4FHD	1CR1200FMF		Working
2	MONITOR	HPB24VG4FHD	1CR1300DTC		Working
3	MONITOR	HPB24VG4FHD	1CR1200FMF		Working
4	MONITOR	HPP24VGFD	1CR1200FBJ		Working

5	MONITOR	HPP24VG4FHD	1CR1160CNR		Working
6	MONITOR	HPP24VGHFHD	1CR1160CKU		Working
7	MONITOR	HPS2031a	3CQ10828W6		Working
8	MONITOR	HPS2031a	3CQ10827XZ		Working
9	MONITOR	HPS2031a	3CQ10823CZ3		Working
<b>Total Monitors</b>					<b>9</b>
1	APC	BV650I-MSX	9B2139A04415		Not working
2	APC	BX650CI-AF	3B1402X20102		Not working
3	APC	BV650-MSX	9B2139A28647		Not working
4	APC	BX950UI	3B1604X00603	K9041	Not working
5	APC	BV650I-MSX	9B2139A04417		Not working
6	APC	BV650I-MSX	9B2139A04416		Not working
7	APC	BX950UI	3B1604X00660	K9042	Not working
<b>Total UPS</b>					<b>7</b>
1	CABINET 1			K8209	In a good condition
2	CABINET 2			K9033	In a good condition
<b>Total Cabinets</b>					<b>2</b>
<b>TOTAL EQUIPMENT</b>					
1	<b>Desktops</b>	10			
2	<b>IP Phones</b>	16			
3	<b>Switches</b>	2			
4	<b>Access Points</b>	6			
5	<b>Printers</b>	6			
7	<b>Laptops</b>	0			
8	<b>Keyboards</b>	9			
9	<b>Monitors</b>	9			
10	<b>Scanners</b>	0			
11	<b>UPS</b>	7			
13	<b>Cabinets</b>	2			

<b>REGION NAME: WAJIR</b>					
<b>NO.</b>	<b>DEVICE NAME</b>	<b>MODEL</b>	<b>SERIAL NO.</b>	<b>TAG NO. (IF APPLICABLE)</b>	<b>CONDITION (WORKING/NOT WORKING)</b>
1	Desktop	HP 500BMT	TRF1151QH1	K5002	Not working
2	Desktop	HP 280 GI MT	4CE6450NMN		Not Working
3	Desktop	HP 290G4	4CE122X316		Working
4	Desktop	HP 290 G4	4C8138BTYB		Working
5	Desktop	280GI MT	4CE6480RCH		Working
6	Desktop	HP 290 G4 MF	4CE122X2ZX		Working
7	Desktop	HP 280 GI MT	4CE6450NXLN		Working
8	Desktop	HP 290 G3 MT	4CE0162GVY		Working

9	Desktop	HP 290 G4	4CE122X39S		Working
10	Desktop	HP 280GI MT	4CE6450NRK		Working
11	Desktop	280GI MT	4CE680ROH		Working
12	Desktop	HP 290 G4	4CE122X4DB		Working
<b>TOTAL Desktop</b>					12
1	Monitor	HP S230a	3CQ10904JS		Not working
2	Monitor	HP V197	3CQ96332JN9L		Not Working
3	Monitor	HP P24V G4	1CR1160CFQ		Working
4	Monitor	HP P24V G4	1CR1300DX1		Working
5	Monitor	HP V197	3CQ6332J8T		Working
6	Monitor	HP P24V G4	1CR1160BXV		Working
7	Monitor	HP V197 M	3CP633259L		Working
8	Monitor	HP V194M	3Q9420DHVY		Working
9	Monitor	HP P24V G4	1CR1200F22		Working
10	Monitor	HP V197	3CQ6411VYX		Working
11	Monitor	HP V194	3CQ63728PP		Working
12	Monitor	HPP24V G4	1CR1200FM3		Working
<b>Total Monitors</b>					12
1	Keyboards	SK-2086	BGCAFODUUF90GZ		Working
2	Keyboards	PR1101U	BGCAFALA486G7		Working
3	Keyboards	PR1101U	BGCAFOALA486GA		Working
4	Keyboards	SK-2086	BGCAODUUF85C1		Working
5	Keyboards	SK-2086	BCAFODUUDM3RA		Not working
6	Keyboards	SK-8115	ODJ331716168BD0518		Not working
7	Keyboards	BRIIO1U	BGCAFOALA480MD		Working
8	Keyboards	KU-1516	BGCAFOAWE14B2		Working
9	Keyboards	SK-2086	BGCAFODUUF85HY		Working
10	Keyboards	PRIIU14	BGCAFOALA486NB		Working
11	Keyboards	SK2086	BGCAFODUUF85BU		Working
<b>Total Keyboards</b>					11
1	Laptop	HP 15	CNDO2121BR		Working
1	UPS	BV6501-MS	9B2051A00410		Working
2	UPS	LWUPS-650	210222010629		Working
3	UPS	ME-650-VU	242001507110		Working
4	UPS	SUA30001	USI1902149732		Working
5	UPS	BV6501-MS	9B2051A00409		Working
6	UPS	BX650LI-MS	9B1625AO1413		Not working
7	UPS	BX650LI-MS	9B1625AO1377		Not working

8	UPS	LWUPS650	181019090001LD115		Not working
9	UPS	BX550L-MS	GB1626A00364		Not Working
10	UPS	SMV1500A1-MSX	052205A00425		Working
<b>Total UPS</b>					10
1	Printer	HP PrO 200 M251mW	CNF1M18846		Working
2	Printer	HP M1132MFD	CNJ8G424KZ		Not working
3	Printer	HP Laserjet P2055d	VNC3B3798		Not working
4	Printer	HP Laserjet Pro M402dn	PHCPD07860		Working
<b>Total Printer</b>					4
	CABINET E001199	Cisco Rack		K5052	1
<b>Total Cabinet</b>					1
	Photocopier	Kyocera Tasklfa 1800	1102NC3NLO		Not Working
	Photocopier	Kyocera Tasklfa 3510i	1102NL3NCO		Working
<b>Total Photocopier</b>					2
1	Cisco Phones	Cisco IP Phone CP7821	WZP19100AJS	K5026	Working on internet but voice call not working
2	Cisco Phones	Cisco IP Phone CP7821	WZP19100B5Y	K5007	Working on internet but voice call not working
3	Cisco Phones	Cisco IP Phone CP7965	CH13279678	K5008	Working on internet but voice call not working
4	Cisco Phones	Cisco IP Phone CP7821	WZP19100B5T	K5031	Working on internet but voice call not working
5	Cisco Phones	Cisco IP Phone CP7821	WZP19100BOH	K5098	Working on internet but voice call not working
6	Cisco Phones	Cisco IP Phone CP7821	WZP19100DHA	K5117	Working on internet but voice call not working
7	Cisco Phones	Cisco IP Phone CP7821	WZP19100CJF	K5065	Working on internet but voice call not working
8	Cisco Phones	Cisco IP Phone CP7821	WZP1902092D	K5093	Working on internet but voice call not working
9	Cisco Phones	Cisco IP Phone CP7821	WZP19100AKU	K5042	Working on internet but voice call not working
<b>Total Cisco Phones</b>					9
1	Cisco Switch Catalyst 2960-X Series	Cisco Switch Catalyst 2960-X Series	FON231CD022		Working
<b>Total Switch</b>					1
1	Router	C111-4P	FGL2518LBOQ		Working
<b>Total Router</b>					1
1	Scanner	FCLSD-1104	CN5AGB11Q4		Working
2	Scanner	FCLSD-1104	CN5AGB11NW		Working

3	Scanner	FCLSD-1104	CN5AGB1092		Working
<b>Total Scanners</b>					3
<b>TOTAL EQUIPMENTS</b>					
1	Desktops	12			
2	Monitors	12			
3	Keyboards	11			
4	Laptop	1			
5	UPS	10			
6	Printers	4			
7	Cabinet	1			
8	Photocopier	2			
9	Cisco Phones	9			
10	Router	1			
11	Switch	1			
12	Scanners	3			

<b>REGION NAME: MARSABIT</b>					
<b>NO.</b>	<b>DEVICE NAME</b>	<b>MODEL</b>	<b>SERIAL NO.</b>	<b>TAG NO. (IF APPLICABLE)</b>	<b>CONDITION (WORKING/NOT WORKING)</b>
1	DESKTOP	HPW2072a	CNC22Q45D	N/CODED	Working
2	DESKTOP	Hp v214a	CNC031LKL	N/CODED	Working
3	DESKTOP	Hp v214a	CNC0131KTP	N/CODED	Working
4	DESKTOP	Hp v214a	CNC0132H6S	N/CODED	Working
5	DESKTOP	Hp v214a	CNC0131KTS	N/CODED	Working
<b>Total Desktops</b>					<b>5</b>
1	IP PHONE	Cisco IP PHONE	WZP22121072	K10198	Working
2	IP PHONE	Cisco IP PHONE	WZP221210A9	K10188	Working
3	IP PHONE	Cisco IP PHONE	WZP2212108W	K10194	Working
4	IP PHONE	Cisco IP PHONE	FCH2212E5YZ	K10125	Working
5	IP PHONE	Cisco IP PHONE	WZP2212107C	K10172	Working
6	IP PHONE	Cisco IP PHONE	WZP22121099	K10103	Working
7	IP PHONE	Cisco IP PHONE	WZP22120ZRD	K10133	Working
8	IP PHONE	Cisco IP PHONE	WZP2212108S	K10137	Working
9	IP PHONE	Cisco IP PHONE	WZP221217CD	K10132	Working
10	IP PHONE	Cisco IP PHONE	WZP2212109L	K10130	Working
11	IP PHONE	Cisco IP PHONE	WZP2212109W	N/CODED	Working
12	IP PHONE	Cisco IP PHONE	WZP2212107Q	N/CODED	Working
<b>Total IP Phones</b>					<b>12</b>
1	SWITCH	CISCO 2960	FD02222T294	K10179	Working
<b>Total Switches</b>					<b>1</b>

1	ROUTER	CISCO 4321	FD02225A2Y7	K10189	Working
<b>Total Switches</b>					<b>1</b>
1	ACCESS POINT	TL- MR3420			Not Working
<b>Total Access Points</b>					<b>1</b>
1	PRINTER	EPSON L3250	XA55003881	N/CODED	Working
2		LASERJET M479fdw	CNBMN3M6NJ	N/CODED	Working
3		ECOSYS M4125idn		N/CODED	Working
4		ECOSYS 6235cidn	RC23324869	N/CODED	Working
5		LASERJET 1536 dnfMFP	CNG8GF5B2D	K7032	Not working
6		EPSON 2515	CN2BK35K9H	K7043	Working
<b>Total Printers</b>					<b>6</b>
1	LAPTOP	Probook 440 G7	5CD0378D2Y	N/CODED	Working
2	LAPTOP	Probook 4540S	CND0344JD4	N/CODED	Working
<b>Total Laptops</b>					<b>2</b>
1	KEYBOAR DS	Keyboard	BGCAF0DUUDM2P D	N/CODED	Working
2		Keyboard	BGCAF0DWF8514	N/CODED	Working
3		Keyboard	BGCAF0DUUFO11G	N/CODED	Working
4		Keyboard	BGCAF0DUUF85C5	N/CODED	Working
5		Keyboard	BGCAF0DUUF85C W	N/CODED	Working
<b>Total Keyboards</b>					<b>6</b>
1	MONITORS	HP P24v	1CR1300DV3	N/CODED	Working
2		HP P24v	1CR1300DXD	N/CODED	Working
3		HP P24v	1CR1200FBX	N/CODED	Working
4		HP P24v	1CR1160CKH	N/CODED	Working
5		HP P24v	1CR1160D9N	N/CODED	Working
<b>Total Monitors</b>					<b>6</b>
1	UPS	APC C1500	AS1802241296	K10159	Not Working
2	UPS	Smart UPS 1000	AS23434505	N/CODED	Working
3	UPS	APC	3B1229X29395		Working
<b>Total UPS</b>					<b>3</b>
1	CABINET 22U	Cisco Rack		K10111	Working
<b>Total Cabinets</b>					<b>1</b>
<b>TOTAL EQUIPMENT</b>					
1	<b>Desktops</b>	5			
2	<b>IP Phones</b>	12			
3	<b>Switches</b>	1			
4	<b>Access Points</b>	1			
5	<b>Printers</b>	6			
6	<b>Routers</b>	1			



7	<b>Cabinets</b>	1			
8	<b>Laptops</b>	2			
9	<b>Keyboards</b>	5			
10	<b>Monitors</b>	5			
13	<b>UPS</b>	3			
14	<b>Cabinets</b>	1			

**REGION NAME: MACHAKOS**

NO.	DEVICE NAME	MODEL	SERIAL NO.	TAG NO. (IF APPLICABLE)	CONDITION (WORKING/NOT WORKING)
1	Local Area Networking	CISCO 2900 Series	DN1214308SX	K2258	Working
2	HP 290 Core i5 + windows pro +	HP	8CG8374JRR	No Tag	Obsolete
3	HP 290 Core i5				
4	HP 290 Core i5 + windows pro +	HP	TRF43702RD	No Tag	Obsolete
5	HP 15 Core i7 + mouse	HP	3CQ803155R	No Tag	Not Working
6	External HDD, Mecer UPS				
7	Laptop -HP Probook 430	HP	5CD0376KKH	No Tag	Working
8	Lenovo Flex 5 i7	Lenovo	R912PQVF	No Tag	Working
9	Lenovo Flex 5 i7	Lenovo	R90Z4FZF	No Tag	Working
<b>Total Laptops</b>					<b>9</b>
1	Desktop HP Compaq 500B	Nashuatec	L7026161813	K2257	Obsolete
2	Desktop HP Compaq 500B	HP	3CQ8160FMQ	K7500	Obsolete
3	Desktop HP Compaq 500B	HP	3CQ80315SR		Obsolete
<b>Total Desktops</b>					<b>3</b>
1	UPS Back UP 650V	Mecer	341711503644	K7486	Obsolete
2	UPS Back UP 650V	HP	CNG7J1D5PZ	K7492	Working
3	UPS Back UP 650V	Mecer	341806503533	K7483	
<b>Total UPS</b>					<b>3</b>
1	Paper Scanner	HP Scanjet 200		K7497	Obsolete
2	Digital Copier RICOH MP 2501SP	RICOH	E337M520184	K7488	Obsolete
3	Black and White Duplex Machine	HP	PHCL461447		Working
4	Deskp Multipurpose Printer	HP	VNC4545377	None	Working

5	Deskp Multipurpose Printer	HP	VNC4552978	None	Working
6	Photocopier-Konica Minolta B13	A5AY041005778	KONICA MINOLTA	None	Working
7	HP Laserjet Pro MFP M428DW Printer	CNDRP6H1GX	HP	None	Working
8	HP Laserjet Printer M227	VNC4545377	HP	None	Working
9	HP Lser Printer	CE285A/CBAB CA	HP	None	Working

**Total Printers 9**

1	Paper Shredder	ATLAS	CC1040C 190800267	None	Working
2	Paper Shredder	ATLAS	CC1040C 190800268	None	Working

**Total Shredders 2**

**TOTAL EQUIPMENTS**

1	<b>Desktops</b>	<b>3</b>			
2	<b>Printers</b>	<b>9</b>			
3	<b>Laptops</b>	<b>9</b>			
4	<b>Shredders</b>	<b>2</b>			
5	<b>UPS</b>	<b>3</b>			

**GARISSA REGION**

NO.	DEVICE NAME	MODEL	SERIAL NO.	TAG NO. (IF APPLICABLE)	CONDITION (WORKING/NOT WORKING)
1	DESKTOP	HP	ICR1200DXC/4 CE122X	K10088/K11799	GOOD CONDITION
2	DESKTOP	HP	ICR1160DCH/4 CE122X	K8336/K9279	GOOD CONDITION
3	DESKTOP	HP	ICR1160CKV/4 CE122X	K8378/K8341	GOOD CONDITION
4	DESKTOP	HP	ICR1200F1Z/4C E122X	K8365/K11821	GOOD CONDITION
5	DESKTOP	HP	CNN7443GNF/9 8GK862	K5283/K5291	FAULTY
6	DESKTOP	DELL	CN-ONJVXM/MX M80505FQ	K5282/K5237	FAULTY
7	DESKTOP	DELL	97FG862/CNON JVXM72872	K5278/K5245	FAULTY
8	DESKTOP	DELL	CN-ONJVXM/97M CH62	K5279/K5243	FAULTY

**Total Desktops/CPU 8**

1	IP PHONE	CISCO CP-7942	FCH1551924F	K5233	GOOD CONDITION
2	IP PHONE	CISCO CP-7942	FCH1550A82W	K5240	GOOD CONDITION
3	IP PHONE	CISCO CP-7942	FCH1547AZDS	K5285	GOOD CONDITION
4	IP PHONE	CISCO CP-7942	FCH15479QHK	K5224	GOOD CONDITION
5	IP PHONE	CISCO CP-7942	FCH18138CDW	K5250	GOOD CONDITION
6	IP PHONE	CISCO CP-7942	FCH15498QUA	K5299	GOOD CONDITION
7	IP PHONE	CISCO CP-7942	FCH15499EOA	K5286	GOOD CONDITION

8	IP PHONE	CISCO CP-7942	FCH154885RF	K5272	GOOD CONDITION
<b>Total IP Phones</b>					<b>8</b>
1	SWITCH	CATALYST 2960-X SERIES		K5813	GOOD CONDITION
<b>Total Switches</b>					<b>1</b>
1	ROUTER	CISCO 2900 SERIES		K5812	GOOD CONDITION
<b>Total Routers</b>					<b>1</b>
1	PRINTER	HP PRO MFP M227DN	VNC6H25777	N/CODED	GOOD CONDITION
2	PRINTER	HP PRO MFP M227DN	VNC6H25831	N/CODED	GOOD CONDITION
3	PRINTER	EPSON COLORED	S28K003705	N/CODED	FAULTY
4	PRINTER	HP RPO MFP M255DN	VNCN60084U	N/CODED	GOOD CONDITION
5	PRINTER	HP PRO MFP M255DN	CNB9G9QD69	N/CODED	GOOD CONDITION
6	PRINTER	HP RPO MFP M255DN	CNB9G9QDS	K5249	GOOD CONDITION
7	PRINTER	CANON COLORED	KMWH64364	N/CODED	GOOD CONDITION
<b>Total Printers</b>					<b>7</b>
<b>Total Binding machines</b>					<b>1</b>
1	U P S	APC	9B2146A01548	N/CODED	FAULTY
2	U P S	APC	9B2146A01545	N/CODED	FAULTY
3	U P S	APC	9B2146A01547	N/CODED	FAULTY
4	U P S	APC	9B2146A01546	N/CODED	GOOD CONDITION
<b>Total UPS</b>					<b>4</b>
1	PHOTOCOPIER	KYOCERA 300I	QZP2424433	N/CODED	SERVICABLE
2	PHOTOCOPIER	RICOH SP 5200S	S9033700685	K5274	GOOD CONDITION
3	PHOTOCOPIER	RICOH MP2501SP	E335MA2061	K5274	FAULTY
<b>Total Photocopiers</b>					<b>3</b>
<b>TOTAL EQUIPMENT</b>					
1	<b>Desktops</b>	8			
2	<b>IP Phones</b>	8			
3	<b>Switches</b>	1			
4	<b>Routers</b>	1			
5	<b>Printers</b>	7			
6	<b>Binding machines</b>	1			
7	<b>UPS</b>	4			
10	<b>Photocopiers</b>	3			

**REGION NAME: KISUMU**

NO.	DEVICE NAME	MODEL	SERIAL NO.	TAG NO. (IF APPLICABLE)	CONDITION (WORKING/NOT WORKING)
1	Router	CISCO 2900 Series		K4238	Good
2	Switch		FCW1926A6AP	K4239	Good
3	Cabinet			K4237	Good
4	UPS	MECER	341506309396	K4241	Faulty

5	Desktop CPU Keyboard Printer	HP HP HP HP M236sdn	3CQ91108PC CZC936B5CL BCYUHOBQRCQ VNHT907507	K8918 K8916 K8917 NIL	Good Good Good Good
6	Desktop CPU Printer Printer	HP HP MFP M130a HP	3CQ91108KH CZC0194NDR VNFNY37240 VNC3V08821	K9713 NIL NIL K4181	Good Good Good Good
7	Desktop CPU Printer	HP HP HP	1CR1200F7N 4CE122X8QZ MY45A410X1	K11754 K11754 K4129	Good Good Not Working
8	UPS	MECER	B12040121620	NIL	Faulty
9	Desktop CPU Printer	HP HP HP	3CQ9110BXS C2C936B5HK 051136296	K9719 K7919 K4208	Good Good Obsolete
10	Desktop		3CQ9110BXW	K9725	Good
11	Desktop Printer	HP HP P1102	3CQ81114KY VNF7B46350	K9716 K4180	Good Good
12	Desktop Laptop	HP Pro Book 450 G6	3CQ91519DO 5CD9305K4L	K11804 K6051	Good Good
13	Desktop Printer Printer Printer Keyboard CPU UPS	HP HP P1102 HP Pro MFP Epson PR1101V HP BV8001- MSX	3CQ522MNB VNF6J55940 VUF3C38266 X345271333 TRF5490K25 NIL 9B2023A15612	K10311 K4136 NIL NIL K10392 K10391 NIL	Good Good Good Good Good Good Good
14	Copier	Kyocera KM-35	PAE 8389061	K10400	Good
15	Laptop Shredder Printer	HP Probook 450 G6 Acco Bands HP	5CD9305W31 2104578 CNB6G9DJ43	K6045 NIL NIL	Good Good Good
16	Laptop	Pro Book 4540s	NIL	K4243	Faulty
17	Printer	HP MFP 130nw	VNFNC40075	NIL	Good
18	Desktop	HP	3CQ91108NH	K8915	Good
19	Laptop	HP Elitebook850	NIL	NIL	Good
20	Printer	MFP M428dw	CNDRQ185F8	Nil	Good
21	Wireless Phone	ZT1800	FT2052003699	NIL	Good
22	IP Phone	CP-3905	FCH1931A3TN	K4235	Good
23	IP Phone	CP-3905	FCH1931A4JA	K4182	Good
24	IP Phone	CP-3905	FCH19338QEU	K4209	Good
25	IP Phone	CP-3905	FCH1931A4DS	K4197	Good
26	IP Phone	CP-3905	FCH1932A7BF	K4226	Good
27	IP Phone	CP-3905	FCH192281MI	K4160	Good
28	IP Phone	CP-3905	FCH19338QEL	K4220	Good
29	IP Phone	CP-3905	FCH1931A4MW	K4154	Good
30	IP Phone	CP-3905	FCH1932A6BP	K4194	Good
31	IP Phone	CP-7962Q	FCH188289A9	NIL	Faulty
<b>TOTAL EQUIPMENTS</b>					
<b>1</b>	<b>Switch</b>	<b>1</b>			
<b>2</b>	<b>Cabinet</b>	<b>1</b>			
<b>3</b>	<b>Router</b>	<b>1</b>			
<b>4</b>	<b>IP Phones</b>	<b>10</b>			

5	Wireless Phone	1			
6	Computer Desktop	9			
7	Printers	12			
8	Copier	1			
9	UPS	3			
10	Laptops	4			
11	Paper Shredder	1			

ISILO REGION					
NO.	DEVICE NAME	MODEL	SERIAL NO.	TAG NO. (IF APPLICABLE)	CONDITION (WORKING/NOT WORKING)
1	DESKTOP	HP 290 G4	4CE138BTXQ	K9784	Working
2	DESKTOP	Dell Vostro 230	8JSPWQ1	K7009	Working
3	DESKTOP	Dell Vostro 230	8JQ5ZR1	K8753	Working
4	DESKTOP	Dell Vostro 230	8KB98R1	K8778	Not Working
<b>Total Desktops</b>					<b>4</b>
1	LAPTOP	HP Elitebook 830 G8	5CG1463TF9	N/CODED	Working
2	LAPTOP	HP Envy 13	CND1518LYF	N/CODED	Working
3	LAPTOP	HP Envy 13	CND1518LZ7	N/CODED	Working
4	LAPTOP	HP Envy 13	CND1518LWS	N/CODED	Working
5	LAPTOP	HP Envy 13	CND1518LXL	N/CODED	Working
6	LAPTOP	HP Envy 13	CND1518LXQ	N/CODED	Working
7	LAPTOP	HP Probook 4740S	A1013D1103	N/CODED	Not Working
<b>Total Laptops</b>					<b>7</b>
1	MONITOR	Dell E1912Hc	CN-02N00N-64180-23L-0B8M	K7009	Working
2	MONITOR	Dell E1912Hc	CN-02N00N-64180-22H-0C5M	K8751	Working
3	MONITOR	HP 24V G4	1CR1300DW4	K9767	Working
4	MONITOR	HP V185W	CNT847R5XQ	N/CODED	Working
5	MONITOR	Lenovo 9227-H1	V1KZV86	K8779	Working
<b>Total Monitors</b>					<b>5</b>
1	KEYBOARD	Dell SK-8120	CN-01HFF2Y-71616-19R-05PM-A00	K8752	Working
2	KEYBOARD	Dell SK-8120	CN-01HFF2Y-71616-19R-07X2-A00	K8776	Working

3	KEYBOARD	HP SK-2086	CT: BGCAFODUUF00Z P	K9752	Working
4	KEYBOARD	Dell KB212-B	CN-01HF2Y-71616- 19R-06DW-A00	K7007	Not Working
<b>Total Keyboards</b>					<b>4</b>
1	UPS	Mecer Me- 2000-VU	741801501424	N/CODED	Not Working
2	UPS	Mecer Me- 2000-VU	741801501261	N/CODED	Not Working
3	UPS	APC BV8001- MSX	9B2113A06219	N/CODED	Not Working
4	UPS	Mercury Elite 650 Pro	110401E0660N00823	K8777	Not Working
5	UPS	APC C1500	A51802231719	K10127	Working
<b>Total UPS</b>					<b>5</b>
1	PRINTER	Kyocera Taskalfa 6003i	RFR1804352	N/CODED	Working
2	PRINTER	HP Color LaserJet Pro MFP M283fdw	VNBRP44051	N/CODED	Working
3	PRINTER	HP LaserJet M1132 MFP	CNH9DCPNLJ	K8781	Not Working
4	PRINTER	Epson L220	VGUK294430	N/CODED	Working
5	PRINTER	HP LaserJet P1102	VNFNB38861	N/CODED	Working
<b>Total Printers</b>					<b>5</b>
1	IP PHONE	Cisco IP Phone	WZP221216VE	K10170	Working
2	IP PHONE	Cisco IP Phone	WZP221216M8	K10171	Working
3	IP PHONE	Cisco IP Phone	WZP221216KE	K10107	Working
4	IP PHONE	Cisco IP Phone	WZP221216WO	K10121	Working
5	IP PHONE	Cisco IP Phone	WZP221216NZ	K10106	Working
6	IP PHONE	Cisco IP Phone	FCH2212E61B	K10105	Working
7	IP PHONE	Cisco IP Phone	WZP221216NR	K10126	Working
8	IP PHONE	Cisco IP Phone	WZP221216RV	K10174	Working
9	IP PHONE	Cisco IP Phone	WZP221217QB	K10181	Working
10	IP PHONE	Cisco IP Phone	WZP221216MJ	K10113	Working
11	Office Phone	Fix Wireless Phone	FT2052003921	N/CODED	Working
<b>Total Phones</b>					<b>11</b>
1	SHREDDER	Rexel Optimum Autofeed	C02034500077	N/CODED	Working
2	SHREDDER	Rexel Optimum Autofeed	C02034500168	N/CODED	Working
<b>Total Shredders</b>					<b>2</b>
1	CAMERA	Sony Cybershot DSC-W830	8276928	N/CODED	Working
2	CAMERA	Sony Cybershot DSC-W830	8276730	N/CODED	Working
<b>Total Cameras</b>					<b>2</b>
1	GPS	Garmin eTrex 10	53D199306	N/CODED	Not Working
2	GPS	Garmin eTrex 10	53D199270	N/CODED	Not Working
<b>Total GPS</b>					<b>2</b>
1	ROUTER	Cisco 4321	FD02225A216	K10124	Working
<b>Total Routers</b>					<b>1</b>

1	SWITCH	Cisco Catalyst 2960	FOC2222T2BP	K10178	Working
<b>Total Switches</b>					<b>1</b>
1	GSM GATEWAY	Yeastar T6200	331382745521	K10175	Not Working
<b>Total GSM Gateways</b>					<b>1</b>
1	ACCESS POINT	Cisco Aironet 1815 Series	FCW2222NA3Y	N/CODED	Not Working
<b>Total Access Points</b>					<b>1</b>
1	PATCH PANEL	Siemon WM-144-5	700416054375	K10119	Working
<b>Total Patch Panels</b>					<b>1</b>
1	NETWORK CABINET	Giganet	N/A	K10173	Working
<b>Total Network Cabinets</b>					<b>1</b>
<b>TOTAL EQUIPMENT</b>					
1	Desktops	4			
2	Laptops	7			
3	Monitors	5			
4	Keyboards	4			
5	UPS	5			
6	Printers	5			
7	Phones	11			
8	Shredders	2			
9	Cameras	2			
10	GPS	2			
11	Routers	1			
12	Switches	1			
13	GSM Gateways	1			
14	Access Points	1			
15	Patch Panels	1			
16	Network Cabinets	1			

<b>KAJIADO REGION</b>					
NO.	DEVICE NAME	MODEL	SERIAL NO.	TAG NO. (IF APPLICABLE)	CONDITION (WORKING/NOT WORKING)
1	CPU	HP	TRF1151QLR	K8900	Working
2	CPU	HP	F107220M10113600834	K2442	Working
3	CPU	HP	CZC936B550	K9349	Working
4	CPU	HP	TRF30404ZF	K2379	Working
5	CPU	HP	TRF30404ZV	K2413	Working
6	CPU	HP	CZC932B55J	K9334	Working
7	CPU	HP	TRF30404YS	K2333	Working
8	CPU	HP	CZC936B5F3	K9358	Working
9	CPU	HP	CZC936B553	K9355	Working
10	CPU	HP	CZC936BSFH	K9337	Working
11	CPU	HP	CZC936B5D1	K9340	Working
12	CPU	HP	CZC936B52T	K9343	Working
13	CPU	HP	CZC936B567	K9346	Working
14	CPU	HP	CZC936B554	K9352	Working
15	CPU	HP	4CEZ24BSTU	NOT TAGGED	Working

16	CPU	HP	F107220M10	K2440	Working
17	CPU	HP	TRF31444GF	K2419	Working
<b>Total CPUs</b>					<b>17</b>
1	Monitor	HP	6CM2380OFNZ	K2417	Working
2	Monitor	HP	3CQ91519D3	K9356	Working
3	Monitor	HP	3CQ9162CF6	K9338	Working
4	Monitor	HP	CZ936BSFH	K9337	Working
5	Monitor	HP	CZC936B553	K9355	Working
6	Monitor	HP	3CQ911OCOC	K9341	Working
7	Monitor	HP	CZC936B5D1	K9340	Working
8	Monitor	HP	SCD9294NTI	K6070	Working
9	Monitor	HP	3CQ91519CN	K9335	Working
10	Monitor	HP	3CQ9162CFX	K9359	Working
11	Monitor	HP	3CQ9162CDL	K9350	Working
12	Monitor	HP	3CQ91519CP	K9348	Working
13	Monitor	HP	3CQ91519CN	K9335	Working
14	Monitor	HP	3CQ9110BYG	K9344	Working
15	Monitor	HP	3CQ91519GP	K9347	Working
16	Monitor	HP	3CQ9151909	K9353	Working
17	Monitor	HP	3CQ1451T4F	NOT TAGGED	Working
<b>Total Monitors</b>					<b>17</b>
1	HP ProBook	HP	5CD9294NWR	K6036	Working
2	HP ProBook	HP	5CD9294NSP	K6071	Working
3	HP ProBook	HP	5CD9294NTI	K6070	Working
4	HP ProBook	HP	5CD9294NXD	K6061	Working
5	HP Probook	HP	5CD9294NV7	K6062	Working
<b>Total Laptop</b>					<b>5</b>
1	Kyocera KM 2550		AKA3024967	K2344	Working
<b>Total Photocopier</b>					<b>1</b>
1	IP PHONE	Cisco CP -7821	WZP221200CM	NOT TAGGED	Working
2	IP PHONE	Cisco IP PHONE	WZP23121691	NOT TAGGED	Working
3	IP PHONE	Cisco IP PHONE	WZP221216124	NOT TAGGED	Working
4	IP PHONE	Cisco IP PHONE	WZP221216P0	NOT TAGGED	Working
5	IP PHONE	Cisco IP PHONE	WZP23121623	NOT TAGGED	Working
6	IP PHONE	Cisco IP PHONE	WZP22121516	NOT TAGGED	Working
7	IP PHONE	Cisco IP PHONE	WZP22121572	NOT TAGGED	Working
8	IP PHONE	Cisco IP PHONE	WZP23121597	NOT TAGGED	Working
<b>Total IP Phones</b>					<b>8</b>
1	SWITCH	Catalyst 2960 – X SERIES	FOC2222T28H	K03400	Working
<b>Total Switches</b>					<b>1</b>
1	ROUTER	RB260GS	HDCO81XMWYJ	TAGGED	Working
<b>Total Switches</b>					<b>1</b>



1	ACCESS POINT	TP LINK	214C153006587	NOT TAGGED	Working
<b>Total Access Points</b>					<b>1</b>
1	ATLAS	CC2040	220700143	NOT TAGGED	Working
2	ATLAS	CC1840	210900125	NOT TAGGED	Working
3	ATLAS	CC1840	210900045	NOT TAGGED	Working
<b>Total shredder</b>					<b>3</b>
1	HP	LaserJet pro MFP M283FDW	CNBRR1W5BL	NOT TAGGED	Working
2	HP	LaserJet pro MFP M426FW	PHB8K2MOTG	NOT TAGGED	Working
3	HP	LaserJet pro M404DN	UNF3D16806	NOT TAGGED	Working
4	HP	LaserJet M404DN	VNF3D17788	NOT TAGGED	Working
5	HP	LaserJet M404DN	VH3H789E61	NOT TAGGED	Working
6	HP	Laser Jet P1606DN	VNC3M58218	K2354	Working
7	HP	Officejet 7612	CN7874ROV8	NOT TAGGED	Working
8	HP	Laser Jet P1606DN	GD44686BF4	K9354	Working
<b>Total Printers</b>					<b>8</b>
1	KEYBOARD	HP	BCYUHOBQRCQ79G	K9336	Working
2	KEYBOARD	HP	BCYUHOBQRCQ79F	K9339	Working
3	KEYBOARD	HP	BCYUHOBQRCQ766	K9342	Working
4	KEYBOARD	HP	BCYUHOBQRCQ761	K9345	Working
5	KEYBOARD	HP	BCYUHOBQRCQ795	K9348	Working
6	KEYBOARD	HP	BCYUHOBQRCQ785	K9351	Working
7	KEYBOARD	HP	BCYUHOBQRCQ79M	K9354	Working
8	KEYBOARD	HP	BCYUHOBQRCQ790	K9357	Working
9	KEYBOARD	HP	BCYUHOBQRCQ752	K9360	Working
10	KEYBOARD	HP	BGCAF0FUUGR1GB	NOT TAGGED	Working
11	KEYBOARD	HP	BCYUHOBQRC479G	K9336	Working
12	KEYBOARD	HP	SK-811J	K2439	Working
13	KEYBOARD	HP	DJF378NT7Y	K2418	Working
<b>Total Keyboards</b>					<b>13</b>
1	TELEVISION	HISENSE	QK92679A	NOT TAGGED	Working
2	TELEVISION	HISENSE	QK92679B	NOT TAGGED	Working
<b>Total Televisions</b>					<b>2</b>
1	UPS	APC	T78446968900	K2355	Not Working
2	UPS	APC	BGH53223579	K2340	Not working
3	UPS	APC	9B2228A17883	NOT TAGGED	Working
<b>Total UPS</b>					<b>3</b>
1	CABINET	Rack			Working
<b>Total Cabinets</b>					<b>1</b>
1	Fan	Ramtons Black Econo Fan	RM/527	NOT TAGGED	Working
<b>Total Fan</b>					<b>1</b>
1	DRC cabinet and equipments	Various equipments		NOT TAGGED	Working

TOTAL EQUIPMENT					
1	CPUs	17			
2	Monitors	17			
3	Laptop	5			
4	Photocopier	1			
5	IP Phones	8			
6	Switch	1			
7	Router	1			
8	Access point	1			
9	Shredder	3			
10	Printers	8			
11	KeyBoards	13			
12	Television	2			
13	UPS	3			
14	Cabinets	1			
15	Ramtons Black Econo Fan	1			
16	DRC Cabinets & Equipment's	Various equipment		Not Tagged	Working
17	Water Dispensers	8		Not Tagged	Working

KILIFI REGION					
NO.	DEVICE NAME	MODEL	SERIAL NO.	TAG NO. (IF APPLICABLE)	CONDITION (WORKING/NOT WORKING)
1	DESKTOP	LENOVO – V520	PCOX3CPC	K8531	Working
2	DESKTOP	LEVONO – V520	PCOX3CO0	K8528	Working
3	DESKTOP	LENOVO – V520	PCOX3CP3	K9642	Not Working
4	DESKTOP	LENOVO – V520		K5376	Not Working
<b>Total Desktops</b>					<b>4</b>
1	IP PHONE	Cisco CP-7821	WZP221200CM	K8526	Working
2	IP PHONE	Cisco CP-8841	FCH2214D77P	K8584	Working
3	IP PHONE	Cisco CP-7821	N2P22120ZFFZ	K8600	Working
4	IP PHONE	Cisco CP-7821	WZP22120ZEN	K9643	Working
5	IP PHONE	Cisco CP-7821	WZP22120Z6E	K9644	Working
6	IP PHONE	Cisco CP-7821	WZP22120ZHE	N/CODED	Working
7	IP PHONE	Cisco CP-7821	WZP22120ZK4	K8518	Working
8	IP PHONE	Cisco CP-7821	WZP22120ZNB	K8542	Working
9	IP PHONE	Cisco CP-7821	WZP22120Z69	K8568	Working
10	IP PHONE	Cisco CP-7821	WZP22120ZLE	K8553	Working
11	IP PHONE	Cisco CP-7521	WZP22120ZKJ	K8524	Working
12	IP PHONE	Cisco CP-7821	WZP22120ZLE	K8533	Working
13	IP PHONE	Cisco CP-7821	WZP22120ZLM	K8545	Working
<b>Total IP Phones</b>					<b>13</b>

1	SWITCH	Catalyst 2960-X Series	FOC2222T29I	K8536	Not Working
<b>Total Switches</b>					<b>1</b>
1	ROUTER				
<b>Total Router</b>					<b>0</b>
1	ACCESS POINT	CISCO AIR	CFCW2222NAXB	N/CODED	Not Working
<b>Total Access Points</b>					<b>1</b>
1	PRINTER	Kyocera TASKalfa 3253ci	RFH9Y22939	N/CODED	Working
2	PRINTER	HP Laserjet Pro MFP M283FDW	CNBRQBL28V	N/CODED	Working
3	PRINTER	HP Laserjet Pro MFP M281FDW	VNBNLBR9T4	N/CODED	Not Working
<b>Total Printers</b>					<b>3</b>
1	LAPTOP	HP ProBook 450 G7	5CD0335PYC	N/CODED	Working
2	LAPTOP	HP ProBook 430 G6	5CD0335PZ9	N/CODED	Working
3	LAPTOP	HP ProBook 450 G7	5CD9305W19	K6040	Working
4	LAPTOP	HP Pro Book	5CD122BC3Q	N/CODED	Working
5	LAPTOP	HP Probook note book	5CDO335PYW	N/CODED	Working
6	LAPTOP	HP Probook note book	5CDO335PZK	N/CODED	Working
<b>Total Laptops</b>					<b>6</b>
1	KEYBOARDS	Keyboard	BCYUHDARZ94V21	N/CODED	Working
2	KEYBOARDS	Keyboard		K5327	Working
3	KEYBOARDS	Keyboard		K5397	Working
<b>Total Keyboards</b>					<b>3</b>
1	MONITOR	LENOVO L12054A	U310AZMK	K8585	Working
2	MONITOR	LENOVO LI2054A	U31DAZLZ	K8576	Working
3	MONITOR	LENOVO LI2054A	U310AY34	K9662	Not Working
<b>Total Monitors</b>					<b>3</b>
1	SCANNERS				
<b>Total Scanners</b>					<b>0</b>
1					
<b>Total Televisions</b>					<b>0</b>
1	UPS	APC Smart-UPS	A51802231770	K8555	Working

2	UPS	APC 650	3B1432X20424	N/CODED	Not Working
<b>Total UPS</b>					<b>2</b>
1	CABINET E.G 22U	Cisco Rack		N/CODED	Working
<b>Total Cabinets</b>					<b>1</b>
<b>Total Plotters</b>					<b>0</b>
<b>TOTAL EQUIPMENT</b>					
1	Desktops	3			
2	IP Phones	13			
3	Switches	1			
4	Access Points	1			
5	Printers	3			
6	Cameras	0			
7	Decoders	0			
8	Laptops	6			
9	Keyboards	3			
10	Monitors	3			
11	Scanners	0			
12	Televisions	0			
13	UPS	2			
14	Cabinets	1			
15	Plotters	0			

<b>NANDI REGION</b>					
<b>NO</b>	<b>DEVICE NAME</b>	<b>MODEL</b>	<b>SERIAL NO.</b>	<b>TAG NO. (IF APPLICABLE)</b>	<b>CONDITION (WORKING/NOT WORKING)</b>
1	DESKTOP	HP PRODEX INTEL CORE 17-7700(CPU)	CZC8168CSO	K10821	GOOD CONDITION
2	DESKTOP	HP PRODEX INTEL CORE 17-7700(CPU)	CZC8168CPR	K11986	GOOD CONDITION
3	DESKTOP	HP PRODEX 17-7700(CPU)	CZC8168CRK	K11993	GOOD CONDITION
4	DESKTOP	HP PRODEX INTEL CORE 17-7700(CPU)	CZC8168CS4	K11991	GOOD CONDITION
<b>Total Desktops</b>					<b>4</b>
1	IP PHONE	CISCO VC 8841-K9:682C. 7840. F6E2	FCH2212E684	K10893	GOOD CONDITION
2	IP PHONE	CISCO VC 7821-K9:68CA. E461. B89F	WZP221216NL	K10898	GOOD CONDITION
3	IP PHONE	CISCO VC 7821-K9:68CA. E461. B889	WZP221216N X	K10823	GOOD CONDITION
4	IP PHONE	CISCO VC 7821-K9:68CA. E461. B8AA	WZP221216PR	K10809	GOOD CONDITION
5	IP PHONE	CISCO VC 7821-K9:68CA. E461. 98B9	WZP22120YF4	K10805	GOOD CONDITION
6	IP PHONE	CISCO VC 7821-K9:68CA. E461. B8C6	WZP221216PR	K10899	GOOD CONDITION
7	IP PHONE	CISCO VC 7821-K9:68CA. E461. B8BC	WZP221216PF	K11988	GOOD CONDITION

8	IP PHONE	CISCO VC 7821-K9:68CA. E461. B915	WZP221216S2	K10880	GOOD CONDITION
9	IP PHONE	CISCO VC 7821-K9:68CA. E461.B894	WZP 221216N9	K10862	GOOD CONDITION
10	IP PHONE	CISCO VC 7821-K9:68CA. E461. BBD8	WZP 221217CV	K10822	GOOD CONDITION
11	IP PHONE	CISCO VC 7821-K9:68CA. E461. B8AE	WZP 221216P1	K10878	GOOD CONDITION
12	IP PHONE	CISCO VC 7821-K9:68CA. E461. B8BF	WZP 221216P6	K10879	GOOD CONDITION
13	IP PHONE	CISCO VC 7821-K9:68CA. E461. B8B3	WZP221216PJ	K10811	GOOD CONDITION
<b>Total IP Phones</b>					<b>13</b>
1	SWITCH	CISCO SWITCH 48 PORT C2960X	FOC2222T283	K10865	GOOD CONDITION
2	SWITCH	CISCO SWITCH 48 PORT 48FSL	FOC2222728 4	K10865	GOOD CONDITION
<b>Total Switches</b>					<b>2</b>
1	ROUTER	CISCO ISR4321/K9	FD02225A24 5	K10813	GOOD CONDITION
<b>Total Routers</b>					<b>1</b>
1	YEASTAR GSM	YEASTAR GSM GATEWAY	33138271708 1.00	K10875	GOOD CONDITION
<b>Total</b>					<b>1</b>
1	PRINTER	CANON PRINTER LASERJET 3 IN 1	2HL37796		GOOD CONDITION
2	PRINTER	HP MFP M278-M281	CNCRR3M5V K		GOOD CONDITION
3	PRINTER	HP LASERJET PRINTER P1102W	VNF8C15963	K10866	GOOD CONDITION
4	PRINTER	PRINTER HPLASERJET P1102W	VNC5Q13204	K10857	GOOD CONDITION
<b>Total Printers</b>					<b>4</b>
1	BINDING MACHINE	ATLAS	AS-BM-242		GOOD CONDITION
2	BINDING MACHINE	ATLAS	AS-BM-242		GOOD CONDITION
3	BINDING MACHINE	ATLAS	AS-BM-242		GOOD CONDITION
<b>Total Binding machines</b>					<b>3</b>
1	BLOWER	BLOWER 530W(BLACK+DECKER)	BDB530	K10807	GOOD CONDITION
<b>Total Blowers</b>					<b>1</b>
1	LAPTOP	HP LAPTOP15-BSOXX	CND8090WV K	K11989	GOOD CONDITION
2	LAPTOP	LAPTOP HP PROBOOK 450-G5;	CND1515L5N		GOOD CONDITION
3	LAPTOP	LAPTOP HP PROBOOK 450-G5;	CND1515L4K		GOOD CONDITION
4	LAPTOP	LAPTOP HP PROBOOK 450-G5;	CND1515L52		GOOD CONDITION
5	LAPTOP	HP ENVY *360	8CG4100ZPO		GOOD CONDITION
<b>Total Laptops</b>					<b>5</b>
1	U P S	APC BATTERY BX1400UI	3B1748X148 09	K11994	GOOD CONDITION
2	U P S	APC BATTERY BX1400UI	3B1748X147 95	K11995	FAULTY

3	UPS	APC BATTERY BX1400UI	3B1748X149 15	K11996	GOOD CONDITION
4	UPS	APC BATTERY BX1400UI	3B1748X148 02	K10887	FAULTY
5	UPS	APC 1500 VA 2V	SAS1826143 805	K10876	GOOD CONDITION
6	UPS	APC 1500 VA 2V	SAS1802231 763	K10871	GOOD CONDITION
<b>Total UPS</b>					<b>6</b>
1	PHOTOCOPIER	KYOCERA KM1635	PAE6312530	K10874	GOOD CONDITION
<b>Total Photocopiers</b>					<b>1</b>
1	FIBRE SPLICE TRAY			K10812	GOOD CONDITION
2	FIBRE SPLICE TRAY			K10894	GOOD CONDITION
<b>Total</b>					<b>2</b>
1	CISCO AIR- AP18151-6-K9	CISCO VC 8841-K9:682C. 7840F6E2	FCW222NB7 M	K10810	GOOD CONDITION
<b>Total</b>					<b>1</b>
1	U GIGANET CABNET			K10877	GOOD CONDITION
2	U GIGANET CABINET			K10838	FAULTY
<b>Total Cabinets</b>					<b>2</b>
<b>TOTAL EQUIPMENT</b>					
1	<b>Desktops</b>	4			
2	<b>IP Phones</b>	13			
3	<b>Switches</b>	2			
4	<b>Routers</b>	1			
5	<b>Printers</b>	4			
6	<b>Binding machines</b>	3			
7	<b>UPS</b>	6			
8	<b>Laptops</b>	5			
9	<b>Blower</b>	1			
10	<b>Photocopiers</b>	1			
11	<b>Cabinets</b>	2			
12	<b>Fibre splice</b>	2			
13	<b>Cisco Air</b>	1			
14	<b>Yeaster GSM Gateway</b>	1			

<b>UASIN GISHU REGION</b>					
<b>NO.</b>	<b>DEVICE NAME</b>	<b>MODEL</b>	<b>SERIAL NO.</b>	<b>TAG NO. (IF APPLICABLE)</b>	<b>CONDITION (WORKING/NOT WORKING)</b>
1	DESKTOP	HP Pro	TRF41909WR	K3542	Working
2	DESKTOP	HP Prodesk 400 G4	SGH812TJX7	N/CODED	Not Working

3	DESKTOP	HP Pro Desk	CZC936B576	K9328	Working
4	DESKTOP	HP Pro Desk	CZC936B587	K9319	Working
5	DESKTOP	HP PV193	TRF43702FB	K3577	Not Working
6	DESKTOP	HP Pro Desk	CZC936B599	K9310	Working
7	DESKTOP	HP Pro Desk	CZC936B5CN	K9313	
8	DESKTOP	HP W19729	FQC-00730	K3552	Not Working
9	DESKTOP	HP	4CE208BJZK	N/CODED	Working
10	DESKTOP	HP Probook 450G4	5CD7242MP3	K12694	Working
<b>Total Desktops</b>					<b>10</b>
1	LAPTOP	HP Probook450G	HP Probook450G	K6069	Working
2	LAPTOP	HP Pavillion X360	8CG93807NL	N/CODED	Working
3	LAPTOP	HP Probook450G6	5CD9305W2P	K6063	Working
4	LAPTOP	HP 15-BS085NIA	CND8055X48	K12628	Not Working
5	LAPTOP	HP Probook430G	5CD9294NSD	K6066	Working
6	LAPTOP	Probook 430G7	5CD111FTDM	N/CODED	Working
7	LAPTOP	Probook 430G7	5CD111FTFB	N/CODED	Working
8	LAPTOP	Probook 430G7	5CD111FTFR	N/CODED	Working
<b>Total Laptops</b>					<b>8</b>
1	MONITORS	HP	6CM4120YOW	K3540	Working
2	MONITORS	HP	3CQ9110C34	K9329	Working
3	MONITORS	HP	3CQ91108NL	K9320	Working
4	MONITORS	HP	3CQ8030LCQ	N/CODED	Working
5	MONITORS	HP	3CQ9110BYX	K9311	Working
6	MONITORS	HP	3CQ91108P9	K9317	Working
7	MONITORS	HP	6CM4120Y1T	K3550	Working
8	MONITORS	HP	3CQ0311718	K3562	Working

9	MONITORS	HP	3CQ03117Y7	K3593	Working
10	MONITORS	HP	3CQ0261J8K	N/CODED	Working
<b>Total Monitors</b>					<b>10</b>
1	KEYBOARD	USB		K3541	Working
2	KEYBOARD	USB	BAUXHOAHHYO3DE	K3605	Working
3	KEYBOARD	USB	BCYUHOBQRCQ78F	K9315	Working
4	KEYBOARD	PS2	BCYRUODCPAEAZ1	N/CODED	Working
5	KEYBOARD	PS2		K3583	Working
6	KEYBOARD	USB	BCYUHOBQRCQ760	K9312	Not Working
7	KEYBOARD	USB	BCYUHUBQRCQ78J	K9318	Working
8	KEYBOARD	USB	BGCAFOFUUG9051	N/CODED	Working
9	KEYBOARD	USB		K3563	Working
10	KEYBOARD	USB	BDMJUOCVB7XBG	K12691	Working
<b>Total Keyboard</b>					<b>10</b>
1	SCANNERS	DR-240	HD495881	N/CODED	Working
<b>Total Scanners</b>					<b>1</b>
1	PRINTERS	HP PRO MFP M225dn	CNB9G9Q9WT	N/CODED	Working
2	PRINTERS	1536DNF	CNG8G4SIZ0	N/CODED	Working
3	PRINTERS	PRO MFP M22dn	CNB9G9QCMK	K3539	Working
4	PRINTERS	ECOSYS-M2040dn	1419032212	K12623	Working
5	PRINTERS	PRO MFP M281fdw	VNBNLIT5M6	K12699	Working
6	PRINTERS	Epson L220	VGSK043554	K12700	Working
7	PRINTERS	HP Laserjet1018	VNC3L29979	N/CODED	Working
8	PRINTERS	PRO 400M401dn	PHHGG00352	K3561	Working
9	PRINTERS	TASKalfa2553ci	1419062733	N/CODED	Working
10	PRINTERS	Laserjet Pro MFP M479dw	CNCRR3M5Q3	N/CODED	Working
<b>Total Printers</b>					<b>10</b>
1	ROUTER	CISCO 2900 SERIES		K12660	
<b>Total Routers</b>					<b>1</b>



1	SWITCH	CISCO 2960		K12630	
<b>Total Switches</b>					<b>1</b>
1	IP PHONE	CISCO 3905 SERIES	FCH18169N83	K12641	Working
2	IP PHONE	CISCO 3905 SERIES	FCH1817A5UL	N/CODED	Not Working
3	IP PHONE	CISCO 3905 SERIES	FCH18169NBS	K12692	Working
4	IP PHONE	CISCO 3905 SERIES	FCH1817A5PK	N/CODED	Working
5	IP PHONE	CISCO 3905 SERIES	FCH18188ENF	K12673	
6	IP PHONE	CISCO 3905 SERIES	FCH18198MMN	N/CODED	Not Working
7	IP PHONE	CISCO 3905 SERIES	FCH181581AH	N/CODED	Working
8	IP PHONE	CISCO 3905 SERIES	FCH18169NAX	K12647	Working
9	IP PHONE	CISCO 3905 SERIES	MAC NO.28C7CED74C3B	N/CODED	Not Working
10	IP PHONE	CISCO 3905 SERIES	MAC NO.00E16D150C62	N/CODED	Not Working
11	IP PHONE	CISCO 3905 SERIES	WZP231511DY	N/CODED	Not Working
12	IP PHONE	CISCO 3905 SERIES	WZP231512MP	N/CODED	Not Working
13	IP PHONE	CISCO 3905 SERIES	WZP231512LU	N/CODED	Not Working
14	IP PHONE	CISCO 3905 SERIES	WZP231512MV	N/CODED	Not Working
<b>Total IP Phones</b>					<b>14</b>

**Total Equipment.**

1	<b>Ip phone</b>	<b>14</b>
2	<b>switch</b>	<b>1</b>
3	<b>Router</b>	<b>1</b>
4	<b>Printer</b>	<b>10</b>
5	<b>scanners</b>	<b>1</b>
6	<b>keyboards</b>	<b>10</b>

7	monitors	10
8	Laptop	8
9	Desktop	10

<b>BARINGO REGION</b>					
<b>NO.</b>	<b>DEVICE NAME</b>	<b>MODEL</b>	<b>SERIAL NO.</b>	<b>TAG NO. (IF APPLICABLE)</b>	<b>CONDITION (WORKING/NOT WORKING)</b>
1	DESKTOP	HP	TRF2320VVP	K3262	Working
2	DESKTOP	HP	TRF2520PFH	K3277	Working
3	DESKTOP	HP	AX353AW#B13	K3199	Working
4	DESKTOP	HP	TRF2320VX9	K3212	Working
5	DESKTOP	HP	TRF2320VYF	K3205	Working
6	DESKTOP	HP	CZC9430DRF	None	Working
7	DESKTOP	HP	CZC01218H1	K3199	Working
8	DESKTOP	Lenovo	MXL10626TS	K3375	Working
9	DESKTOP	HP	CZC9430GPL	K3308	Not Working
10	DESKTOP	HP	4CE73320TC	None	Working
11	DESKTOP	HP	4CE73320PY	None	Working
12	DESKTOP	HP	CZC9430GPL	None	Not Working
13	DESKTOP	HP	CZC09430GRK	K3239	Not Working
<b>Total Desktops</b>					<b>13</b>
1	IP PHONE	Cisco IP PHONE	WZP221216T6		Working
2	IP PHONE	Cisco IP PHONE	WZP221216W3		Working
3	IP PHONE	Cisco IP PHONE	WZP221216PU		Working
4	IP PHONE	Cisco IP PHONE	WZP221216TZ		Working
5	IP PHONE	Cisco IP PHONE	WZP221216UM		Working
6	IP PHONE	Cisco IP PHONE	WZP221216PV		Working
7	IP PHONE	Cisco IP PHONE	FCH2212E60G		Working
8	IP PHONE	Cisco IP PHONE	WZP221216SQ		Working
9	IP PHONE	Cisco IP PHONE	WZP221216PU		Working
10	IP PHONE	Cisco IP PHONE	WZP221216VJ		Working
11	IP PHONE	Cisco IP PHONE	WZP221216Q4		Working
12	IP PHONE	Cisco IP PHONE	WZP221217FX		Working
13	IP PHONE	Cisco IP PHONE	WZP221216Q3		Working
<b>Total IP Phones</b>					<b>13</b>
1	SWITCH	CISCO			Working
2	SWITCH	CISCO			Working
<b>Total Switches</b>					<b>2</b>
1	ROUTER	CISCO	FDO2225A2ZF		Working
<b>Total Routers</b>					<b>1</b>
1	ACCESS POINT	CISCO	FCW2222NBOQ	K11997	Not Working
<b>Total Access Points</b>					<b>1</b>
1	PRINTER	HP Laserjet M1120n MFP	CNG8958QF8	K3324	Working
2	PRINTER	HP Laserjet 1102	VNC5405369	None	Working

3	PRINTER	HP Laserjet 1102	VNC4G08178	P110K	Working
4	PRINTER	HP Laserjet 1102	VNF5Q00520	K3263	Working
5	PRINTER	HP Laserjet Pro M102a	VNF3914726	None	Working
6	PRINTER	HP Laserjet 1102	VNC4G08188	None	Working
7	PRINTER	HP Laserjet 1102	VNF5Q00244	None	Working
8	PRINTER	HP Laserjet 1102	VNC3B21290	K3214	Working
9	PRINTER	HP 5820 Color printer scanner	CN73G5G5ZC	None	Working
10	PRINTER	HP P2055d Laser printer	CNCJJ46079	K3303	Working
11	PRINTER	HP Color printer scanner	CN73G5G5KV	None	Working
12	PRINTER	HP Laserjet 1102	VHF54053669	K3376	Working
13	PRINTER	HP Laserjet 1102	VNC4G08188	K3284	Working
14	PRINTER	HP Laserjet 1102	VNF5Q00244	None	Working
15	PRINTER	HP Laserjet 1102	UNC6Q47106	None	Working
16	PRINTER	HP Deskjet GT5820	CN73G5G5ZV	None	Working
17	PRINTER	HP Laserjet	VNC6Q47106	None	Working
18	PRINTER	HP Laserjet	CNGKKBL8DQ	None	Working
19	PRINTER/COPIER/SCANNER	Kyocera Taskalfa 4012i	V9K14BO311	None	Working
<b>Total Printers</b>					<b>19</b>
1	LAPTOP	HP CORE i5	CND8486JSN		Not Working
2	LAPTOP	HP CORE i5	CND8486JNZ		Not Working
3	LAPTOP	HP CORE i5	CND8486JNR		Not Working
4	LAPTOP	HP CORE i5	CND8486JLM		Not Working
5	LAPTOP	Toshiba Satellite	3C017231K		Not Working
6	LAPTOP	HP	CND8486SN		Not Working
7	LAPTOP	HP	CND912		Not Working
8	LAPTOP	Hp	CND9281993S		Not Working
9	LAPTOP	Hp	CZC9430QRF		Not Working
10	LAPTOP	HP Envy	CND34516QL		Working
11	LAPTOP	HP Envy	CND34516W1		Working
12	LAPTOP	HP Envy	CND34516QO		Working
13	LAPTOP	HP Envy	8CG34924T4		Working
<b>Total Laptops</b>					<b>13</b>
1	KEYBOARD	HP		None	Working
2	KEYBOARD	HP		None	Working
3	KEYBOARD	HP		None	Working
4	KEYBOARD	HP		None	Working
5	KEYBOARD	HP		None	Working
6	KEYBOARD	HP		None	Working
7	KEYBOARD	HP		None	Working
8	KEYBOARD	HP		None	Working
9	KEYBOARD	HP		None	Working
<b>Total Keyboards</b>					<b>9</b>
1	MONITOR	Lenovo	3CQ24222JX	K3374	Working

2	MONITOR	HP	6CM2311TTO	K3274	Working
3	MONITOR	HP	Kc/01/0003	K3237	Not Working
4	MONITOR	HP	CNC223RVXQ	K3261	Working
5	MONITOR	HP	3CQ924099K	K3225	Working
6	MONITOR	HP	3CQ00604XL	K3197	Working
7	MONITOR	HP	CNC225R6W6	K3211	Working
8	MONITOR	HP	CNT933C8ZF	K3306	Working
9	MONITOR	HP	6CM547133W	None	Working
10	MONITOR	HP	CNC225R5JB	K3203	Working
11	MONITOR	HP	CNC623P163	None	Working
<b>Total Monitors</b>					<b>11</b>
1	TELEVISION	SAMSUNG			Working
<b>Total Televisions</b>					<b>1</b>
1	UPS	APC	A51802231690	K11943	Not Working
2	UPS	APC			Not Working
<b>Total UPS</b>					<b>2</b>
1	CABINET	Cisco Rack			Working
2	CABINET	Cisco Rack		K11952	Working
<b>Total Cabinets</b>					<b>2</b>
<b>TOTAL EQUIPMENT</b>					
1	<b>Desktops</b>	13			
2	<b>IP Phones</b>	13			
3	<b>Switches</b>	2			
4	<b>Routers</b>	1			
5	<b>Access Points</b>	1			
6	<b>Printers</b>	19			
7	<b>Laptops</b>	13			
8	<b>Keyboards</b>	9			
9	<b>Monitors</b>	11			
10	<b>Televisions</b>	1			
11	<b>UPS</b>	2			
12	<b>Cabinets</b>	2			

<b>REGION NAME: BOMET</b>					
<b>NO.</b>	<b>DEVICE NAME</b>	<b>MODEL</b>	<b>SERIALNO.</b>	<b>TAG NO. (IF APPLICABLE)</b>	<b>CONDITION(WORKING/NOTWORKING)</b>
1	<b>DESKTOP</b>	HP	CPU(4CE122X3BT) MONITER(1CR1200FBL) KEYBOARD(K10456)	(K10073)	WORKING

2		HP	CPU4cE138BTYO Moniter1cr1300dwp Keyboard(K11060)	(K10446)	WORKING
3		HP	CPU(4CE122X3BT) MONITER(1CR1300DXG) KEYBOARD(K10456)	(K10073) (9415) (K8117)	WORKING
<b>Total Desktops</b>					<b>3</b>
1	<b>IPPHONE</b>	CISCOIPPH ONE	FCH1921871C	K8141	NOTWORKI NG
2		CISCOIPPH ONE	FCH19218AVO	K8157	NOTWORKI NG
3		CISCOIPPH ONE	FCH19209DCN	K8182	NOTWORKI NG
4		CISCOIPPH ONE	FCH19218BS8	K8186	NOTWORKI NG
5		CISCOIPPH ONE	WZP1910B8LI	K7996	NOTWORKI NG
6		CISCOIPPH ONE	FCH1504F9LG	K8194	NOTWORKI NG
7		CISCOIPPH ONE	FCH1921AFQN	K8107	NOTWORKI NG
8		CISCOIPPH ONE	FCH19209CWH	K8118	NOTWORKI NG
<b>TotalIPphone</b>					<b>8</b>
1	<b>ROUTER</b>	Ciscows	C2960X-24PS-L	K8196	WORKING
<b>TotalRouter</b>					<b>1</b>
1	<b>SWITCH</b>	Cisco2900Se ries	F0C191753F8	K8197	WORKING
<b>TotalSwitch</b>					<b>1</b>
1	<b>UPS</b>	APCSmart- UPSC1000	A51644240128	K12424	WORKING
<b>TotalUPS</b>					<b>1</b>
1	<b>LAPTOP</b>	HPProBook3 50G1	5CG44006JZ	K8204	NOTWORKI NG
2		HPProBook3 50G2	5CD4392FKR	K8180	NOTWORKI NG
3		HpElitebook 1030X360	SN-5CG7216BM7	N/CODED	WORKING
4		HPProBook4 30Laptop	SCD23108XJ	N/CODED	WORKING
5		HPProBook4 30	SCD204JJKB	N/CODED	WORKING
<b>Total Laptops</b>					<b>5</b>
1	<b>PRINTER</b>	LazerjetPro- 400	VNH6G24790	K8181	WORKING
2		LazerjetP203 5	CNCOM53971	K12428	NOTWORKI NG
3		LazerjetP203 5	CNCOM53417	K8132	NOTWORKI NG
4		HPLaserJetP roMFP283 FDWPRINT ER	VNBKN7012D	N/CODED	WORKING

5		HPLaserjetPr oMFPM283f dwPrinter	VNBRN8S162	N/CODED	WORKING
6		HPLasejetPr oMFPM283f dwPrinter	VNBRN8S16W	N/CODED	WORKING
7		HPLaserjetPr oMFPM283f dwPrinter	VNBKN7022D	N/CODED	WORKING
8		HPCOLOUR LASERJET MFPM283F DW	VNBRNCQB0N	N/CODED	WORKING
	<b>Total Printers</b>				<b>8</b>
1	<b>PHOTOCOPI ER/PRINTER</b>	KYOCERA( EcosysM412 5idn)	VKN9819545	N/CODED	WORKING
	<b>Total Photocopier</b>				<b>1</b>
<b>TOTAL EQUIPMENTS</b>					
<b>1</b>	<b>Desktops</b>	<b>3</b>			
<b>2</b>	<b>IPphone</b>	<b>8</b>			
<b>3</b>	<b>Router</b>	<b>1</b>			
<b>4</b>	<b>Switch</b>	<b>1</b>			
<b>5</b>	<b>UPS</b>	<b>1</b>			
<b>6</b>	<b>Laptops</b>	<b>5</b>			
<b>7</b>	<b>Printers</b>	<b>8</b>			
<b>8</b>	<b>Photocopier</b>	<b>1</b>			

<b>REGION NAME: THARAKANITHI</b>					
<b>NO.</b>	<b>DEVICE NAME</b>	<b>MODEL</b>	<b>SERIAL NO.</b>	<b>TAG NO. (IF APPLICABLE)</b>	<b>CONDITION (WORKING/NOT WORKING)</b>
1	DESKTOP	HP Pro 2011X	TRF 221001N		Not working
2	DESKTOP	HP Pro W1972a	TRF4350BSC		Not working
3	DESKTOP	HP pro W1972a	TRF4350BV7		Not working

4	DESKTOP	HP Pro W1972a	TRF4350BTG	K6753	Working 1
<b>Total Desktops</b>					<b>4</b>
1	IP PHONE	CP7821	WZP221200HF	K9061	Working
2	IP PHONE	CP7821	WZ2212014H	K9664	Working
3	IP PHONE	CP7821	WZP2212009A	K9063	Working
4	IP PHONE	CP7821	FCH2212E61Y	K9062	Working
5	IP PHONE	CP7821	WZP221200JQ	K9065	Working
6	IP PHONE	CP7821	WZP2212007S	K9085	Working
7	IP PHONE	CP7821	WZP2212008Y	K9087	Working
8	IP PHONE	CP7821	WZP2212008M	K9086	Working
9	IP PHONE	CP7821	WZP2212009E	K9088	Working
10	IP PHONE	CP7821	WZP2212009K	K9089	Working
<b>Total IP Phones</b>					<b>10</b>
1	SWITCH	CATALYST2960X	FOC2221T4SY	K9090	Working
<b>Total Switches</b>					<b>1</b>
1	ROUTER	CISCO 4321	FD02225A2Z2	K9093	Working
<b>Total Switches</b>					<b>1</b>
1	ACCESS POINT	CISCO AIRONET 1815 Series	FCW2222N9Z8		Working
<b>Total Access Points</b>					<b>1</b>
1	PRINTER	CB410A	VNC3D03205		Not Working
2	PRINTER	AR-5316E	83039628	K6749	Working
3	PRINTER	CE457A	CNCJZ27853		Not Working
4	PRINTER	FS-C8520-MFP	NXE3302617	K6499	Not Working
<b>Total Printers</b>					<b>4</b>
1	CAMERAS	Canon-DR-C240			Working
<b>Total Cameras</b>					<b>1</b>
1	DECODER	HP			Working
<b>Total Decoders</b>					<b>1</b>
1	LAPTOP	HP	73332EA	K6768	Not working
<b>Total Laptops</b>					<b>1</b>
1	KEYBOARD S	Keyboard		K6752	Working
<b>Total Keyboards</b>					<b>1</b>
1	MONITORS	HP W1972a	6CM4261349	K6751	Working
<b>Total Monitors</b>					<b>1</b>
1	SCANNERS	Canon DR-C240			Not Working
<b>Total Scanners</b>					<b>1</b>
1	TELEVISION	SAMSANG DISPLAY TV			Working
<b>Total Televisions</b>					<b>1</b>
1	UPS	BX650CI-AF	3B1419X09879		Not working
2	UPS	BX650CI-AF	3B1419X06932		Not working
3	UPS	BX650CI-AF	3B1419X08913		Not working
4	UPS	BX650CI-AF	5B1148T11113		Not working
<b>Total UPS</b>					<b>4</b>

1	CABINET E.G 22U	22U			Working
<b>Total Cabinets</b>					
16	PLOTTERS	HP			
<b>Total Plotters</b>					
<b>TOTAL EQUIPMENT</b>					
1	<b>Desktops</b>	4			
2	<b>IP Phones</b>	10			
3	<b>Switches</b>	1			
4	<b>Access Points</b>	1			
5	<b>Printers</b>	4			
6	<b>Cameras</b>	1			
7	<b>Decoders</b>	1			
8	<b>Laptops</b>	1			
9	<b>Keyboards</b>	1			
10	<b>Monitors</b>	1			
11	<b>Scanners</b>	1			
12	<b>Televisions</b>	1			
13	<b>UPS</b>	4			
14	<b>Cabinets</b>	1			
15	<b>Plotters</b>				

<b>REGION NAME: MURANGA</b>					
<b>NO.</b>	<b>DEVICE NAME</b>	<b>MODEL</b>	<b>SERIAL NO.</b>	<b>TAG NO. (IF APPLICABLE)</b>	<b>CONDITION (WORKING/NOT WORKING)</b>



1	DESKTOP	HP	8CG9302NNY	N/CODED	Working
2	DESKTOP	HP	8CG9302RF6	N N/CODED	Not Working
3	DESKTOP	HP	4CE122X3BF		Working
4	DESKTOP	HP	4CE122X380	K12247	Working
5	DESKTOP	HP	4CE138BKS3	K10488	Working
6	DESKTOP	HP	4CE122X8RR	K10443	Working
7	DESKTOP	HP	MXL9433524	N/CODED	Working
8	DESKTOP	HP	MXL943352G	N/CODED	Working
9	DESKTOP	HP 500B1	4CE1J90F1M	N/CODED	Working
10		HP COMPAQ DX2290 MT	CNX74901YV	K2515	Not Working
11	DESKTOP	HP	4CE122X3BF	K1070	
<b>Total Desktops</b>					<b>11</b>
1	IP PHONE	Cisco CP-7821	WZP221200CM	K0989	Working
2	IP PHONE	Cisco CP-3905	FCH16508UNQ	K9572	Working
3	IP PHONE	Cisco CP-3905	FCH16508V7V	N/CODED	Working
4	IP PHONE	Cisco CP-3905	FCH16508URO	K9550	Working
5	IP PHONE	Cisco CP-7962G	FC1T19378HVX	K9513	Working
6	IP PHONE	Cisco CP-3905	FCH1651A277	K9555	Working
7	IP PHONE	Cisco CP-3905	FCH16519M19	K9525	Working
8	IP PHONE	Cisco CP-3905	FCH165187N3	N/CODED	Working
9	IP PHONE	Cisco CP-3905	FCH1651877U	N/CODED	Working
10	IP PHONE	Cisco CP-3905	FCH1651A299	N/CODED	Working
11	IP PHONE	Cisco CP-3905	FCH19159EYU	N/CODED	Working

12	IP PHONE	Cisco CP-3905	FCH16508VPH	N/CODED	Working
13		ZT1800	FT205200744	N/CODED	Working
<b>Total IP Phones</b>					<b>13</b>
1	SWITCH	CISCO 2900	FCW1815A4P12	K9565	Working
2	SWITCH	CISCO 2960	3865771310	K9013	Not Working
<b>Total Switches</b>					<b>2</b>
1	ROUTER	HUAUWEI	DE6RAC1922003559	N/CODED	Working
<b>Total ROUTERS</b>					<b>1</b>
1	PRINTER	HP-LASERJETP1102	VNF8N08881	N/CODED	Working
2	PRINTER	HP Laserjet proMFTM225DN	CNB9JWKM6	N/CODED	Working
3	PRINTER	EPSON L4260	XANV008643	N/CODED	Working
4	PRINTER	HP OFFICEJET PRO 7740	CN05C550MY	N/CODED	Working
5	PRINTER	HP LASEJET M1522NF	VNHTB9GJ91	K2536	Working
6	PRINTER	HP LASERJET PRO M404DN	PHCL536864	N/CODED	Working
7	PRINTER	HPLASERJET 1020	CNC2L43663	K2470	Working
8	PRINTER	HP LASERJET P1102	VNF8953803	N/CODED	Working
9	PRINTER	HP LASERJET PRO MFT M182N	VNC3703071	N/CODED	Working
<b>Total Printers</b>					<b>9</b>
1	LAPTOP	HP	CND20600HH	N/CODED	Working
2	LAPTOP	HP ProBook 450 G6	5CD01598XW	N/CODED	Working
3	LAPTOP	HP ProBook 450 G6	5CD01598YN	N/CODED	Not Working
4	LAPTOP	HP ProBook 450 G6	5CD01598Z49	N/CODED	Working
5	LAPTOP	HP	5CD101R55	N/CODED	Working
6	LAPTOP	HP	5CG1081PN9	N/CODED	Working
7	LAPTOP	HP SPECTRA	5CD12145410	N/CODED	Working
8	LAPTOP	DELL	G4P0054	N/CODED	Working
9	LAPTOP	DELL	G4P0296	N/CODED	Working
<b>Total Laptops</b>					<b>9</b>
1	KEYBOARD	HP	BGCAFODUUF85 CV	K12253	Working
2	KEYBOARD	HP	BAUXHOHHOASS	K2514	Working

3	KEYBOARD	HP	BGCAF0DUUF85 BJ	K9417	Working
4	KEYBOARD	HP	BGCAF0ALACI06 E	N/CODED	Working
5	KEYBOARD	DELL	BGBSU0CCPC01 54	N/CODED	Working
6	KEYBOARD	DELL	BGBSU0CCPC01 51	N/CODED	Working
7	KEYBOARD	HP	BGCAF0DUUFO1 0X	K11081	Working
8	KEYBOARD	HP	BGCAF0DUUF90 H7	K11047	Working
<b>Total Keyboards</b>					<b>8</b>
1	UPS	APC UPS	A515227111862	N/CODED	Working
2	UPS	APC ups	3B2102X68667	N/CODED	Working
3	UPS	APC ups	3B2102X65617	N/CODED	Working
<b>Total UPS</b>					<b>3</b>
	PHOTOCOPIERS	TASKALFU	KY5000064	N/CODED	Working
		BIZHUB C224	KM0400254	N/CODED	Working
<b>Total Photocopiers</b>					<b>2</b>
1	CABINET E.G 22U	Cisco Rack		N/CODED	Working
	CABINET E.G 9U	Cisco Rack		N/CODED	Not Working
<b>Total Cabinets</b>					<b>2</b>
1	<b>Monitors</b>	DELL	CN-0T9Y04- FCC00-98C- AV1B-A05	N/CODED	Working
2	<b>Monitors</b>	HPV197	3CQ9171M5T	N/CODED	Working
3	<b>Monitors</b>	HP P24V G4 FHD	1CR1200FGF	K9404	Working
4	<b>Monitors</b>	HP P24V G4 FHD	1CR1200FGF	K9679	Working
5	<b>Monitors</b>	HP P24VG	1CR1160CRS	K9027	Working
6	<b>Monitors</b>	HP V197	3CQ92809QV	N/CODED	Working
7	<b>Monitors</b>	HP P24V G4 FHD	1CR1300DWF	K11097	Working
<b>Total Monitors</b>					<b>7</b>
<b>TOTAL EQUIPMENT</b>					
1	<b>Desktops</b>	11			
2	<b>IP Phones</b>	13			
3	<b>Switches</b>	2			
4	<b>Routers</b>	1			
5	<b>UPS</b>	3			
6	<b>Keyboard</b>	8			
7	<b>Printers</b>				
8	<b>Monitors</b>	7			
9	<b>Photocopier</b>	2			
10	<b>Cabinets</b>	2			

11	Laptops	9			
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<b>REGION NAME: NYERI</b>					
<b>NO.</b>	<b>DEVICE NAME</b>	<b>MODEL</b>	<b>SERIAL NO.</b>	<b>TAG NO. (IF APPLICABLE)</b>	<b>CONDITION (WORKING/NOT WORKING)</b>
1	Printer	M4125idn	VKN1131141	N/CODED	Working
2	Cabinet	CISCO RACK		K6427	Working
3	Monitor	DellE1910Hc	CN-0R735N-64180-02P-01	K6877	Working
4	Desktop	HP ELITEDESK 800 G2 TWR	SGH632RTBF	N/CODED	Working
5	Keyboard	Keyboard	BCYRUOAMY 7090I	N/CODED	Working
6	Printer	HP P2055d	CNCJ509789	K6473	Not Working
7	Monitor	Hp 11908w		K6421	working
8	Desktop	OptiPlex 380		KC/06/0006	Working
9	Keyboard	Keyboard	BGCAF0DUUF 010M	K9763	Working
10	Printer	HP MFP M283 fdw	VNBRP8M2JR	N/CODED	Working
11	Monitor	Dell E1910Hc	CN-0U417N-64180-0BF-015M	K6448	Not Working
12	Printer	HP LJ P2055	CNCJP03871	KE/06/009	Working
13	Keyboard	Keyboard	CN-0W7658-37172SAM	N/CODED	Not Working
14	Desktop	HP Elitedesk 800 G2 TWR	SGH628PP67	N/CODED	Working
15	Monitor	HP V197	3CQ8510GXZ	N/CODED	Working
16	Keyboard	Keyboard	BCYRUOAM70 96P	N/CODED	Working
17	Desktop	HP 290 G4 MT PC	4CE122X8QI	K9782	Working
18	Monitor	P24v G4 FHD	1CR1200FFG8	K9768	Working
19	Keyboard	Keyboard	BGCAF0DUUF 90DA	K9787	Working
20	Printer	MFP M283fdw	VNBRP8M2LL	N/CODED	Working
21	Phone	Cisco Ip Phone		K6863	Not Working
22	Monitor	HP P24v G4 FHD	1CR1200DX7	K6753	Working
23	Desktop	HP 240 G4 MT	C22K5JF	K11040	Working
24	Keyboard	Keyboard	BGCAF0DUUF 85BK	K9692	Working
25	Printer	MFP M180n	VNC4112588	KE/06/005	Working
26	Printer	MFP M283fdw	VNBRP8M1J7	N/CODED	Working
27	Desktop	DELL	JL7K7BS	K603	Not Working

28	Monitor	DELL E910Hc	CN-0U417N-64180-0BF-015M	K6448	Not Working
29	Printer	HP DJ F2180	CB596-60005	N/CODED	Not Working
30	Phone	CISCO IP PHONE	FCH182584V4	K6886	Working
31	Keyboard	Keyboard	CN-0DJ331-71616-096-01KG	K6402	Working
32	Monitor	HP P24V G4 FHD	1CR1160CTD	K9744	Working
33	Desktop	HP 290 G4 MT PC	4CE122X2Z8	N/CODED	Working
<b>TOTAL EQUIPMENT</b>					
	<b>PRINTERS</b>	8			
	<b>CABINET</b>	1			
	<b>DESKTOPS</b>	7			
	<b>MONITORS</b>	8			
	<b>KEYBOARD S</b>	7			

<b>REGION NAME: BUSIA</b>					
<b>NO.</b>	<b>DEVICE NAME</b>	<b>MODEL</b>	<b>SERIAL NO.</b>	<b>TAG NO. (IF APPLICABLE)</b>	<b>CONDITION (WORKING/ NOT WORKING)</b>
1.	C.P.U	DELL CORE i3	12034226917	5JOV8XI	Not Working
2.	Monitor	DELL	CN-IKCCCP 72872-384	K 3974	Not Working
3.	monitor	DELL CORE i3	CN-07025G 72872-96408U	K 4076	Working
4.	C.P.U	HP Core i7	6721601509	335V8XI	Working
5.	C.P.U	DELL CORE i3	15482478565	741V8X1	Working
6.	Printer	RICOH-250ISP	E3J3m420253	K 3999	Not Working
7.	Printer	HP	VNC4524979	-	Not Working
8.	Server	APC Server UPS	-	K 4006	Not Working
9.	C.P.U	DELL CORE i3	39IV8XI	-	Working
10	Monitor	HP V194	ITM132	-	Working
11	Monitor	Dell	CN OKCCCP-7287238A-EAPB	K 4020	Working
12	C.P.U	HP CORE i7	CZC938D670	-	Working
13	Printer	HP 2055D	C4C93806T7	K 4071	Not Working
14	Printer	HP PRO 200m25	CNFIB40325	K 3982	Not Working
15	C.P.U	HP CORE i7	CZC938D6PW	-	Working

16	Binding Machine	ATLAS AS-BM-242	0606092	-	Not Working
17	Printer	HP-m251n pro200	CNF-IC43092	-	Working
18	Printer	HP	VNCGH02067	-	Not Working
19	Monitor	Dell	-	K 4087	Working
20	C.P.U	DELL CORE i3	19661363173	K 4089	Working
21	C.P.U	DELL N - SERIES	29552449699	K 4074	Not Working
22	C.P.U	HP CORE i7	CZC938DC54	-	Working
23	Monitor	HP V194	6CM 27AV	-	Not Working
24	Printer	KYOCERA	FS-6525MFP	K 10309	Not Working
25	Monitor	HP VI94	3CQ9132G60	-	Not Working

**REGION NAME: MANDERA**

NO.	DEVICE NAME	MODEL	SERIAL NO.	TAG NO. (IF APPLICABLE)	CONDITION (WORKING/NOT WORKING)
1	Router	Router	FDO2225A2ZL	Kerra 5941	functional
2	Switch	Switch	FOC2222T28H	Kerra 5940	functional
3	3 - IN - 1 Photocopier	Kyocera	QLM2257466	Kerra 5922	non - functional
4	Network Cabinet	Network Cabinet		Kerra 5928	functional
5	UPS	APC UPS		Kerra 5927	non - functional
6	Colour Laserjet Pro Mfp	Colour Laserjet Pro Mfp	SNB8H3YG94	Kerra 5926	functional
7	Deskjet 1018	Deskjet 1018	CNC1L67060	Kerra 5978	functional
8	CISCO Desk IP phone	CISCO Desk IP phone	FCH15489YKU	Kerra 5192	functional
9	CISCO Desk IP phone	CISCO Desk IP phone	PUC16520EWB	Kerra 5200	functional
10	CISCO Desk IP phone	CISCO Desk IP phone	PUC 165203WF	Kerra 5911	functional
11	CISCO Desk IP phone	CISCO Desk IP phone	PUC16520EMS	Kerra 5934	functional
12	CISCO Desk IP phone	CISCO Desk IP phone	FCH 132796QW	Kerra 5935	functional
13	CISCO Desk IP phone	CISCO Desk IP phone	-	Kerra 5949	functional
14	CISCO Desk IP phone	CISCO Desk IP phone	PUC170305DC	Kerra 5951	functional
15	CISCO Desk IP phone	CISCO Desk IP phone	PUC165203YV	Kerra 5961	functional
16	CISCO Desk IP phone	CISCO Desk IP phone	PUC17360FX3	Kerra 5969	functional
17	CISCO Desk IP phone	CISCO Desk IP phone	PUC17380GLS	Kerra 5977	functional
18	CISCO Desk IP phone	CISCO Desk IP phone	PUC17380GNA	Kerra 5984	functional
19	Hp Cpu	Hp Cpu	CZC901B29W	Kerra 5199	obsolete
20	HP Keyboard	HP Keyboard		Kerra 5198	obsolete
21	Hp Monitor	Hp Monitor	CNC844QPK2	Kerra 5197	obsolete

22	Hp Monitor	Hp Monitor	3CQ8120298	Kerra 5970	obsolete
23	Huawei GPS	Huawei GPS		Kerra 5942	obsolete
24	Huawei GPS	Huawei GPS		Kerra 5943	obsolete
25	Laserjet Pro 400mfp	Laserjet Pro 400mfp	W2R2136	Kerra 5936	functional
26	Laserjet Pro 400mfp	Laserjet Pro 400mfp	CNB7J38NOX	Kerra 5960	functional
27	Lenovo Cpu	Lenovo Cpu	9380W31LMWKN8V	Kerra 5971	obsolete
28	Tp-Link	Tp-Link	S1N214DR91006005	Kerra 5905	obsolete
29	White Nashuatec Photocopier	White Nashuatec Photocopier	L6887260250	Kerra 5921	non - functional obsolete
30	TV	TV	21C0135M-00143		New / functional
31	TV	TV	2103ELG162773K01061		New / functional
32	decoder	decoder	8021210828000025		New / functional
33	decoder	decoder	001C1D47936B		New / functional
34	dish	dish			New / functional
35	dish	dish			New / functional

**REGION NAME: TRANS NZOIA**

NO.	DEVICE NAME	MODEL	SERIAL NO.	TAG NO. (IF APPLICABLE)	CONDITION (WORKING/NOT WORKING)
1	DESKTOP	HP ProBook 450 G2	SGH4300BG2	KC/35/0005	WORKING
2	DESKTOP	HP ProBook 450 G2	3872C782	KC/35/0006	WORKING
3	DESKTOP	HP ProBook 450 G2	CN346XB001	KC/35/0007	WORKING
<b>TOTAL DESKTOPS</b>					<b>3</b>
1	IP PHONE	CISCO IP PHONE	WZP221216TO	K12685	WORKING
2	IP PHONE	CISCO IP PHONE	WZP221216PL	K12643	WORKING
3	IP PHONE	CISCO IP PHONE	WZP221217HC	K12644	WORKING
4	IP PHONE	CISCO IP PHONE	WZP221216N4	K12262	WORKING
5	IP PHONE	CISCO IP PHONE	682C7B4188F2	K12634	WORKING
6	IP PHONE	CISCO IP PHONE	WZP221202SA	K12629	WORKING
7	IP PHONE	CISCO IP PHONE	WZP22120ZJS	K12689	WORKING
8	IP PHONE	CISCO IP PHONE	WZP221216NM	K12621	WORKING
9	IP PHONE	CISCO IP PHONE	WZP221216N3	K11401	WORKING
10	IP PHONE	CISCO IP PHONE	WZP22121607	K12646	WORKING
11	IP PHONE	CISCO IP PHONE	WZP221216NF	K12690	WORKING
12	IP PHONE	CISCO IP PHONE	WZP221216PB	K12630	WORKING
13	IP PHONE	CISCO IP PHONE	WZP221216PP	K12642	WORKING
<b>TOTAL IP PHONES</b>					<b>13</b>
1	SWITCH	CISCO 2960	FOC2222T299	K3716	WORKING
<b>TOTAL SWITCHES</b>					<b>1</b>
1	ROUTER	CISCO 4321	FGD2246V4DM	K3733	WORKING
<b>TOTAL SWITCHES</b>					<b>1</b>

1	ACCESS POINT	TL-MR3420	SER231456J6	K095	WORKING
<b>TOTAL ACCESS POINTS</b>					<b>1</b>
1	PRINTER	HP1132	KGH3325866	K3710	WORKING
2		HP 1132 MFP	VCX7865221	K3711	WORKING
3	PRINTER	HP 1132 MFP	KB1235771S	K3712	WORKING
4	PRINTER/PHOTOCOPIER	Kyocera KM2550	KFPC350001	K3671	WORKING
<b>TOTAL PRINTERS</b>					<b>4</b>
1	UPS	APC Smart-UPS C1500	A51802262356	K4000	WORKING
<b>TOTAL UPS</b>					<b>1</b>
1	CABINET E.G 22U	CISCO RACK			WORKING
<b>TOTAL CABINETS</b>					<b>1</b>
<b>TOTAL EQUIPMENT</b>					
1	<b>DESKTOPS</b>	3			
2	<b>IP PHONES</b>	13			
3	<b>SWITCHES</b>	1			
4	<b>ACCESS POINTS</b>	1			
5	<b>PRINTERS</b>	4			
6	<b>UPS</b>	1			
7	<b>CABINETS</b>	1			

<b>REGION NAME: WEST POKOT</b>					
<b>N O.</b>	<b>DEVICE NAME</b>	<b>MODEL</b>	<b>SERIAL NO.</b>	<b>TAG NO. (IF APPLICABLE)</b>	<b>CONDITION (WORKING/NOT WORKING)</b>
1	DESKTOP	HP PRO 3500 SERIES MT	TRF4480554	KERRAWP0154	WORKING
2	DESKTOP	HP DESKTOP	4CE138BKS8	K9797	WORKING
3	DESKTOP	HP DESKTOP	4CE122X2ZC	K9799	WORKING
<b>TOTAL DESKTOPS</b>					<b>3</b>
1	IP PHONE	CISCO IP PHONE	WZP221216JL	K11416	WORKING
2	IP PHONE	CISCO IP PHONE	MAC:68CAE46111E4	K11408	WORKING
3	IP PHONE	CISCO IP PHONE	MAC:682C7B418A06	K11415	WORKING
4	IP PHONE	CISCO IP PHONE	MAC:68CAE461121D	K11409	WORKING
5	IP PHONE	CISCO IP PHONE	MAC:68CAE461120A	K11410	WORKING
6	IP PHONE	CISCO IP PHONE	MAC:68CAE46113D6	K11407	WORKING



7	IP PHONE	CISCO IP PHONE	MAC:68CAE4611210	K12209	WORKING
<b>TOTAL IP PHONES</b>					<b>7</b>
1	SWITCH	CISCO 2960		K11043	WORKING
<b>TOTAL SWITCHES</b>					<b>1</b>
1	ROUTER	CISCO 4321		NOT TAGGED	WORKING
<b>TOTAL SWITCHES</b>					<b>1</b>
1	ACCESS POINT	TL-MR3420	331382717644	K11405	WORKING
<b>TOTAL ACCESS POINTS</b>					<b>1</b>
1	PRINTER	EPSON L4160	X4DY010988	KERRAWP0160	WORKING
2	PHOTOCOPIER /PRINTER	KYOCERRA	RFR0902963	KERRAWP0162	WORKING
3	PRINTER	HP PRINTER LASERJET PRO 400 MFP M425DW	WZP221200AU	KERRAWP0119	WORKING
4	PRINTER	HP LASERJET PRINTER MFP428	W1A30A	NOT TAGGED	WORKING
<b>TOTAL PRINTERS</b>					<b>4</b>
1	UPS	UPS BACK UP 1400		N/CODED	WORKING
<b>TOTAL UPS</b>					<b>1</b>
1	CABINET E.G 22U	CISCO RACK		K11402	WORKING
<b>TOTAL CABINETS</b>					<b>1</b>
<b>TOTAL EQUIPMENT</b>					
1	<b>DESKTOPS</b>	3			
2	<b>IP PHONES</b>	7			
3	<b>SWITCHES</b>	1			
4	<b>ACCESS POINTS</b>	1			
5	<b>PRINTERS</b>	4			
6	<b>UPS</b>	1			
7	<b>CABINETS</b>	1			

<b>REGION NAME: EMBU</b>					
<b>NO.</b>	<b>DEVICE NAME</b>	<b>MODEL</b>	<b>SERIAL NO.</b>	<b>TAG NO. (IF APPLICABLE)</b>	<b>CONDITION (WORKING/NOT WORKING)</b>
	Desktop	Hp Compaq dx 2000mt	SGH5250833		Not working
	Desktop	Hp Core i5	8CG8506GM1		Working

	Desktop	HP ProDesk 400 G4	SGH747T04Z		Working
	Desktop	HP Intel Core Duo	MXL0121BZ1		Working
	Desktop	Hp Core i5	8CG8506K35		Working
	Desktop	Hp Core i5	8CG8505HF9		Working
	Desktop	Hp	CZC5011354		Working
	Desktop	HP 290 G2 Microtower PC	8CG8505HFG		Not working
	Desktop	Hp Pentium Core	2UA02029HH		Not Working
<b>Total Desktops</b>					<b>2</b>
1	Ip Phone	CP-7821	WZP184407VZ		Not working
2	Ip Phone	CP 7962G	FCH 19378JKR		Working
3	Ip Phone	CP 3905	FCH16268N4K		Working
4	Ip Phone	CP-3905	FCH16268NKU		Working
5	Ip Phone	CP-3905	FCH1627A66R		Working
6	Ip Phone	CP 3905	FCH16268N25		Working
7	Ip Phone	CP 3905	FCH1627A27X		Working
8	Ip Phone	CP 3905	FCH1627A76E		Working
9	Ip Phone	CP 3905	FCH16224AF6Y		Working
10	Ip Phone	CP 3905	FCH1627A5QG		
11	Ip Phone	CP 3905	FCH1627A75H		
12	Ip Phone	CP 3905	FCH1627A5TF		
<b>Total IP Phones</b>					<b>4</b>
1	SWITCH	Catalyst 2960x Series	WSC2960X24PSL		Working
<b>Total Switches</b>					<b>1</b>
1	ROUTER	Cisco 2911 Series	FCZ200471HT		Working
<b>Total Switches</b>					<b>1</b>
1	ACCESS POINT	WRT120N	JUT00K684889		Working
<b>Total Access Points</b>					<b>1</b>
1	PRINTER				
<b>Total Printers</b>					<b>0</b>
1	CAMERAS				
<b>Total Cameras</b>					<b>0</b>
1	DECODER				
<b>Total Decoders</b>					<b>0</b>
1	LAPTOP	Hp envy			
2	LAPTOP	Hp envy			
<b>Total Laptops</b>					<b>2</b>
1	KEYBOARDS	HP	BCYRU0CCP974 EQ		working
		HP	CGCAFQA94HBG5 EJ		working
		HP	BCGAF0ALAB64T G		working
		HP	BCZAA0DLUVSF YD		working
		HP	BCGAF0ALABH2 QO		working
		DELL	CN0DJ7740371727 4G00UD		working
		DELL	CND0DJ4518142R0 3WKA01		working

<b>Total Keyboards</b>					<b>7</b>
1	MONITORS	Hp V194	3CQ8011SHC		working
2		Hp ProOne 400	CZC5011354		working
3		Samsung SyncMaster 923 NW	HA19H9FQ856921 W		working
4		Hp V197	3CQ84104VZ		Not working
5		Hp Compaq LA2205wg	3CQ04704GG		working
6		Hp V197	3CQ845264Y		working
7		Hp Compaq LA2205wg	3CQ0262Q7S		Not working
8		Hp V197	3CQ841045T		working
9		HP V197	3CQ841048S		working
<b>Total Monitors</b>					<b>9</b>
1	SCANNERS				0
<b>Total Scanners</b>					<b>0</b>
1					
<b>Total Televisions</b>					<b>0</b>
1	UPS	BX650CI-AF	3B1434X10063		Working
2	UPS	BX700UI	3B1908X66074		Working
		BX700UI	3B1905X60674		Working
		BX700UI	3B1843X71665		Working
<b>Total UPS</b>					<b>4</b>
1	CABINET E.G 22U	Cisco Rack		K3841	Working
<b>Total Cabinets</b>					<b>1</b>
16	PLOTTERS				
<b>Total Plotters</b>					<b>1</b>
<b>TOTAL EQUIPMENT</b>					
1	Desktops	2			
2	IP Phones	4			
3	Switches	1			
4	Access Points	1			
5	Printers	1			
6	Cameras	1			
7	Decoders	1			
8	Laptops	2			
9	Keyboards	1			
10	Monitors	1			
11	Scanners	1			
12	Televisions	1			
13	UPS	2			
14	Cabinets	1			
15	Plotters	1			

**REGION NAME: MOMBASA**

S/N	MODEL	SERIAL NUMBER	TAG NO	STATUS
<b>CISCO IP TELEPHONE</b>				
1	CP-3905	FCH1846A5Q3	K5560	Working
2	CP-3905	FCH1846A628	K8567	Working
3	CP-7821	WZP19130GGX	K9868	Working
4	CP-3905	FCH1846A3YN	K5505	Working

5	CP-3905	FCH1846A62N	K5579	Working
6	CP-3906	FCH1846A62L	K8530	Working
7	CP-3905	FCH18468TST	K5540	Faulty
8	CP-3905	FCH1846A621	K5584	Faulty
9	CP-7962G	FCH19239Z13	K8570	Faulty

#### WIRELESS TELEPHONE

1	FIX WIRELESS ZT1800	FT2052003323	-	Working
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#### GSM Gateway (Wireless Cellular Router)

1	EASY GATE	52-1019-1790	K5511	working
2	EASY GATE	52-1019-192	K5512	faulty

#### UPS

1	APC 650	3BI427X09890	K5561	faulty
2	APC 650	3B1430X18712	K55553	working
3	LIGHTWAVE LW UPS 3000	1909200800002		working
4	APC 650	3B1429X12618	K5510	Faulty

#### ROUTERS

1	CISCO 4321	FD02225A2ZD	K10468	working
2	CISCO WRT120N	JUT00K414833	K5582	working
3	NANO STATION LOCO M2	SWX-M2LW		working
4	DLINK DAP-1360	QX40IF3504103	K5581	working
5	TPLINK TL-WR941ND	214B607001486		working
6	TP-LINK TL-SF1005D	2201639010385		working
7	TP-LINK TL-WR840N	221B5B3008510		working

#### SWITCH

1	CISCO CATALYST 2960-X SERIES		K5508	Faulty
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#### PHOTOCOPIING MACHINE

1	KYOCERA FS-6525MFP	V1C7854051	K8580	working
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#### PRINTERS

1	HP COLOR LASERJET PRO MFP M281fdw	VNBNLBS02V	K8590	working
2	HP LASERJET PRO 400 M401d	PHKCB22382	K8597	FAULTY
3	HP LASERJET P2055	CNCJ725994		faulty
4	BROTHER DCP	E74266K5N903473		FAULTY
5	HP COLOR LASERJET PRO MFP M281fdw	VNBNM25B8M		working
6	HP LASERJET PRO MFP M130nw	VNCRC03496		working
7	HP LASSERJET PRO M402d	PHCXD09030	K8575	faulty
8	HP LASSERJET PRO MFP M225dn	CNB9H7R5J9		working
9	EPSON L3110	X648213169		working

#### CABINET

1	SERVER RACK CABINET		K5506	
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**COMPUTER MONITORS**

1	HP LE2201w	CNK014095V		working
2	HP COMPAQ LE1711	3CQ04504TP	K9891	working
3	HP V197	3CQ6421C4K	K8557	working
4	HP V197	3CQ6420KW2	K8594	working
5	HP V194	3CQ91519CL	K9366	working
6	HP V193	3CQ5043C8K	K8582	working
7	HP V1907	3CQ80807C0	K8598	working
8	HP V194	3CQ9110BVM	K9368	working
9	HP COMPAQ LE171I	3CQ04503GD		working
10	HP V197	3CQ6461MH2		working
11	LEVOVO	VK945581		working
12	HP V194	3CQ9110C2S	K9362	working

**DESKTOPS**

1	HP PRODESK 400 G6MT	CZC936B57Q	K9361	working
2	HP PRO	TRF1460HLQ	K5550	working
3	LENOVO	ISIOI3000JUMPCOK3F5V		working
4	HP PRO DESK 400 G5 MT	CZC936B53X	K9367	working
5	HP PRO DESK 400 G4 MT	CZC73795MO	K8596	working
6	HP PRO DESK 400 G6 MT	CZC936B55Q	K9364	working
7	HP PRODESK 400 G3 MT	CZC6257805	K8554	working
8	HP PRO DESK 400 G3	CZC62577ZG		working
9	HP 280 G2	CZC7097D2W		working
10	HP PRODESK 400 G3 MT	CZC625780J	K8579	working

**LAPTOPS**

1	HP SPECTERE X360	5CD1092TIZ		working
2	HP SPECTERE X360	5CD1092T34		working
3	HP SPECTERE X360	5CD1092T2W		working
4	HP SPECTERE X360	5CD1092T3C		working
5	HP SPECTERE X360	5CD1092T4T		working

<b>KIAMBU REGION</b>					
<b>NO.</b>	<b>DEVICE NAME</b>	<b>MODEL</b>	<b>SERIAL NO.</b>	<b>TAG NO. (IF APPLICABLE)</b>	<b>CONDITION (WORKING/NOT WORKING)</b>
1. DESKTOPS		HP PRODESK 400 G4	5GH812TJH5	K9685	WORKING
			4CE9150J3P	K9641	WORKING
			5GH806PL9H	K2564	WORKING

	HP 290 G4 MICRO TOWER	4CE138BKTK	K2645	WORKING
		4CE122X2XQ	K2804	WORKING
		4CE122X301	K2708	WORKING
	HP PRO 3500 SERIES	TRF1255T2Q	N/A	WORKING
		TRF1255YK3	K1949	WORKING
		TRF352106K	K1923	WORKING
		TRF2070NKS	K1938	WORKING
		TRF4010M23	K2034	WORKING
		TRF42203C3	K2044	WORKING
		TRF2070NKS	K1938	WORKING
HP COMPAQ	TRF3510WPZ	K2185	NOT WORKING	
	TRF1255YJB	K1925	NOT WORKING	
<b>Total Desktops</b>				<b>16</b>
2. IP PHONES	CISCO CP-6921	PUC16451057	K1996	WORKING
		PUC1645104Z	K1927	WORKING
		PXN14235N2D	K2046	WORKING
		PXN1513NGJG	K2037	WORKING
		PUC16451000	K2058	WORKING
		PUC16491015	K1951	WORKING
		PUC165201GF	K2076	WORKING
		PUC16520187	K1941	WORKING
		PNX15061007	K2158	WORKING
	CISCO CP-7942 G	FCH15499WW	K2024	WORKING
		FCH1609A158	K1979	WORKING
CISCO CP-7821	W2P23150V44	N/A	NOT WORKING	
	W2P23150WCP	N/A	NOT WORKING	
<b>Total IP Phones</b>				<b>13</b>
3. ROUTER	CISCO 2900 SERIES	CP12RIUG0058TF	K2008	WORKING
<b>Total Routers</b>				<b>1</b>
4. SWITCH	CATALYST 3750 SERIES	CAT100824CW	K2007	WORKING
	D LINK	2198648001443	K2197	WORKING
<b>Total Switches</b>				<b>2</b>
5. ACCESS POINTS	TP-LINK	2142285001330	K1916	
		6530179140711	K2305	
		2198648001443	K2197	
	TENDA	XC67HGFUK397	N/A	
<b>Total Access Points</b>				<b>4</b>
6. PRINTERS	KYOCERA TASKALFA 4053	RVF1X04739	K10881	WORKING
	KYOCERA TASKALFA 2553	RFM9Z249Z4	K11627	WORKING
	KYOCERA TASKALFA 181	QLG1514756	N/A	NOT WORKING
	KYOCERA ECOSYS 6235	MY4594107G	N/A	WORKING
	HP LASERJET P1102W	VNC6L9961	N/A	WORKING
		VNF6M09667	K2188	WORKING
		VNC3887109	N/A	NOT WORKING
	HP LASERJET 400/401	PHKGD21744	K2036	WORKING
		PHKGF21403	K1940	NOT WORKING
	HP LASERJET P130A	VNFRD0384J	N/A	WORKING
HP LASERJET MFP 477dw	01039235479A60	N/A	NOT WORKING	
	11500315607Y02	N/A	NOT WORKING	

(Continuation) - PRINTERS	HP LASERJET P2055D	CNCJK39871	K1973	WORKING
	EPSON L6170	X4EW015486	N/A	WORKING
	HP OFFICE JET 7500A	NIY4594107G	K1972	WORKING
	HP LASERJET MFP 479dw	CNCRQD141F	N/A	WORKING
	CNCRP1X22F	N/A	WORKING	
	CNCRQDL3LJ	N/A	WORKING	
	CNCRFY1KY	N/A	WORKING	
	CNCRQ8X7H5	N/A	WORKING	
	CND404006C	N/A	WORKING	
	CNCRRIH222	N/A	WORKING	
<b>Total Printers</b>				<b>22</b>
7.CAMERAS	N/A	N/A	N/A	N/A
<b>Total Cameras</b>				<b>0</b>
8. DECODERS	DSTV	RB306854007248BA	N/A	WORKING
<b>Total Decoders</b>				<b>1</b>
9. LAPTOPS	HP PROBOOK 450 G5	5CD8182XBV	K11660	WORKING
		5CD85033M8	K10832	NOT WORKING
		5CD85033MQ	K10836	WORKING
		5CD8182XBR	K11629	WORKING
		5CD8182XC3	K11680	WORKING
		5CD85033K5	K10852	WORKING
		5CD85033MR	K11615	WORKING
		5CD85033JQ	K11634	WORKING
		5CD85033LX	K11606	WORKING
		5CD85033L0	K11685	WORKING
		5CD8182XC1	K10833	WORKING
		5CD8182XC4	N/A	WORKING
		5CD8182XBT	K11669	WORKING
	5CD85033MJ	K11636	NOT WORKING	
	LENOVO IdeaPad 315i	MP2DCM33	N/A	WORKING
		MP2DCM2C	N/A	WORKING
	HP VICTUS 16- R0002NIA	CND404006C	N/A	WORKING
		CND3452037	N/A	WORKING
		CND3481PYX	N/A	WORKING
		CND404006P	N/A	WORKING
	HP ENVY 14- Es0033dx	8CG3363N70	N/A	WORKING
		8CG3380T9R	N/A	WORKING
		8CG3380H27	N/A	WORKING
8CG337378P		N/A	WORKING	
8CG3461MRD		N/A	WORKING	
<b>Total Laptops</b>				<b>25</b>
10. KEYBOARDS	HP	BCYWETFSD35R8	K10819	WORKING
		BCYUHDAQK5T404	K1936	WORKING
		BCYTYBJK2F6Q11L	K2042	WORKING
		BCYESR8KDLR47HT	K1947	WORKING
		BDXCTQYIK8J21X61	K11610	WORKING
		BCYSDBD5H85TJ54	N/A	WORKING
		BGCAFODUUF85FC	K10577	WORKING
		BGXVA4TUNI43CD	N/A	WORKING
		BCYGF4D50ETBS31E	K10834	WORKING
		BCYRU0DCPAE38K2	N/A	WORKING
		BCYUZC2AQQ50FRT	N/A	WORKING
		BCYVSK52RTDW4JA	N/A	WORKING
		BGCESP5R78SWE1R	N/A	WORKING

		BCYZFE425FG75QKU	K2032	WORKING
		BCYUHDAQK6Q11L	N/A	WORKING
<b>Total Keyboards</b>				<b>15</b>
11. MONITORS	HP LV1911	6CM33305FD	K2184	WORKING
	HP P24 VG4	ICR1160BV4	N/A	WORKING
		ICR1160D9W	K10532	WORKING
		ICR1300F51	K10578	WORKING
	HP W1972a	6CM4171J4Z	K2043	WORKING
		6CM3293MLX	K2033	WORKING
		6CM4152583	K2054	WORKING
		6CM3452MP5	K1931	WORKING
<b>Continuation - MONITORS</b>				
HP S2031a	SGH806PL9H	K9680	WORKING	
HP 52031a	3CQ11402UJ	K9693	WORKING	
HP S2031a	3CQ0270JHT	K1990	WORKING	
HP 52031a	3CQ1132B3R	K1948	WORKING	
HP S2031a	3CQ112NBOV	K1924	WORKING	
HP 52031a	3CQ112N7MN	K11655	WORKING	
HP 2011x	DF758RF620	K1937	WORKING	
<b>Total Monitors</b>				<b>15</b>
12. SCANNERS/PRINTERS	KYOCERA AND HP MFP 479dw PRINTERS		N/A	WORKING
<b>Total Scanners</b>				<b>10</b>
13. TELEVISIONS	L.G	LBC4109076	K9664	WORKING
	SANYO	N/A	K1965	WORKING
<b>Total Televisions</b>				<b>2</b>
14. UPS	MARVERICK 850	210909M0850100025	N/A	WORKING
		210909M0850100027	N/A	WORKING
		210909M0850100028	N/A	WORKING
		210909M0850L02676	N/A	WORKING
		210909M0850L02675	N/A	WORKING
		210909M0850L02674	N/A	WORKING
		210909M0850L01725	N/A	WORKING
		210909M0850L01864	N/A	WORKING
		210909M0850L00327	N/A	WORKING
		210909M0850L00026	N/A	WORKING
	APC - 1400	4B532W68522	K11637	WORKING
		3B1348X2210	K2187	NOT WORKING
		BX650CI-AF	K11668	NOT WORKING
		46X424WSE85644	K11613	WORKING
		3B1637X19044	K10818	NOT WORKING
		4B1807P09902	N/A	NOT WORKING
		3B1348X22223	K2035	WORKING
		3B1742X09969	K10848	NOT WORKING
		4B1807P09904	K10845	NOT WORKING
		3B1348X22220	K1933	NOT WORKING
	APC-ELITE 650 PRO	110613E0N00025	K1950	WORKING
		1709223E0650N0054	K11674	WORKING
	<b>Total UPS</b>			
15. CABINETS	U CABINET	N/A	N/A	WORKING
<b>Total Cabinets</b>				<b>1</b>
16. PLOTTERS	N/A	N/A	N/A	N/A
<b>Total Plotters</b>				<b>0</b>
<b>TOTAL EQUIPMENT</b>				
	<b>Desktops</b>	<b>16</b>		
	<b>IP Phones</b>	<b>13</b>		
	<b>Routers</b>	<b>1</b>		
	<b>Switches</b>	<b>2</b>		



	<b>Access Points</b>	<b>4</b>			
	<b>Printers</b>	<b>22</b>			
	<b>Cameras</b>	<b>0</b>			
	<b>Decoders</b>	<b>1</b>			
	<b>Laptops</b>	<b>25</b>			
	<b>Keyboards</b>	<b>15</b>			
	<b>Monitors</b>	<b>15</b>			
	<b>Scanners</b>	<b>0</b>			
	<b>Televisions</b>	<b>2</b>			
	<b>UPS</b>	<b>22</b>			
	<b>Cabinets</b>	<b>1</b>			
	<b>Plotters</b>	<b>0</b>			

<b>REGION NAME: KIRINYAGA</b>					
<b>NO.</b>	<b>DEVICE NAME</b>	<b>MODEL</b>	<b>SERIAL NO.</b>	<b>TAG NO. (IF APPLICABLE)</b>	<b>CONDITION (WORKING/NOT WORKING)</b>
1	DESKTOP	HP COMPAQ	3CB020820YX	K8289	Working
2	DESKTOP	HP COMPAQ	3CB9502B5G	K6814	Not Working
3	DESKTOP	HP 280 GZ MT	CZC709 MDL		Working
4	DESKTOP	DELL	DXKTX1S	K8268	Working
5	DESKTOP	Hp Elitedesk 800G5 TWR	CZC939FLW6	K8390	Working
6	DESKTOP	Hp Elitedesk 800G5 TWR	CZC939FLW2	K6392	Working
7	DESKTOP	Hp Elitedesk 800G5 TWR	CZC939FLVZ4	K8058	Not working
8	DESKTOP	Hp Elitedesk 800G5 TWR	CZC939FLW4	K8036	Not Working
9	DESKTOP	Dell Inspiron	BX3MBZ1	fio	Working
10	DESKTOP	Hp Compaq 500B MT	3CB9502B5G	K6814	Working
11	DESKTOP	Hp Compaq 500B MT	3CB02429Y2	K6597	Working
12	DESKTOP	DELL Optiplex 390	BZFHTS1	K6567	Working
13	DESKTOP	Hp 500B MT	3CB02820YX	K6556	Working
14	DESKTOP	Hp Compaq dx 1000	3CB936229M	K6517	Not Working
<b>Total Desktops</b>					<b>14</b>
1	IP PHONE	Cisco IP PHONE	FCH2212E60C	K10260	Working
2	IP PHONE	Cisco IP PHONE	WZP221216QL	K10261	Working
3	IP PHONE	Cisco IP PHONE	K10240	WZP221216W6	Working
4	IP PHONE	Cisco IP PHONE	K10259	WZP221216SC	Working
5	IP PHONE	Cisco IP PHONE	K10265	WZP221216U2	Working
6	IP PHONE	Cisco IP PHONE	K10266	WZP221216SG	Working
7	IP PHONE	Cisco IP PHONE	K10264	WZP221216QM	Working
8	IP PHONE	Cisco IP PHONE	K10263	WZP221216QN	Working
9	IP PHONE	Cisco IP PHONE	K10262	WZP221216VW	Working
10	IP PHONE	Cisco IP PHONE		WZP221216Q6	Working
11	IP PHONE	Cisco IP PHONE		WZP221216RS	Working
12	IP PHONE	Cisco IP PHONE		WZP221216W2	Working
<b>Total IP Phones</b>					<b>12</b>
1	Switch	CISCO 2960	FCW1922A3HZ	K9034	Working
2	Switch	CISCO 2960	FCW1923A0RR	K8238	Working
<b>Total Switches</b>					<b>2</b>
1	ROUTER	CISCO 4300 series	FCZ191660YL	K8237	Working
<b>Total Routers</b>					<b>1</b>
1	ACCESS POINT	TL-WR70N	1026641110Q	K6812	Working

2	ACCESS POINT	CISCO LINKSYS E1200	10822C69331934	K6521	Not Working
<b>Total Access Points</b>					<b>2</b>
1	PRINTER	MFP M227 - M231	VNC4G17319	K12413	Working
2	PRINTER	MFP M227 - M231	VNC4G18003	K12415	Working
3	PRINTER	Kyocera Taskalfa 255ci KX	1102NP3NLO	K12405	Working
4	PRINTER	Hp laserjet Pro M402dn	PHCPF30998	K6396	Working
5	PRINTER	Hp laserjet Pro M402dn	PHCPF42155	K10242	Working
6	PRINTER	Hp Color Laserjet CP5225	CNCTB96HLX	K6570	Not Working
7	PRINTER	EPSON	VGUK255285	K6529	Working
8	PRINTER	MFP M227 - M231	VNC4G04577	K8002	Working
9	PRINTER	Laserjet 100 color MFP M175a		K6513	Working
10	PRINTER	Hp laserjet Pro M402dn	CNCJ509527	K6594	Working
11	PRINTER	Hp laserjet Pro M402dn	CNCJ609254	K6808	Working
<b>Total Printers</b>					<b>11</b>
1	CAMERAS				
<b>Total Cameras</b>					<b>0</b>
1	DECODER				
<b>Total Decoders</b>					<b>0</b>
1	LAPTOP	HP ProBook 440 G6	5CD9313RLQ	K6387	Working
2	LAPTOP	HP ProBook 440 G6	5CD93187DN	K6375	Working
3	LAPTOP	HP ProBook 440 G6	5CD9313RLY	K6386	Working
4	LAPTOP	HP Envy	8CG350275Q	K6387	Working
5	LAPTOP	Hp Envy	CDN0397YY4		Working
<b>Total Laptops</b>					<b>5</b>
1	KEYBOARDS	HP	BAUXHOAHHZIL46	K6596	Working
2		DELL	KB212-B543-06TD-AO		Working
3		COMPAQ	CN-09JWYX-64180-23L-ONKS	K6555	Working
4		HP	BEXLFOBJYCKOT4		Working
5		DELL	CN-OHWRD1-71581-247-03P6		Working
6		DELL	CD-ODJ331-77616-8BD-0518	K6516	Wsorking
7		HP	803823	K6361	Working
<b>Total Keyboards</b>					<b>7</b>
1	MONITORS	Hp S2031a	3CQ10827XZ	K8290	Working
2	MONITORS	Hp S2031a	3CQ108338QC	K10633	Working
3	MONITORS	Hp S2031a	3CQ1083C23	K10625	Working
4	MONITORS	Hp S2031a	3CQ10828W6	K8229	Working
5	MONITORS	Dell	CN-OFMHDP-72872-58B-A7HB-A00	K8262	Working
6	MONITORS	Hp L1706	CND6411H8L	K8246	Working
7	MONITORS	Hp V197	3CQ9191L4R	K8030	Working
8	MONITORS	Hp V197	3CQ9191L4Z	K8095	Working
9	MONITORS	Hp V197	3CQ9191L4Q	K8026	Working
10	MONITORS	Hp Compaq LE1711		K6515	Working
11	MONITORS	Hp Compaq LE1711	CNC945PG25	K6554	Working
12	MONITORS	Hp Compaq LE1711	CNC845PF5T	K6809	Working
13	MONITORS	Dell	CNS095WYX	K6505	Working
<b>Total Monitors</b>					<b>13</b>
1	SCANNER	HP	K6569	CN4BH072	Working

2	SCANNER	HP	K8035	CN9BSA1100	Working
<b>Total Scanners</b>					<b>2</b>
1					
<b>Total Televisions</b>					<b>0</b>
1	UPS	APC	3B1418X16959	K8241	Working
2	UPS	APC	3B1402X20102	K9031	Working
3	UPS	APC	3B1527X14366	K12408	Working
4	UPS	APC	3B1604X00660	K9042	Working
5	UPS	APC	3B1604X00603	K9041	Working
6	UPS	APC Smart SMC1500I – 2U	AS1802241289	K10638	Not Working
7	UPS	DIGITEK	ICWS1KA	K8028	Working
8	UPS	APC Smart SMC1500I – 2U	AS2410151846	K6385	Working
9	UPS	Mecer ME – 1000VU	441211300421	K6575	Working
10	UPS	Mecer	140103E1000N00589	K6518	Working
<b>Total UPS</b>					<b>10</b>
1	CABINET 2U	Cisco Rack		K10255	Working
2	CABINET 1U	Cisco Rack		K6523	Working
<b>Total Cabinets</b>					<b>2</b>
<b>Total Plotters</b>					<b>0</b>
<b>TOTAL EQUIPMENT</b>					
1	<b>Desktops</b>	14			
2	<b>IP Phones</b>	12			
3	<b>Switches</b>	2			
4	<b>Access Points</b>	2			
5	<b>Printers</b>	11			
6	<b>Cameras</b>	0			
7	<b>Decoders</b>	0			
8	<b>Laptops</b>	5			
9	<b>Keyboards</b>	7			
10	<b>Monitors</b>	13			
11	<b>Scanners</b>	2			
12	<b>Televisions</b>	0			
13	<b>UPS</b>	10			
14	<b>Cabinets</b>	2			
15	<b>Plotters</b>	0			

<b>REGION NAME: KITUI REGION</b>					
NO.	DEVICE NAME	MODEL	SERIAL NO.	TAG NO. (IF APPLICABLE)	CONDITION (WORKING/NOT WORKING)
	<b>Laptop</b>				
1	“	Pro book HP G7i7	SCD02SJPXM		Working
2	“	Pro book HP G7i7	5CD028JPT1	“	“
3	“	Pro book HP G7i7	5CD028JPWT	“	“
4	“	Pro book HP G7i7	5CD028JPZY	“	“
5	“	Pro book HP G7i7	5CD028JPWQ	“	“
6	“	Pro book HP G7i7	5CD028JPZQ	“	“
7	“	HP Envyx360 2in laptop-14es1023DX	8CG40709ST	“	“
8	“	HP Envy X360 2IN-1Laptop 14-es0033dx	8CG346350Z	“	“
<b>Total laptops</b>					<b>8No.</b>
	<b>Desktop</b>				
1	“	Pro book HP G7i7	4CE122X30R	K9739	Working
2	“	“	4CE122X4DX	K9735	“

3	“	“	4CE122X2XV	K9745	“
4	“	“	8CG919053L		“
5	“	H desk 400	SGHB06PLMC	K7443	“
<b>Total Desktop</b>					<b>5No.</b>
<b>Monitors</b>					
1	“	Hp23es	3CM81315BT	K7444	Working
2	“	HP 7500	329 CV76NO311		“
3	“	ETL 09	22550079242		“
4	“	L1706	CNT72906PZ		“
5	“	S191HQL	ETLQG080342257A44F4201	K5847	“
<b>Total Monitors</b>					<b>5No.</b>
<b>Keyboards</b>					
	“	SK 2086		K9735	
	“			K5866	
	“	PR1701U			
	“	SK2086		K7442	
	“	PR1101U			
<b>Total Keyboards</b>					<b>5No.</b>
<b>Printers</b>					
1	“	LaserJet Pro 400	VNC3435014	K5849	Working
2	“	DeskJet 1280	CN66982088		“
3	“	Laser Jet Pro 400 M401dn	VNC5P20923	K5868	“
4	“	Hp - Pro 200	CNC 8DDR90N	K6303	“
5	“	Hp Deskject D2663	CN99E3F128		“
6	“	Hp officejet 7110	CN45L3MBM	K7450	“
7	“	Laserjet M426fdn	PHBLKC45RN	K7433	“
<b>Total Printers</b>					<b>7No.</b>
<b>PhotoCopier</b>					
1	“	KYOCERA TASKalfa 4053ci	RFC9Z23662		Working
2	“	DC1415	JC45062569H		“
3	“	Konika Minolta(Bizhub 227)	A7AK021022492	K7449	Not Working
<b>Total Photocopier</b>					<b>3No.</b>
<b>IP Phone</b>					
1	“	Cisco 7841	Cx254862nc	K15206	Working
2	“	Cisco Uc 7821	WZP221216SF	K7447	“
3	“	Cp 8841	FCN2205DCMT	K7448	“
4	“	Cp 8841	WZP221216V2	K7446	“
5	“	Cisco 7821	WZP221216U9	K7445	“
6	“	Cp 7821	WZP22120ZRN	K7434	“
7	“	Cp 7821	WZP2212109F	K7429	“
8	“	Cp 7821	WZP221216NS	K7441	“
9	“	Cp 7821	WZP221216P7	K7438	“
<b>Total IP Phone</b>					<b>9No.</b>
<b>Scanner</b>					
1	“	ScanJet 2400	CN685SROJR		Not Working
<b>Total Scanner</b>					<b>1No.</b>
<b>UPS</b>					
1	“	Pobackup 50VA	1058751		Working
2	“	65VA	081-080630		“
3	“	APC	QBO806220288		“
4	“	APC	DK650E1		“
5	“	ME-850VU		K5852	“
6	“	BX700UI			“
7	“	BX700UI			“

8	“	BX700UI			“
<b>Total UPS</b>					<b>8No.</b>
1	<b>Switch</b>				
“	Cisco 2960-x	FOC22221276	K7435	Working	
<b>Total Switch</b>					<b>1No.</b>
<b>Power Backups</b>					
1	“	BX700UI	3B1903X62118	Working	
2	“	Hp	3B1402X15832	KC/15/006	“
<b>Total Power Backups</b>					<b>2No.</b>
Internet server cabinet					
“		FOC2222T27	K7437	Working	
Total Internet server cabinet					1No.
<b>Router</b>					
1	“	Cisco 4321	FDO222SA225	K7436	Working
<b>Total Router</b>					<b>1No.</b>
1	<b>Television</b>	Samsang Display TV		KE/15/006	Working
<b>Total TV</b>					<b>1No.</b>
<b>TOTAL EQUIPMENT</b>					
	<b>Laptops</b>	<b>8</b>			
	<b>Desktops</b>	<b>2</b>			
	<b>Monitors</b>	<b>5</b>			
	<b>Keyboards</b>	<b>5</b>			
	<b>Printers</b>	<b>7</b>			
	<b>Copier</b>	<b>3</b>			
	<b>IP Phones</b>	<b>9</b>			
	<b>Scanner</b>	<b>1</b>			
	<b>UPS</b>	<b>8</b>			
	<b>Switch</b>	<b>1</b>			
	<b>Power backups</b>	<b>2</b>			
	<b>Router</b>	<b>1</b>			
	<b>Televisions</b>	<b>2</b>			
	<b>UPS</b>	<b>22</b>			
	<b>Cabinets</b>	<b>1</b>			
	<b>Plotters</b>	<b>0</b>			

<b>REGION NAME: NAIROBI</b>					
<b>NO.</b>	<b>DEVICE NAME</b>	<b>MODEL</b>	<b>SERIAL NO.</b>	<b>TAG NO. (IF APPLICABLE)</b>	<b>CONDITION (WORKING/NOT WORKING)</b>
1	Monitor	HP L1710	3CQ847114Z	K8560	Not working
2	Monitor	HP V185E	CNT91090LY	K8504	Not working
3	Monitor	HP V183HQV	ETLXOW0201290COCF4301	K8550	Working
4	Monitor	HP W2072A	CNC520POSH	K8548	Not working
5	Monitor	HP P24V G4	1CR1160BXH	K8644	Working
6	Monitor	HP P24V G4	1CR1200F47	K8050	Working
7	Monitor	HP P24V G4	1CR1200FBC	K10439	Working
8	Monitor	HP P24V G4	1CR1200F3T	K11075	Working
9	Monitor	HP P24V G4	1CR1300DVM	K8668	Working
<b>Total Monitors</b>					<b>9</b>
1	SYSTEM UNIT	HP COMPAQ	CZC9106904	K8527	Not working

2	SYSTEM UNIT	Acer VeritonM288	PSYCIE9029130034BB8600	K8593	Not working
3	SYSTEM UNIT	HP 40063SFF	C2C6337STL	K8591	Working
4	SYSTEM UNIT	HP DX2390	SGH91302YJ	K8539	Not working
5	SYSTEM UNIT	HP 290 G4 Microtower	4CE122X388	K8049	Working
6	SYSTEM UNIT	HP 290 G4 Microtower	4CE122X383	K8048	Working
7	SYSTEM UNIT	HP 290 G4 Microtower	4CE122X3BB	K11056	Working
8	SYSTEM UNIT	HP 290 G4 Microtower	4CE122X4D5	K9071	Working
9	SYSTEM UNIT	HP 290 G4 Microtower	4CE138BKSM	K8673	Working
<b>Total System Units</b>					<b>9</b>
1	IP PHONE	Cisco CP-7821	WZP22120ZDO	K8535	Working
2	IP PHONE	Cisco CP-7821	WZPP22120ZFJ	K8588	Working
3	IP PHONE	Cisco CP-7821	WZPP222126RD	K8564	Working
4	IP PHONE	Cisco CP-7821	WZP21120Z6C	K8587	Working
5	IP PHONE	Cisco CP-7821	WZP221216RL	K8547	Working
6	IP PHONE	Cisco CP-7821	FCH2214D9AZ	K8595	Working
7	IP PHONE	Cisco CP-7821	WZP22120ZEX	K8546	Working
8	IP PHONE	Cisco CP-7821	WZP221216Q5	K8540	Working
9	IP PHONE	Cisco CP-7821	WZP22120ZF3	K8560	Working
10	IP PHONE	Cisco CP-7821	WZP221216TS	K8549	Working
11	IP PHONE	Cisco CP-7821	WZP221216RJ	K8526	Working
12	IP PHONE	Cisco CP-7821	WZP221216SI	K8551	Working
<b>Total IP Phones</b>					<b>12</b>
1	SWITCH	CISCO 4321	EDO225A2YS	K8578	Working
<b>Total Switch</b>					<b>1</b>
1	ROUTER	Cisco 4300 Series	FDO225A2KS		Working
<b>Total ROUTER</b>					<b>1</b>
1	ACCESS POINT	Huawei F317	FCW2222NB80	K8565	Working
<b>Total Access Points</b>					<b>1</b>
1	PRINTER	LASER JET 100MFPM 175NW	CN26NIP02F	K9838	Not Working
2	PRINTER	LASER JET PRO LFMP227sdn	VNC 4535226	K6380	Working
3	PRINTER	LASER JET PRO LFMP227sdn	VNC4535612	K6376	Working
4	PRINTER	LASER JET PRO LFMP227sdn	VNC4534689	K6377	Working
<b>Total Printers</b>					<b>4</b>
1	LAPTOP	HP PARVILLION	CNA024FFDY	K9848	Not Working
2	LAPTOP	LENOVO B590	WB11124838	K9612	Working
3	LAPTOP	HP PARVILLION	5CD7395280	K9648	Not working
4	LAPTOP	Acer N19H2	NXHDRAA00192405C14500	Not coded	Working
5	LAPTOP	LENOVO E15	PF-2E8TRA-20/08	Not coded	Not working
6	LAPTOP	LENOVO E15	PF-2E9QNV-20/08	Not coded	Working
<b>Total Laptops</b>					<b>6</b>

1	UPS	APC CL500	AS1802231683	K8583	Not Working
2	UPS	APS CS650	4B1005P20578	K8538	Not Working
3	UPS	ETN SE85011JSB	P463G173J6	K8556	working
4	UPS	BK 650	C1310221230921	Not coded	Working
5	UPS	BK 650	C1310221230922	Not coded	Working
6	UPS	BK 650	C1310221230923	Not coded	Working
7	UPS	BK 650	C1310221230924	Not coded	Working
<b>Total UPS</b>					<b>7</b>
1	CABINET E.G 22U	Cisco Rack			Working
<b>Total Cabinets</b>					<b>1</b>
1	Photocopy	Ecosys M4125idn	VKN9113712	K6379	Working
2	Photocopy	Kyocera KM- 2560	QAW1324086	K9836	Not working
<b>Total Photocopiers</b>					<b>2</b>
<b>TOTAL EQUIPMENT</b>					
1	<b>Monitors</b>	9			
2	<b>System Unit</b>	9			
3	<b>IP Phones</b>	12			
4	<b>Switch</b>	1			
5	<b>Router</b>	1			
6	<b>Access Point</b>	1			
7	<b>Printers</b>	4			
8	<b>Laptops</b>	6			
9	<b>UPS</b>	7			
10	<b>Cabinets</b>	1			
10	<b>Photocopier s</b>	2			

<b>REGION NAME: TAITA TAVETA</b>					
<b>NO.</b>	<b>DEVICE NAME</b>	<b>MODEL</b>	<b>SERIAL NO.</b>	<b>TAG NO. (IF APPLICABLE)</b>	<b>CONDITION (WORKING/NOT WORKING)</b>
1	Monitor	DELL	CN-02N00N-64180-1CM-1Z4S	K1495	Good Working Condition
2	Keyboard	HP	697737-171	K6942	Good Working Condition
3	CPU	HP	TRF4370NKV	K6941	Good Working Condition
4	Monitor	DELL	CN-0R735N-64180-05B-1TUU	K1416	Good Working Condition
5	Keyboard	DELL	0M3934-71581-103-00ZQ-A00V	K1416	Good Working Condition
6	CPU	DELL	553RVQ1	K1351	Good Working Condition
7	CPU	HP	SGH739SNXM	K6923	System is a little bit slow on the startup and some process functions
8	CPU	HP	CZC936B5G6	K9388	Good Working Condition
9	CPU	HP	CZC936B58C	K9385	Good Working Condition
10	CPU	DELL	JQVQVQ1	K1472	Good Working Condition
11	CPU	HP	SGH511PVB2	K6910	Good Working Condition
12	CPU	HP	CZC936B5BT	K9379	Good Working Condition
13	CPU	HP	CZC936B5GZ	K9376	Good Working Condition

14	CPU	HP	CZC936B5DV	K9373	Good Working Condition
15	CPU	DELL	29093882905		Good Working Condition
16	CPU	HP	TRF42203BB		Good Working Condition
17	CPU	HP	SGH739SNKN		Good Working Condition
18	MONITOR	HP	CN-02N22N-64180-1CQ-17RB	K1311	Good Working Condition
19	MONITOR	HP	3CQ91108L3	K9389	Good Working Condition
20	MONITOR	HP	3CQ91108NJ	K9386	Good Working Condition
21	MONITOR	DELL	CN-02N00N-64180-17-19AS	K1308	Good Working Condition
22	MONITOR	DELL	CN-02N00N-64180-1C2-1Y0B	K1362	Good Working Condition
23	MONITOR	HP	3CQ7382HWR	K6904	Good Working Condition
	MONITOR	HP	6CMA263MOT	K6940	Good Working Condition
24	KEYBOARD	HP		K1395	Good Working Condition
25	KEYBOARD	HP	CN-00J491-71581-397-03YY-401		Good Working Condition
26	KEYBOARD	HP	697737-L31	K9378	Good Working Condition
27	Mouse	HP	672652-001		Good working condition
28	Mouse	HP	672662-001		Good working condition
29	Mouse	Hp	672652-001		Good working condition
30	Mouse				Good working condition
31	Keyboard	Hp	697137-L31	K9390	Good working condition
32	Keyboard	Hp	697737-001	K6924	Good working condition
33	Keyboard	Hp	691737-L31	K9386	Good working condition
33	Keyboard	Dell	161-03r3-A00	K1376	Good working condition
34	Keyboard	Hp	697737-001	K6912	Good working condition
35	Keyboard	Hp	I1001NDV	K1301	Good working condition
36	Keyboard	Hp	14h011LQ	K1438	Good working condition
37	Keyboard	Hp	697737-L31	K9375	Good working condition
38	Monitor	Hp	3CQ9162CG2	K9374	Good working condition
39	Monitor	Hp	3CQ9519CF	K9377	Good working condition
40	Monitor	Hp	3CQ4430BPH	K6913	Good working condition
41	Monitor	Hp	3CQ7382HXN	K6931	Good working condition
42	Monitor	Hp	3CQ7382KFT		Good working condition
43	Keyboard	Hp		K6932	Good working condition
44	landline Phone	Cisco	FCH18178W9M	K6948	Good working condition
45	Landline Phone	Cisco	FCH180486SV	K6943	Good working condition
46	landlines Phone	Cisco	FCH1817A827	K6929	Good working condition
47	landlines Phone	Cisco	FCH181769B		Good working condition
48	Landlines Phone	Cisco	FCH18208ZBM	K6909	Good working condition
49	Landlines Phone	Cisco	FCH18208Z5D	K6920	Good working condition
50	Landlines Phone	Bontel	359490104594577 359490104594585		Good working condition
51	Switch	TP Link	218A695018984	K6901	Good working condition
52	Switch	TP Link	2208420000642		Good working condition
53	Desktop	Dell		K1239	Good working condition
54	Keyboard	Hp			Good working condition
55	Monitor	Hp	3CQ9162CJ3	K9371	Good working condition



56	Mouse	Hp	2412HS013WB8		Good working condition
57	Landline Phones	Cisco	FCH17328C07		Good working condition
58	Printer	Hp	VNF3C45610		Good working condition
59	Landline	Cisco	WZP181505LD		Good working condition
60	Landline	Cisco	FCH18178V7D		Good working condition
61	Printer	Kyocera	ESX100YH115		Good working condition
62	Printer	Kyocera FS-6530MFP	V1E7108625		Good working condition
63	Landline Phones	Cisco	FCH18208ZR7		Good working condition
64	UPS	APC	9B1928A25041		Good working condition
65	UPS	Premax	E2104116134		Good working condition
66	UPS	ACP	ZX20210906649		Good working condition
67	Printer	Hp	CNCJN04284		Good working condition
68	CPU	Hp	SGH511PXM	K6926	Good working condition
69	Monitor	Hp	CN41500TKF	K1396	Good working condition
70	Monitor	Dell	CN-04419R-72872227KJKL	K1236	Good working condition
71	Monitor	HP	3CQ9110BZX	K9380	Good working condition
72	Monitor	Dell	CN-02N00N-64180-ICQ-66DB	K1375	Good working condition
73	Keyboard	Hp	697737-L31		Good working condition
74	Keyboard	Dell	CN-0M3774-71581-98C-004W-A00	K1315	Good working condition
75	Keyboard	Hp	697737-L31	K9381	Good working condition
76	Keyboard	Dell	CN-0194XT-65890-167-075A-A01	K1316	Good working condition
77	Keyboard	Dell	CN-0M3774-71581-991-00NK-A00	K1487	Good working condition
78	Cabinet	ICT		K1384	Good condition
79	Cabinet	Accounts		K1361	Good condition
80	Keyboard	HP	697737-L31	K6907	Good working condition
81	Keyboard	HP		K6905	Good working condition
82	Keyboard	HP	697737-L31	K6937	Good working condition
83	Printer	Kyocera Taskalfa6003i	V9B08B6662		Good working condition
84	Laptop	HP PRO BOOK 450G4	5CD9305W41	K6030	Good working condition
85	Laptop	HP	P20557806		Good working condition

**TOTAL EQUIPMENT**

1	<b>Monitors</b>	19			
2	<b>Keyboard</b>	23			
3	<b>CPU</b>	14			
4	<b>Mouse</b>	4			
5	<b>Landline Phone</b>	11			
6	<b>Switch</b>	2			
7	<b>Desktop</b>	1			
8	<b>Printer</b>	5			
9	<b>UPS</b>	3			
10	<b>Cabinets</b>	2			
10	<b>Laptop</b>	2			

<b>REGION NAME: SAMBURU</b>					
<b>NO.</b>	<b>DEVICE NAME</b>	<b>MODEL</b>	<b>SERIAL NO.</b>	<b>TAG NO. (IF APPLICABLE)</b>	<b>CONDITION (WORKING/NOT WORKING)</b>
<b>PRINTERS</b>					
1	Canon Ir2520 UFR1ILT	Canon		K7119	Working
2	HP Color Laserjet Pro MFP M281fdw	HP	VNBNM9T75R		Working
3	HP Color Laserjet Pro MFP M281fdw	HP	VNBNM824TH		Working
4	HP Color Laserjet Pro MFP M281fdw	HP			Working
5	Laserjet Pro MFP M402dn	HP	PHCPH27049	K12244	Working
6	P 11311	HP	CNG88BQG17	K7110	Working
7	LaserJet Pro M102a		VNF3989793		Working
<b>MONITORS</b>					
1	HP V197	HP	3CQ6491K63		Working
2	HP V197	hp	3CQ72333F8	K12242	Working
3	HP L1908w	HP	3CQ812190S		Working
4	HP L1710	HP	3CQ9364T95	K7116	Working
5	HP P24v	HP	1CR1300DVP		Not working
<b>LANS</b>					
1	CISCO	CISCO	FCH2213DLJE	K12226	Working
2	CISCO	CISCO	WZP221216S5	K12241	Working
3	CISCO	CISCO	WZP22121794	K12243	Working
4	CISCO	CISCO	WZP221216S5	K12241	Working
5	CISCO	CISCO	WZP221216R5	K12216	Working
<b>CPUs</b>					
1	HP CORE I7	HP	4CE138BKSX		Working
2	TOSHIBA	TOSHIBA	2FMPROAUZ75NKV		Working
3	DELL	DELL	4SMVGY1	K7114	Working
4	HP COMPAQ	HP	3CB92426L3		Working
<b>TOTAL EQUIPMENT</b>					
1.	Printers	7			
2.	Monitor	5			
3.	LANS	5			
4.	CPU	4			

<b>REGION NAME: KEIYO MARAKWET</b>					
<b>NO.</b>	<b>DEVICE NAME</b>	<b>MODEL</b>	<b>SERIAL NO.</b>	<b>TAG NO. (IF APPLICABLE)</b>	<b>CONDITION (WORKING/NOT WORKING)</b>
1	IP PHONE	Cisco IP PHONE	WZ221201CR	K11791	Working
2	IP PHONE	Cisco IP PHONE	FCH221D8J9	K11962	Working
3	IP PHONE	Cisco IP PHONE	WZ221200QJ	K11953	Working
4	IP PHONE	Cisco IP PHONE	WZ221200R	K11972	Working
5	IP PHONE	Cisco IP PHONE	WZ221216QH	K11968	Working

6	IP PHONE	Cisco IP PHONE	WZ221200QT	K11966	Working
7	IP PHONE	Cisco IP PHONE	WZ221200BE	K11973	Working
8	IP PHONE	Cisco IP PHONE	WZ221201UL	K11974	Working
9	IP PHONE	Cisco IP PHONE	WZ221200RP	K11975	Working
10	IP PHONE	Cisco IP PHONE	WZ221200VA	K11968	Working
11	IP PHONE	Cisco IP PHONE	WZ221216NK	K11968	Working
<b>Total IP Phones</b>					<b>11</b>
1	SWITCH	CISCO ISRA4321/K9	FDO225ARK	K11978	Working
<b>Total Switches</b>					<b>1</b>
1	ROUTER	CISCO ISRA4321/K9	FDO225ARK	K11962	Working
<b>Total Routers</b>					<b>1</b>
1	ACCESS POINT	TL-MR3420		2166416003570	Working
<b>Total Access Points</b>					<b>1</b>
1	PRINTER	HP L JET 1320	CNMJ28040	K3414	Working
2	PRINTER	HP COLOUR LASEJET-2600N	70528013	K3394	Working
3	PRINTER	HP COLOUR LASEJET-2600N	CNB9H73J8B	K11965	Working
4	PRINTER	HP L JET PRO	Cnmjc19452	K3399	Working
5	PRINTER	HP CP4525		N/CODED	
6	PRINTER	KYOCERA	AKA3200502	K3430	Working
7	PRINTER	KYOCERA	AKA3024968	K3409	Working
8	PRINTER	KYOCERA	SNOUNFVCO9689	N/CODED	Working
<b>Total Printers</b>					<b>8</b>
1	KEYBOARD	HP	BDAMBOBJ65X17N	K3452	Working
2	KEYBOARD	HP	BAMBNON50144	K3449	Working
s	KEYBOARD	HP	BDAMBOBJ65X18G	K3499	Working
3	KEYBOARD	HP	BAUXHOAHOQ2JM	N/CODED	Working
4	KEYBOARD	HP		K3411	Working
5	KEYBOARD	HP	BDAMOBJ65X19U	K3436	Working
7	KEYBOARD	HP	0200700744397	N/CODED	Working
8	KEYBOARD	HP	BAUXHOAHHOT026	N/CODED	Working
<b>Total Keyboards</b>					<b>8</b>
1	UPS	APC	3B1350X22414	K3454	Working
2	UPS	APC	3B1340X25769	K3450	Working
3	UPS	APC	3B340X26419	K3429	Working
<b>Total UPS</b>					<b>3</b>
1	MONITOR	HP W1972A	6CM3452LJ7	K3395	Working
2	MONITOR	HP LV1911	6CM40233QK	K3451	Working
3	MONITOR	HP W197QA		K3410	Working

			6CM40233QK		
4	MONITOR	HP LV1911	6CM4042YF6	K3435	Working
5	MONITOR	HP LV1911	6CM4042VYC	K3426	Working
6	MONITOR	HP W1972	6CM402089TP	K3498	Working
7	MONITOR	HP LV1911	6CR41148L	K3448	Working
8	MONITOR	HP W1972A	6CM3452LJ7	K3395	Working
<b>Total Monitors</b>					<b>8</b>
1	DESKTOP	HP PRO	TRF 4140X4Y	K3412	Working
2	DESKTOP	HP COMPACT	SGH35SK4N	K3397	Working
3	DESKTOP	HP	6CR4114850	K3434	Working
4	DESKTOP	HP	6CR41147X7	K3428	Working
5	DESKTOP	HP COMPACT ELITE 8300	6CR41180T	K3500	Working
6	DESKTOP	HP PRO	TRF 4140X4Y	K3412	Working
<b>Total Desktops</b>					<b>6</b>
1	LAPTOP	TOSHIBA	CNF0082QQM	K3503	Not working
2	LAPTOP	COMPAQ	CNF0082QW3	K11970	Not working
3	LAPTOP	COMPAQ	Z247792QR	K3438	Not working
4	LAPTOP	HP		N/CODED	Working
5	LAPTOP	HP		N/CODED	Working
<b>TOTAL LAPTOPS</b>					<b>5</b>
<b>TOTAL EQUIPMENT</b>					
1	Desktops	6			
2	IP Phones	11			
3	Switches	1			
4	Access Points	1			
5	Printers	8			
6	Cameras	N/A			
7	Decoders	N/A			
8	Laptops	5			
9	Keyboards	8			
10	Monitors	8			
11	Scanners	N/A			
12	Televisions	N/A			
13	UPS	3			
14	Cabinets	1			
15	Plotters	N/A			
16	Routers	1			

<b>REGION NAME: HEADQUARTERS</b>				
No.	Device Name	Model	Serial No.	Tag No.
1.	CAMERA	Canon-DR-C240	HD495318	N/CODED
2.	CAMERA	Canon-DR-C240		
3.	CAMERA	Canon-DR-C240		
<b>TOTAL CAMERAS</b>				<b>3</b>
1.	DECODER	DSTV EXPLORA	Q60014678	K2879
<b>TOTAL DECODER</b>				<b>1</b>
1.	PRINTER	Hp design jet T520	CN64K7M075	N/CODED
<b>TOTAL PRINTERS</b>				<b>1</b>
1.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B547	K8902
2.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B5H8	K8904
3.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B5FF	K8907
4.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B53H	K8910
5.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B54Q	K8922
6.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B5GN	K8925

REGION NAME: HEADQUARTERS				
No.	Device Name	Model	Serial No.	Tag No.
7.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B5C7	K8928
8.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B5CY	K8931
9.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B59L	K8934
10.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B59Z	K8937
11.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B5HP	K8940
12.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B5BD	K8943
13.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B585	K8946
14.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B591	K8949
15.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B5GG	K8952
16.	DESKTOP	HP PRODESK 400 G6 MT	CZC8308INV	K8955
17.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B58K	K8958
18.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B53N	K8961
19.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B5C8	K8964
20.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B54M	K8967
21.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B5H6	K8970
22.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B5DL	K8973
23.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B56Z	K8977
24.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B58F	K8979
25.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B561	K8982
26.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B5DQ	K8985
27.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B5CZ	K8988
28.	DESKTOP	HP PRODESK 400 G6 MT	CZC913BHSF	K8991
29.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B593	K8994
30.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B5BV	K8997
31.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B5GF	K9301
32.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B54P	K9305
33.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B57W	K9306
34.	DESKTOP	HP5008MT	XP075EAB13	K0406
35.	DESKTOP	HP PRO PENTIUM	TRF208OV33	K0522
36.	DESKTOP	HP COMPAQ 6300 CORE I5	TRF23903H9	K0437
37.	DESKTOP	HP PRODESK CORE I3	TRF5340W7M	
38.	DESKTOP	HP PRODESK 400G4 CORE I7	4CE9012BN6	
39.	DESKTOP	HP ELITEDESK 800G3 TWR	CZC83081NX	K12827
40.	DESKTOP	HP CORE I7 280G2	CZC6219YX8	
41.	DESKTOP	HP PRODESK	8CG8505L2G	
42.	DESKTOP	HP COMPAQ PENTIUM		
43.	DESKTOP	HP PRODESK CORE I7	C2V936B59V	K9326
44.	DESKTOP	HP PRO DESK	8CG9123YYM	
45.	DESKTOP	CORE I7		
46.	DESKTOP	HP290G1MT	4CE8061JK7	K8602
47.	DESKTOP	HP 280G2MT CORE I7	C2C6209326	
48.	DESKTOP	HP 500B MT(OLD CPU)	3CB027249G	K1159
49.	DESKTOP	HP 600B (OLD CPU)	TRF2320VX2	K0875
50.	DESKTOP	HP COMPAQ DX2390	3CB91320PQ	K1738
51.	DESKTOP	HP ENVY 700	TRF42444Y0	
52.	DESKTOP	HP PRODESK 400GMT	CZC8338P6B	K12870
53.	DESKTOP	HP COMPAQ DX2390	3CB90723G8	K1109
54.	DESKTOP	HP 5008MT	4CE03513XF	K0486
55.	DESKTOP	HP PRODESK 600G1	TPC F0465F	
56.	DESKTOP	HP INTEL PENTIUM DX2400	CZC9106M5Q	K1048
57.	DESKTOP	HP 500BMT	3CB037235L	
58.	DESKTOP	HP 280G2 MT	CZCC6208YJ3	
59.	DESKTOP	HP PRODESK 400 G5 MT	CZC8338P6J	K12885
60.	DESKTOP	HP COMPAQ	4CE051039B	K0635
61.	DESKTOP	HP PRODESK 400 G5 MT	CZC8338P6L	K12882
62.	DESKTOP	HP PRODESK 400 G6 MT	CZC936B5H6	K8970
63.	DESKTOP	LENOVO THINK VISION	V1K2X47	K0528

**REGION NAME: HEADQUARTERS**

No.	Device Name	Model	Serial No.	Tag No.
64.	DESKTOP	LENOVO CPU	L3A0537	K0525
65.	DESKTOP	COMPAQ KEYBOARD	PUAU0930002	K0225
66.	DESKTOP	HP COMPAQ PRO 6300	6CR4102TR7	N/CODED
67.	DESKTOP	HP NV700-215 XT	TRF424255YO	K12860
68.	DESKTOP	HP 500B MT	4CE03513XT	K0593
69.	DESKTOP	HP 500B MT	TRF1255XFH	K1436
70.	DESKTOP	HP 500B MT	4CE055144L	K0855
71.	DESKTOP	Hp Prodesk 500 BMT	3CB027242H	K0866
72.	DESKTOP	Hp Prodesk 400 G5 MT	CZC8338P6H	N/CODED
73.	DESKTOP	Hp Compaq Elite 6000SFF	JPA04303CP	K12856
74.	DESKTOP	Prodesk 400 G6 MT	CZC936B54W	K9322
75.	DESKTOP	Hp 500 BMT	4CE0351463	N/CODED
76.	DESKTOP	Dell optiplex 3010	CX8CG25	K2941
77.	DESKTOP	Hp Prodesk 400 G6 MT	CZC936B53H	K8910
78.	DESKTOP	Hp 500 BMT	3CB02723VP	K0164
79.	DESKTOP	3CQ8112M4N	3CQ8112M4N	K12875
80.	DESKTOP	Hp Prodesk 400 G5 MT	CZC8338P6M	K12876
81.	DESKTOP	Hp Prodesk 400 G5 MT	CZC8338P69	K12878
82.	DESKTOP	Hp Prodesk 400 G6 MT	CZC936B5H8	K8904
83.	DESKTOP	Dell Revaoo Monitor	CN-07C2R4	K2939
84.	DESKTOP	Dell optiplex 3010	IX8CG2S	K2937
85.	DESKTOP	Hp elite desk 800 G3 TWR	CZC83081PO	K11701
86.	DESKTOP	Hp elitedesk 800 G1TWR	CND17P1954	N/CODED
87.	DESKTOP	Hp prodesk 400 G5MT	CZC8338P6N	K12866
88.	DESKTOP	Hp prodesk 400 G6 MT	CZC936B5DL	K8973
89.	DESKTOP	HP 500 BMT	3CB0723ZD	K0025
90.	DESKTOP	HP 500 BMT	TRF1255XKX	K0005
91.	DESKTOP	HP 500 BMT	3CB02724DH	K0039
92.	DESKTOP	HP P240VA	CNK8200CKR	N/CODED
93.	DESKTOP	HP Elitedesk800G3TWR	CZC83081P3	N/CODED
94.	DESKTOP	Hp 240 VA	CNK8200CKK	N/CODED
95.	DESKTOP	HP Elitedesk800G3TWR	CZC83081P1	N/CODED
96.	DESKTOP	Hp 2011 x	CNC129PWPG	K0036
97.	DESKTOP	HP CPU	TRF1255XTV	K1830
98.	DESKTOP	HP Prodesk 400 G6 MT	CZC9361354M	K8967
99.	DESKTOP	Hp p 240va	CNK8200CKQ	N/CODED
100.	DESKTOP	HP Elitedesk800G3TWR	CZC8308IP4	N/CODED
101.	DESKTOP	Hp prodesk 400 G3MT	CZC636CO9K	K8609
102.	DESKTOP	Hp W 19b	CNC652PS94	K0571
103.	DESKTOP	Hp compaq DX 2200	HUB7140MJY	K0473
104.	DESKTOP	Hp 290GT MT	4CE7254B8M	N/CODED
105.	DESKTOP	Hp 500 BMT	3CB02724D6	K1035
106.	DESKTOP	Hp prodesk 400 G6MT	CZC936B54P	K9305
107.	DESKTOP	Hp prodesk350 series MT	TRF2360502	K0812
108.	DESKTOP	Hp prodesk 400 G5 MT	CZC8338P67	K12850
109.	DESKTOP	Hp prodesk 400 G6MT	CZC936B593	K8994
110.	DESKTOP	Hp 500 BMT	4CE035142F	K0313
111.	DESKTOP	Hp 500 BMT	3CB02424WX	K0305
112.	DESKTOP	Hp prodesk 400 G6MT	CZC8338P6K	N/CODED
113.	DESKTOP	Hp prodesk 400 G6 MT	CZC936B54Q	K8922
114.	DESKTOP	Hp elitedesk 800 G3 TWR	CZC83081P5	K12834
115.	DESKTOP	Hp prodesk 400 G6 MT	CZC93058K	K8959
116.	DESKTOP	Hp prodesk 400 G6 MT	CZC936B585	K8946
117.	DESKTOP	Hp prodesk 400 G6 MT	CZC936B5BD	K8943
118.	DESKTOP	Hp prodesk 400 G6 MT	CZC936B5HP	K8940
119.	DESKTOP	Hp prodesk 400 G6 MT	CZC936B591	K8949
120.	DESKTOP	Hp elitedesk	CZC83081NY	K12835

<b>REGION NAME: HEADQUARTERS</b>				
<b>No.</b>	<b>Device Name</b>	<b>Model</b>	<b>Serial No.</b>	<b>Tag No.</b>
121	DESKTOP	Compaq CPU	3CB93323TR	K0048
122	DESKTOP	Hp prodesk 400 G6 MT	CZC936B5C7	K8928
123	DESKTOP	Hp Compaq elite 8300	SGH413SF	K1862
124	DESKTOP	Hp Compaq 8200 elite small	MXL1331KFR	Not Coded
125	DESKTOP	Hp prodesk 400 G6 MT	CZC936B59Z	K8937
126	DESKTOP	Hp prodesk 400 G6 MT	CZC936B5CY	K8931
127	DESKTOP	Hp prodesk 400 G6 MT	CZC936B5GG	K8952
128	DESKTOP	Hp prodesk 400 G6 MT	CZC936B547	K8902
129	DESKTOP	Hp prodesk 400 G6 MT	CZC936B59L	K8934
130	DESKTOP	Hp prodesk 400 G6 MT	CZC936B5GM	K8925
131	DESKTOP	Hp Elite desk	CZC83081NV	K12829
132	DESKTOP	Hp 500B MT	3CB02724DK	K0366
133	DESKTOP	Compaq dx 1000 microlower	3CB93323XZ	K0320
134	DESKTOP	Hp prodesk 400 G6 MT	CZC8338P68	K12892
135	DESKTOP	Hp prodesk 800 G3 TWR	CZC83081NW	K12838
136	DESKTOP	Hp 500B MT	TRF1255X9Y	Not Coded
137	DESKTOP	Hp prodesk 400 G6 MT	CZC936B5GF	K9301
138	DESKTOP	Hp prodesk 400 G5 MT	CZC8338P6P	K12854
139	DESKTOP	Hp prodesk 400 G5 MT	CZC8338P6F	K12849
140	DESKTOP	Hp 500B MT	3CB02424QL	K1695
141	DESKTOP	Hp pro 3500	TRF236050W	K0900
142	DESKTOP	Hp prodesk 400 G6 MT	CZC936B5C8	K8964
143	DESKTOP	Hp 500B MT	TRF1151QLR	Not Coded
144	DESKTOP	Hp 2011x	CNC22R6Z5	K0827
145	DESKTOP	Hp 3500series MT	TRF2360529	K0832
146	DESKTOP	W19729	6CM432036L	K12896
147	DESKTOP	Hp elitedesk 800 G3 TWR	CZC83081PZ	K12893
148	DESKTOP	Hp prodesk 400 G5 MT	CZC8338P6C	K12846
149	DESKTOP	Hp prodesk 400 G5 MT	CZC8338P6D	K12842
<b>TOTAL DESKTOPS</b>				<b>149</b>
1.	IP PHONE	IP Phone	WZP221200C9	Not Coded
2.	IP PHONE	IP Phone	WZP221216RM	Not Coded
3.	IP PHONE	IP Phone	WZP2315137K	Not Coded
4.	IP PHONE	IP Phone	WZP2315138U	Not Coded
5.	IP PHONE	IP Phone	WZP231513H9	Not Coded
6.	IP PHONE	IP Phone	WZP2212009H	Not Coded
7.	IP PHONE	IP Phone	WZP231513FT	Not Coded
8.	IP PHONE	IP Phone	WZP221200BQ	Not Coded
9.	IP PHONE	IP Phone	WZP221216T8	Not Coded
10.	IP PHONE	IP Phone	WZP221216UA	Not Coded
11.	IP PHONE	IP Phone	FCH2212E64Z	Not Coded
12.	IP PHONE	IP Phone	WZP221216QU	Not Coded
13.	IP PHONE	IP Phone	WZP2315135M	Not Coded
14.	IP PHONE	IP Phone	WZP2212009M	Not Coded
15.	IP PHONE	IP Phone	WZP231513TB	Not Coded
16.	IP PHONE	IP Phone	WZP221216QS	Not Coded
17.	IP PHONE	IP Phone	WZP221216XV	Not Coded
18.	IP PHONE	IP Phone	WZP2212009V	Not Coded
19.	IP PHONE	IP Phone	WZP231513BC	Not Coded
20.	IP PHONE	IP Phone	WZP221216L9	Not Coded
21.	IP PHONE	IP Phone	WZP2212175J	Not Coded
22.	IP PHONE	IP Phone	WZP221216NP	Not Coded
23.	IP PHONE	IP Phone	FCH2212E5W1	Not Coded
24.	IP PHONE	IP Phone	WZP221216VU	Not Coded
25.	IP PHONE	IP Phone	WZP221216JX	Not Coded
26.	IP PHONE	IP Phone	WZP221216MN	Not Coded
27.	IP PHONE	IP Phone	WZP221216VV	Not Coded

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No.	Device Name	Model	Serial No.	Tag No.
28.	IP PHONE	IP Phone	WZP221200E2	Not Coded
29.	IP PHONE	IP Phone	WZP221201JY	Not Coded
30.	IP PHONE	IP Phone	WZP221200DD	Not Coded
31.	IP PHONE	IP Phone	FCH2214D7X2	Not Coded
32.	IP PHONE	IP Phone	WZP221200D5	Not Coded
33.	IP PHONE	IP Phone	FCH2214D7H1	Not Coded
34.	IP PHONE	IP Phone	WZP221200EH	Not Coded
35.	IP PHONE	IP Phone	WZP221200CM	Not Coded
36.	IP PHONE	IP Phone	FCH2214D85W	Not Coded
37.	IP PHONE	IP Phone	WZP221200GY	Not Coded
38.	IP PHONE	IP PHONE	FCW1827A3E6	k3854
39.	IP PHONE	IP Phone	WZP221216T8A	Not Coded
40.	IP PHONE	IP Phone	WZP221216VQ	Not Coded
41.	IP PHONE	Cisco IP PHONE	WZP221216P0	N/CODED
42.	IP PHONE	Cisco IP PHONE	WZP23151316	N/CODED
43.	IP PHONE	Cisco IP PHONE	FCH221407B7	N/CODED
44.	IP PHONE	Cisco IP PHONE	WZP2212167P	N/CODED
45.	IP PHONE	Cisco IP PHONE	WZP221216QV	N/CODED
46.	IP PHONE	Cisco IP PHONE	WZP2315135H	N/CODED
47.	IP PHONE	Cisco IP PHONE	WZP221216VX	N/CODED
48.	IP PHONE	Cisco IP PHONE	WZP231512ZZ	N/CODED
49.	IP PHONE	Cisco IP PHONE	WZP231512VS	N/CODED
50.	IP PHONE	Cisco IP PHONE	WZP231512W7	N/CODED
51.	IP PHONE	Cisco IP PHONE	WZP221216P9	N/CODED
52.	IP PHONE	Cisco IP PHONE	WZP221216PK	N/CODED
53.	IP PHONE	Cisco IP PHONE	WZP2212C6SA	N/CODED
54.	IP PHONE	Cisco IP PHONE	WZP221200AX	N/CODED
55.	IP PHONE	Cisco IP PHONE	FCH2212E66R	N/CODED
56.	IP PHONE	Cisco IP PHONE	WZP221200C3	N/CODED
57.	IP PHONE	Cisco IP PHONE	WZP23151377	N/CODED
58.	IP PHONE	Cisco IP PHONE	WZP22121200DJ	N/CODED
59.	IP PHONE	Cisco IP PHONE	WZP221216V6	N/CODED
60.	IP PHONE	Cisco IP PHONE	WZP221216RY	N/CODED
61.	IP PHONE	Cisco IP PHONE	WZP221216RB	N/CODED
62.	IP PHONE	Cisco IP PHONE	WZP2212007P	N/CODED
63.	IP PHONE	Cisco IP PHONE	WZP22120099	N/CODED
64.	IP PHONE	Cisco IP PHONE	WZP2212165D	N/CODED
65.	IP PHONE	Cisco IP PHONE	FCH2212E63R	N/CODED
66.	IP PHONE	Cisco IP PHONE	WZP23151366	N/CODED
67.	IP PHONE	Cisco IP PHONE	WZP221216K7	N/CODED
68.	IP PHONE	Cisco IP PHONE	WZP221216S0	N/CODED
69.	IP PHONE	Cisco IP PHONE	FCH23183EPZ	N/CODED
70.	IP PHONE	Cisco IP PHONE	FCH23182HU4	N/CODED
71.	IP PHONE	Cisco IP PHONE	FCH2318E4S	N/CODED
72.	IP PHONE	Cisco IP PHONE	FCH2214D7X7	N/CODED
73.	IP PHONE	Cisco IP PHONE	WZP23150VOU	N/CODED
74.	IP PHONE	Cisco IP PHONE	WZP221216NN	N/CODED
75.	IP PHONE	Cisco IP PHONE	WZP221216Q1	N/CODED
76.	IP PHONE	Cisco IP PHONE	WZP221216QJ	N/CODED
77.	IP PHONE	Cisco IP PHONE	FCH2214D9CS	N/CODED
78.	IP PHONE	Cisco IP PHONE	WZP221216NS	N/CODED
79.	IP PHONE	Cisco IP PHONE	WZP221216QO	N/CODED
80.	IP PHONE	Cisco IP PHONE	WZP221200AO	N/CODED
81.	IP PHONE	Cisco IP PHONE	WZP221216TY	N/CODED
82.	IP PHONE	Cisco IP PHONE	WZP221200M6	N/CODED
83.	IP PHONE	Cisco IP PHONE	WZP22120092	N/CODED
84.	IP PHONE	Cisco IP PHONE	WZP23151244	N/CODED



<b>REGION NAME: HEADQUARTERS</b>				
<b>No.</b>	<b>Device Name</b>	<b>Model</b>	<b>Serial No.</b>	<b>Tag No.</b>
85.	IP PHONE	Cisco IP PHONE	WZP2212007X	N/CODED
86.	IP PHONE	Cisco IP PHONE	WZP221216RE	N/CODED
87.	IP PHONE	Cisco IP PHONE	WZP221201AY	N/CODED
88.	IP PHONE	Cisco IP PHONE	WZP221216R1	N/CODED
89.	IP PHONE	Cisco IP PHONE	WZP221216W9	N/CODED
90.	IP PHONE	Cisco IP PHONE	WZP221216WG	N/CODED
91.	IP PHONE	Cisco IP PHONE	WZP221216YL	N/CODED
92.	IP PHONE	Cisco IP PHONE	WZP22120179	N/CODED
93.	IP PHONE	Cisco IP PHONE	WZP221216R9	N/CODED
94.	IP PHONE	Cisco IP PHONE	FCH2214D92U	N/CODED
95.	IP PHONE	Cisco IP PHONE	WZP221216R6	N/CODED
<b>TOTAL IP PHONES</b>				<b>95</b>
1.	KEYBOARD	Keyboard	BCYUH0BQRCQ77Z	K8903
2.	KEYBOARD	Keyboard	BCYUH0BQRCQ77Z	K8903
3.	KEYBOARD	Keyboard	BCYUH0BQRCQ76G	K8906
4.	KEYBOARD	Keyboard	3CQ9110BXK	K8909
5.	KEYBOARD	Keyboard	BCYUH0BQRCQ7A8	K8912
6.	KEYBOARD	Keyboard	BCYUH0BQRCQ74E	K8924
7.	KEYBOARD	Keyboard	BCYUH0BQRCQ7B1	K8927
8.	KEYBOARD	Keyboard	BCYUH0BQRCQ72R	K8930
9.	KEYBOARD	Keyboard	BCYUH0BQRCQ7BR	K8933
10.	KEYBOARD	Keyboard	BCYUH0BQRCQ79Y	K8936
11.	KEYBOARD	Keyboard	BCYUH0BQRCQ72R	K8939
12.	KEYBOARD	Keyboard	BCYUH0BQRCQ76H	K8942
13.	KEYBOARD	Keyboard	BCYUH0BQRCQ79Z	K8945
14.	KEYBOARD	Keyboard	BCYUH0BQRCQ7CO	K8948
15.	KEYBOARD	Keyboard	BCYUH0BQRCQ74T	K8951
16.	KEYBOARD	Keyboard	BCYUH0BQRCQ76K	K8954
17.	KEYBOARD	Keyboard	BCYUH0BQRCQ76R	K8957
18.	KEYBOARD	Keyboard	BCYUH0BQRCQ7A3	K8960
19.	KEYBOARD	Keyboard	BCYUH0BQRCQ76Q	K8963
20.	KEYBOARD	Keyboard	BCYUH0BQRCQ78I	K8966
21.	KEYBOARD	Keyboard	BCYUH0BQRCQ782	K8969
22.	KEYBOARD	Keyboard	BCYUH0BQRCQ77Z	K8972
23.	KEYBOARD	Keyboard	BCYUH0BQRCQ751	K8975
24.	KEYBOARD	Keyboard	BCYUH0BQRCQ78E	K8978
25.	KEYBOARD	Keyboard	BCYUH0BQRCQ7CP	K8981
26.	KEYBOARD	Keyboard	BCYUH0ARZCQZBO	K8984
27.	KEYBOARD	Keyboard	BCYUH0BQRCQ7CJ	K8987
28.	KEYBOARD	Keyboard	BCYUH0ARZCQ7AY	K8990
29.	KEYBOARD	Keyboard	BDMJV0EVBBP39G	K8993
30.	KEYBOARD	Keyboard	BCYUH0BQRCQ72S	K8996
31.	KEYBOARD	Keyboard	BCYUHOBQRCQ78L	K8999
32.	KEYBOARD	Keyboard	BCYUHOBQRCQ76E	K9303
33.	KEYBOARD	Keyboard	BCYUHOBQRCQ7AC	K9307
34.	KEYBOARD	Keyboard	BCYUHOBQRCQ7BM	K9309
35.	KEYBOARD	HP Keyboard		K0408
36.	KEYBOARD	HP Keyboard		
37.	KEYBOARD	HP KEYBOARD		K01106
38.	KEYBOARD	HP TFT V193B	3CQ604IN3D	
39.	KEYBOARD	HP KEYBOARD	BDMGH0CCPB80RV	
40.	KEYBOARD	HP KEYBOARD	BEXLF0ARZB4BMO	
41.	KEYBOARD	HP KEYBOARD		
42.	KEYBOARD	HP KEYBOARD	CT:BGCAFOALABUZA6	
43.	KEYBOARD	HP KEYBOARD		
44.	KEYBOARD	HP KEYBOARD	CT:BCYUHOBQRCQ75G	

**REGION NAME: HEADQUARTERS**

No.	Device Name	Model	Serial No.	Tag No.
45.	KEYBOARD	HP KEYBOARD	CT:BGCAFOALABV1PA	
46.	KEYBOARD	HP KEYBOARD	CT:BGCAF0AL7AGDQX	K8603
47.	KEYBOARD	HP KEYBOARD		
48.	KEYBOARD	HP KEYBOARD	CTBCYUHDAQK6P2J9	
49.	KEYBOARD	HP KEYBOARD	BDMJV0E5YAW12Q	
50.	KEYBOARD	HP KEYBOARD		
51.	KEYBOARD	HP KEYBOARD		
52.	KEYBOARD	HP KEYBOARD		
53.	KEYBOARD	HP KEYBOARD	BABXA0FRZX964Z	K1045
54.	KEYBOARD	HP KEYBOARD	CT:BAUX40AHH2508G	K1213
55.	KEYBOARD	HP KEYBOARD		
56.	KEYBOARD	HP KEY BOARD	BDMJVOESYAW12V	N/CODED
57.	KEYBOARD	HP KEY BOARD	BAUXHOAHHZR06H	K0623
58.	KEYBOARD	HP KEY BOARD	BEXLFOARZ4BLD	N/CODED
59.	KEYBOARD	HP KEY BOARD	BCYHUOBQRCQ76P	K8972
60.	KEYBOARD	LENOVO	11126	K0527
61.	KEYBOARD	HP KEYBOARD	BCZWE0QVB6DDUG	K1895
62.	KEYBOARD	HP KEYBOARD	BBUVMCPCJIT	N/CODED
63.	KEYBOARD	HP KEYBOARD	BAUXHOA2508Q	K0923
64.	KEYBOARD	HP KEYBOARD	R41108	K1435
65.	KEYBOARD	HP KEYBOARD	BDMJVOESYAW12T	N/CODED
66.	KEYBOARD	Hp Keyboard	BOAXHOAMSZD4LV	K1000
67.	KEYBOARD	Hp Keyboard	BDMJVOE5YAW12P	N/CODED
68.	KEYBOARD	Dell Keyboard	CN-0194XT-65890-167-06BT-A01	K1101
69.	KEYBOARD	Hp Keyboard	BAUXHOAMSZD4TR	K0883
70.	KEYBOARD	Dell Keyboard	04G-487-71616-2CJ-03DSS-AOO	N/CODED
71.	KEYBOARD	Hp Keyboard	BCYUHOBQRCQ7A8	K8912
72.	KEYBOARD	Hp Keyboard	4DMJVOE5YAW12N	N/CODED
73.	KEYBOARD	Hp keyboard	BDMJVOE5YAW120	N/CODED
74.	KEYBOARD	Hp Keyboard	BCYUHOBQRCQ76G	K8906
75.	KEYBOARD	Dell Keyboard	CN-04G481-71616-2C1	K0207
76.	KEYBOARD	Hp keyboard	BAUXHOAHHZ5100	K0022
77.	KEYBOARD	Hp keyboard	BAUXHCAHHZ50YK	K11703
78.	KEYBOARD	Hp keyboard	BDMJV05YAW12L	N/CODED
79.	KEYBOARD	Hp keyboard	BCYOHOBQRCQ751	K8975
80.	KEYBOARD	Dell Keyboard	E145614	N/CODED
81.	KEYBOARD	HP Keyboard	R41108	K0016
82.	KEYBOARD	HP Keyboard	BAUXHOAHH25831	K0033
83.	KEYBOARD	HP Keyboard	J0100GT8	K1131
84.	KEYBOARD	HP Keyboard	BEXLF4ARZB4BLT	N/CODED
85.	KEYBOARD	HP Keyboard	R41108	K0070
86.	KEYBOARD	HP Keyboard	BCYUHOBQRCQ782	K8969
87.	KEYBOARD	HP Keyboard	BEXLFOARZB4BLG	N/CODED
88.	KEYBOARD	Hp keyboard	R41108 N160	K1080
89.	KEYBOARD	Hp keyboard	OBJ3317131638000WNR	K8615
90.	KEYBOARD	Hp keyboard	BGCAFOAWE820MU	N/CODED
91.	KEYBOARD	Hp keyboard	BAUXHOAHHZ583A	K1097
92.	KEYBOARD	Hp keyboard	BCYUHOBQRCQ7AC	K9309
93.	KEYBOARD	Hp keyboard	BAUXHOAMSZD477	K1295
94.	KEYBOARD	Hp keyboard	BDMJVOESYAW12M	K8613
95.	KEYBOARD	Hp keyboard	BCYUHOBQRCQ72S	K8996
96.	KEYBOARD	Hp keyboard	PVAV093006959	K0318
97.	KEYBOARD	Office keyboard	BAPBCOAHHXISP	K0095
98.	KEYBOARD	Hp keyboard	BBAWVOMVBIK2VO	N/CODED
99.	KEYBOARD	Hp keyboard	BCYUHOBQRCQ	K8924
100.	KEYBOARD	Hp Keyboard	BEXLFOARZB4BLE	Not Coded

REGION NAME: HEADQUARTERS				
No.	Device Name	Model	Serial No.	Tag No.
101	KEYBOARD	Hp keyboard	BCYUHOBQRCQ7A3	K8960
102	KEYBOARD	Hp keyboard	BCYUHOBQRCQ7CO	K8948
103	KEYBOARD	Hp keyboard	BCYUHOBQRCQ79Z	K8945
104	KEYBOARD	Hp keyboard	BCYUHOBQRCQ97H	K8942
105	KEYBOARD	Hp keyboard	BAUXHCAH2S830	K0880
106	KEYBOARD	Hp keyboard	BCYUHOBQRSQ747	K8951
107	KEYBOARD	Compaq	BAPBCOAHHXSLXB	K0067
108	KEYBOARD	Hp keyboard	BCYUHOBQRC972R	K8930
109	KEYBOARD	Hp keyboard	BEXNFOARZB4BLC	Not Coded
110	KEYBOARD	Hp keyboard	BAUXHOAHHZJB2P	K0322
111	KEYBOARD	Hp keyboard	BCYUHOBQRCQ78D	Not Coded
112	KEYBOARD	Hp keyboard	BCYUHOBQRCQ	K8933
113	KEYBOARD	Hp keyboard	BCYUHOBQRCQ76K	K8954
114	KEYBOARD	Hp keyboard	BCYUHOBQRCQ77Z	K8903
115	KEYBOARD	Hp keyboard	BCYUHOBQRCQ79Y	K8936
116	KEYBOARD	Hp keyboard	BCYUHOBQRCQ7B1	K8927
117	KEYBOARD	Hp keyboard	BEXLF0ARZB4BLG	Not Coded
118	KEYBOARD	Hp keyboard	BAUXHOAHH25842	K0352
119	KEYBOARD	Compaq	PUAU0930002000	K0390
120	KEYBOARD	Hp keyboard	BEXLFFOARZB4BLF	Not Coded
121	KEYBOARD	Hp keyboard	BEXLFDARZB4BLH	Not Coded
122	KEYBOARD	Hp keyboard	BABXBOFGAX32K6	Not Coded
123	KEYBOARD	Hp keyboard	BCYUHOBQRCQ76E	K9303
124	KEYBOARD	Hp keyboard	BDMJVOE5YAW125	Not Coded
125	KEYBOARD	Hp keyboard	BDMJVOE5YKW12W	Not Coded
126	KEYBOARD	Hp keyboard	BAUXHOAHHZ1M47	K1688
127	KEYBOARD	Hp keyboard	BAUXHOAHHZ5831	K0897
128	KEYBOARD	Hp keyboard	BCYUHOBQRCQ781	K8966
129	KEYBOARD	Hp keyboard	3CQ2715QOCN	K0560
130	KEYBOARD	Hp keyboard	R41108	K0825
131	KEYBOARD	Hp keyboard		Not Coded
132	KEYBOARD	Hp keyboard	BAUXHOAHHZ1B4G	K1664
133	KEYBOARD	Hp keyboard	BDMJVOE5YAW12U	Not Coded
134	KEYBOARD	Hp Keyboard	BEXLFOARZB4BLE	Not Coded
135	KEYBOARD	Hp keyboard	BCYUHOBQRCQ7A3	K8960
136	KEYBOARD	Hp keyboard	BCYUHOBQRCQ7CO	K8948
137	KEYBOARD	Hp keyboard	BCYUHOBQRCQ79Z	K8945
138	KEYBOARD	Hp keyboard	BCYUHOBQRCQ97H	K8942
139	KEYBOARD	Hp keyboard	BAUXHCAH2S830	K0880
140	KEYBOARD	Hp keyboard	BCYUHOBQRSQ747	K8951
141	KEYBOARD	Compaq	BAPBCOAHHXSLXB	K0067
142	KEYBOARD	Hp keyboard	BCYUHOBQRC972R	K8930
143	KEYBOARD	Hp keyboard	BEXNFOARZB4BLC	Not Coded
144	KEYBOARD	Hp keyboard	BAUXHOAHHZJB2P	K0322
145	KEYBOARD	Hp keyboard	BCYUHOBQRCQ78D	Not Coded
146	KEYBOARD	Hp keyboard	BCYUHOBQRCQ	K8933
147	KEYBOARD	Hp keyboard	BCYUHOBQRCQ76K	K8954
148	KEYBOARD	Hp keyboard	BCYUHOBQRCQ77Z	K8903
149	KEYBOARD	Hp keyboard	BCYUHOBQRCQ79Y	K8936
150	KEYBOARD	Hp keyboard	BCYUHOBQRCQ7B1	K8927
151	KEYBOARD	Hp keyboard	BEXLF0ARZB4BLG	Not Coded
152	KEYBOARD	Hp keyboard	BAUXHOAHH25842	K0352
153	KEYBOARD	Compaq	PUAU0930002000	K0390
154	KEYBOARD	Hp keyboard	BEXLFFOARZB4BLF	Not Coded
155	KEYBOARD	Hp keyboard	BEXLFDARZB4BLH	Not Coded
156	KEYBOARD	Hp keyboard	BABXBOFGAX32K6	Not Coded
157	KEYBOARD	Hp keyboard	BCYUHOBQRCQ76E	K9303

<b>REGION NAME: HEADQUARTERS</b>				
<b>No.</b>	<b>Device Name</b>	<b>Model</b>	<b>Serial No.</b>	<b>Tag No.</b>
158	KEYBOARD	Hp keyboard	BDMJVOE5YAW125	Not Coded
159	KEYBOARD	Hp keyboard	BDMJVOE5YKW12W	Not Coded
160	KEYBOARD	Hp keyboard	BAUXHOAHHZ1M47	K1688
161	KEYBOARD	Hp keyboard	BAUXHOAHHZ5831	K0897
162	KEYBOARD	Hp keyboard	BCYUHOBQRCQ781	K8966
163	KEYBOARD	Hp keyboard	3CQ2715QOCN	K0560
164	KEYBOARD	Hp keyboard	R41108	K0825
165	KEYBOARD	Hp keyboard		Not Coded
166	KEYBOARD	Hp keyboard	BAUXHOAHHZ1B4G	K1664
167	KEYBOARD	Hp keyboard	BDMJVOE5YAW12U	Not Coded
168	KEYBOARD	Hp Keyboard	BEXLFOARZB4BLE	Not Coded
169	KEYBOARD	Hp keyboard	BCYUHOBQRCQ7A3	K8960
170	KEYBOARD	Hp keyboard	BCYUHOBQRCQ7CO	K8948
171	KEYBOARD	Hp keyboard	BCYUHOBQRCQ79Z	K8945
172	KEYBOARD	Hp keyboard	BCYUHOBQRCQ97H	K8942
173	KEYBOARD	Hp keyboard	BAUXHCAH2S830	K0880
174	KEYBOARD	Hp keyboard	BCYUHOBQRSQ747	K8951
175	KEYBOARD	Compaq	BAPBCOAHHXSLXB	K0067
176	KEYBOARD	Hp keyboard	BCYUHOBQRC972R	K8930
177	KEYBOARD	Hp keyboard	BEXNFOARZB4BLC	Not Coded
178	KEYBOARD	Hp keyboard	BAUXHOAHHZJB2P	K0322
179	KEYBOARD	Hp keyboard	BCYUHOBQRCQ78D	Not Coded
180	KEYBOARD	Hp keyboard	BCYUHOBQRCQ	K8933
181	KEYBOARD	Hp keyboard	BCYUHOBQRCQ76K	K8954
182	KEYBOARD	Hp keyboard	BCYUHOBQRCQ77Z	K8903
183	KEYBOARD	Hp keyboard	BCYUHOBQRCQ79Y	K8936
184	KEYBOARD	Hp keyboard	BCYUHOBQRCQ7B1	K8927
185	KEYBOARD	Hp keyboard	BEXLF0ARZB4BLG	Not Coded
186	KEYBOARD	Hp keyboard	BAUXHOAHH25842	K0352
187	KEYBOARD	Compaq	PUAU0930002000	K0390
188	KEYBOARD	Hp keyboard	BEXLFFOARZB4BLF	Not Coded
189	KEYBOARD	Hp keyboard	BEXLFDARZB4BLH	Not Coded
190	KEYBOARD	Hp keyboard	BABXBOFGAX32K6	Not Coded
191	KEYBOARD	Hp keyboard	BCYUHOBQRCQ76E	K9303
192	KEYBOARD	Hp keyboard	BDMJVOE5YAW125	Not Coded
193	KEYBOARD	Hp keyboard	BDMJVOE5YKW12W	Not Coded
194	KEYBOARD	Hp keyboard	BAUXHOAHHZ1M47	K1688
195	KEYBOARD	Hp keyboard	BAUXHOAHHZ5831	K0897
196	KEYBOARD	Hp keyboard	BCYUHOBQRCQ781	K8966
197	KEYBOARD	Hp keyboard	3CQ2715QOCN	K0560
198	KEYBOARD	Hp keyboard	R41108	K0825
199	KEYBOARD	Hp keyboard		Not Coded
200	KEYBOARD	Hp keyboard	BAUXHOAHHZ1B4G	K1664
201	KEYBOARD	Hp keyboard	BDMJVOE5YAW12U	Not Coded
	<b>TOTAL KEYBOARDS</b>			<b>201</b>
1.	LAPTOP	HP PROBOOK 430 G	5CD9294NTR	K6001
2.	LAPTOP	HP PROBOOK 430 G	5CD9294NSY	K6002
3.	LAPTOP	HP PROBOOK 430 G	5CD9294NTL	K6003
4.	LAPTOP	HP PROBOOK 430 G	5CD9294NW7	K6004
5.	LAPTOP	HP PROBOOK 430 G	5CD9294NWK	K6005
6.	LAPTOP	HP PROBOOK 430 G	5CD9294NTS	K6006
7.	LAPTOP	HP PROBOOK 430 G	5CD9294NVK	K6007
8.	LAPTOP	HP PROBOOK 430 G	5CD9294NWM	K6008
9.	LAPTOP	HP PROBOOK 450 G	5CD9305W28	K6009
10.	LAPTOP	HP PROBOOK 430 G	5CD9294NSM	K6010
11.	LAPTOP	HP PROBOOK 430 G	5CD9294NT0	K6011
12.	LAPTOP	HP PROBOOK 430 G	5CD9294NSN	K6012

REGION NAME: HEADQUARTERS				
No.	Device Name	Model	Serial No.	Tag No.
13.	LAPTOP	HP PROBOOK 430 G	5CD9294NRS	K6013
14.	LAPTOP	HP PROBOOK 430 G	5CD9294NSK	K6014
15.	LAPTOP	HP PROBOOK 450 G	5CD9305WIV	K6015
16.	LAPTOP	HP PROBOOK 450 G	5CD9305W45	K6016
17.	LAPTOP	HP PROBOOK 430 G	5CD9294NVX	K6017
18.	LAPTOP	HP PROBOOK 430 G	5CD9295WIZ	K6018
19.	LAPTOP	HP PROBOOK 430 G	5CD9294NWZ	K6019
20.	LAPTOP	HP PROBOOK 430 G	5CD9294NVC	K6020
21.	LAPTOP	HP PROBOOK 430 G	5CD9294NXC	K6021
22.	LAPTOP	HP PROBOOK 430 G	5CD9294NS5	K6022
23.	LAPTOP	HP PROBOOK 430 G	5CD9294NWF	K6023
24.	LAPTOP	HP PROBOOK 430 G	5CD9294NW3	K6024
25.	LAPTOP	HP PROBOOK 450 G	5CD9305W48	K6025
26.	LAPTOP	HP PROBOOK 430 G	5CD9294NWQ	K6027
27.	LAPTOP	HP PROBOOK 450 G	5CD9305W2D	K6029
28.	LAPTOP	HP PROBOOK 430 G	5CD9294NSF	K6033
29.	LAPTOP	HP PROBOOK 430 G	5CD9294NVI	K6034
30.	LAPTOP	HP PROBOOK 430 G	5CD9294NRM	K6035
31.	LAPTOP	HP PROBOOK 430 G	5CD9294NWR	K6036
32.	LAPTOP	HP PROBOOK 430 G	5CD9294NTB	K6041
33.	LAPTOP	HP PROBOOK 430 G	5CD9294NX9	K6075
34.	LAPTOP	HP PROBOOK 430 G	5CD9294NVZ	K6065
35.	LAPTOP	HP PROBOOK 430G	5CD9294NVP	K6046
36.	LAPTOP	HP PROBOOK	5CD8274P3J	K12813
37.	LAPTOP	HP PROBOOK 430 G	5CD9294NS9	K6047
38.	LAPTOP	HP PROBOOK 430 G	5CD9294NSB	K6060
39.	LAPTOP	HP ENVY X3601	8CG89801L15	
40.	LAPTOP	HP PROBOOK 450 G5	5CD8274P4D	
41.	LAPTOP	HP PROBOOK 450 G5	5CD8274P4G	
42.	LAPTOP	HP PROBOOK 450 G5	5CD8274P4I	
43.	LAPTOP	HP PROBOOK 450 G5	5CD8274P3K	
44.	LAPTOP	HP PROBOOK 450 G5	5CD8274P44	
45.	LAPTOP	HP PROBOOK 450 G5	5CD8274P3J	
46.	LAPTOP	HP PROBOOK 450 G5	5CD8274P4J	
47.	LAPTOP	HP PROBOOK 450 G5	5CD8274P4H	
48.	LAPTOP	HP PROBOOK 470 G5	5CD8274Q1L	
49.	LAPTOP	HP PROBOOK 450 G5	5CD8274P35	
50.	LAPTOP	HP PROBOOK 450 G5	5CD8274P48	
51.	LAPTOP	HP PROBOOK 450 G5	5CD8274P4F	
52.	LAPTOP	HP PROBOOK 450 G5	5CD8274P46	
53.	LAPTOP	HP PROBOOK 450 G5	5CD8274P4B	
54.	LAPTOP	HP PROBOOK 450 G5	5CDB274P3T	
55.	LAPTOP	HP PROBOOK 450 G5	5CD8274P3Q	
56.	LAPTOP	HP PROBOOK 450 G5	5CD8274P3L	
57.	LAPTOP	HP PROBOOK 450 G5	5CD8274P3V	
58.	LAPTOP	HP PROBOOK 450 G5	5CD8274P43	
59.	LAPTOP	HP PROBOOK 450 G5	5CD8274P4C	
60.	LAPTOP	HP PROBOOK 450 G5	5CD8274P45	
61.	LAPTOP	HP PROBOOK 450 G5	5CD8274P3P	
62.	LAPTOP	HP PROBOOK 450 G5	5CD8274P3X	
63.	LAPTOP	Hp Probook	5CD8274P3W	K12811
64.	LAPTOP	HP Probook	5CD9305W48	K6025
65.	LAPTOP	Hp Probook	5CD8274P4C	K12820
66.	LAPTOP	HP PROBOOK 430 G	5CD9294NTR	K6001
67.	LAPTOP	HP PROBOOK 430 G	5CD9294NSY	K6002
68.	LAPTOP	HP PROBOOK 430 G	5CD9294NTL	K6003
69.	LAPTOP	HP PROBOOK 430 G	5CD9294NW7	K6004

**REGION NAME: HEADQUARTERS**

No.	Device Name	Model	Serial No.	Tag No.
70.	LAPTOP	HP PROBOOK 430 G	5CD9294NWK	K6005
71.	LAPTOP	HP PROBOOK 430 G	5CD9294NTS	K6006
72.	LAPTOP	HP PROBOOK 430 G	5CD9294NVK	K6007
73.	LAPTOP	HP PROBOOK 430 G	5CD9294NWM	K6008
74.	LAPTOP	HP PROBOOK 450 G	5CD9305W28	K6009
75.	LAPTOP	HP PROBOOK 430 G	5CD9294NSM	K6010
76.	LAPTOP	HP PROBOOK 430 G	5CD9294NT0	K6011
77.	LAPTOP	HP PROBOOK 430 G	5CD9294NSN	K6012
78.	LAPTOP	HP PROBOOK 430 G	5CD9294NRS	K6013
79.	LAPTOP	HP PROBOOK 430 G	5CD9294NSK	K6014
80.	LAPTOP	HP PROBOOK 450 G	5CD9305WIV	K6015
81.	LAPTOP	HP PROBOOK 450 G	5CD9305W45	K6016
82.	LAPTOP	HP PROBOOK 430 G	5CD9294NVX	K6017
83.	LAPTOP	HP PROBOOK 430 G	5CD9295WIZ	K6018
84.	LAPTOP	HP PROBOOK 430 G	5CD9294NWZ	K6019
85.	LAPTOP	HP PROBOOK 430 G	5CD9294NVC	K6020
86.	LAPTOP	HP PROBOOK 430 G	5CD9294NXC	K6021
87.	LAPTOP	HP PROBOOK 430 G	5CD9294NS5	K6022
88.	LAPTOP	HP PROBOOK 430 G	5CD9294NWF	K6023
89.	LAPTOP	HP PROBOOK 430 G	5CD9294NW3	K6024
90.	LAPTOP	HP PROBOOK 450 G	5CD9305W48	K6025
91.	LAPTOP	HP PROBOOK 430 G	5CD9294NWQ	K6027
92.	LAPTOP	HP PROBOOK 450 G	5CD9305W2D	K6029
93.	LAPTOP	HP PROBOOK 430 G	5CD9294NSF	K6033
94.	LAPTOP	HP PROBOOK 430 G	5CD9294NVI	K6034
95.	LAPTOP	HP PROBOOK 430 G	5CD9294NRM	K6035
96.	LAPTOP	HP PROBOOK 430 G	5CD9294NWR	K6036
97.	LAPTOP	HP PROBOOK 430 G	5CD9294NTB	K6041
98.	LAPTOP	HP PROBOOK 430 G	5CD9294NX9	K6075
99.	LAPTOP	HP PROBOOK 430 G	5CD9294NVZ	K6065
100.	LAPTOP	HP PROBOOK 430G	5CD9294NVP	K6046
101.	LAPTOP	HP PROBOOK	5CD8274P3J	K12813
102.	LAPTOP	HP PROBOOK 430 G	5CD9294NS9	K6047
103.	LAPTOP	HP PROBOOK 430 G	5CD9294NSB	K6060
104.	LAPTOP	HP ENVY X3601	8CG89801L15	
105.	LAPTOP	HP PROBOOK 450 G5	5CD8274P4D	
106.	LAPTOP	HP PROBOOK 450 G5	5CD8274P4G	
107.	LAPTOP	HP PROBOOK 450 G5	5CD8274P4I	
108.	LAPTOP	HP PROBOOK 450 G5	5CD8274P3K	
109.	LAPTOP	HP PROBOOK 450 G5	5CD8274P44	
110.	LAPTOP	HP PROBOOK 450 G5	5CD8274P3J	
111.	LAPTOP	HP PROBOOK 450 G5	5CD8274P4J	
112.	LAPTOP	HP PROBOOK 450 G5	5CD8274P4H	
113.	LAPTOP	HP PROBOOK 470 G5	5CD8274Q1L	
114.	LAPTOP	HP PROBOOK 450 G5	5CD8274P35	
115.	LAPTOP	HP PROBOOK 450 G5	5CD8274P48	
116.	LAPTOP	HP PROBOOK 450 G5	5CD8274P4F	
117.	LAPTOP	HP PROBOOK 450 G5	5CD8274P46	
118.	LAPTOP	HP PROBOOK 450 G5	5CD8274P4B	
119.	LAPTOP	HP PROBOOK 450 G5	5CDB274P3T	
120.	LAPTOP	HP PROBOOK 450 G5	5CD8274P3Q	
121.	LAPTOP	HP PROBOOK 450 G5	5CD8274P3L	
122.	LAPTOP	HP PROBOOK 450 G5	5CD8274P3V	
123.	LAPTOP	HP PROBOOK 450 G5	5CD8274P43	
124.	LAPTOP	HP PROBOOK 450 G5	5CD8274P4C	
125.	LAPTOP	HP PROBOOK 450 G5	5CD8274P45	
126.	LAPTOP	HP PROBOOK 450 G5	5CD8274P3P	

REGION NAME: HEADQUARTERS				
No.	Device Name	Model	Serial No.	Tag No.
127	LAPTOP	HP PROBOOK 450 G5	5CD8274P3X	
128	LAPTOP	Hp Probook	5CD8274P3W	K12811
129	LAPTOP	HP Probook	5CD9305W48	K6025
130	LAPTOP	Hp Probook	5CD8274P4C	K12820
	<b>TOTAL LAPTOPS</b>			<b>130</b>
1.	MONITOR	TFT V194	3CQ9110BXN	K8901
2.	MONITOR	TFT V194	3CQ9110BYV	K8905
3.	MONITOR	TFT V194	BCYUH0BQRCQ7CL	K8908
4.	MONITOR	TFT V194	3CQ91108KF	K8911
5.	MONITOR	TFT V194	3CQ9110BZ2	K8923
6.	MONITOR	TFT V194	3CQ9110BZ0	K8926
7.	MONITOR	TFT V194	3CQ91108NM	K8929
8.	MONITOR	TFT V194	3CQ9162CDN	K8932
9.	MONITOR	TFT V194	3CQ91108M3	K8935
10.	MONITOR	TFT V194	3CQ91108PN	K8938
11.	MONITOR	TFT V194	3CQ9110BYK	K8941
12.	MONITOR	TFT V194	3CQ91108MH	K8944
13.	MONITOR	TFT V194	3CQ9110BZT	K8947
14.	MONITOR	TFT V194	3CQ91108P4	K8950
15.	MONITOR	TFT V194	3CQ9110BYD	K8953
16.	MONITOR	TFT V194	3CQ80324K8	K8956
17.	MONITOR	TFT V194	3CQ91108KQ	K8959
18.	MONITOR	TFT V194	3CQ9110BYT	K8962
19.	MONITOR	TFT V194	3CQ91108PQ	K8965
20.	MONITOR	TFT V194	3CQ9110BY5	K8968
21.	MONITOR	TFT V194	3CQ9110BYW	K8971
22.	MONITOR	TFT V194	3CQ91108NG	K8974
23.	MONITOR	TFT V194	3CQ9162CG5	K8976
24.	MONITOR	TFT V194	3CQ9110BZ6	K8980
25.	MONITOR	TFT V194	3CQ9162CG4	K8983
26.	MONITOR	TFT V194	3CQ9162CG3	K8986
27.	MONITOR	TFT V194	3CQ9110C0G	K8989
28.	MONITOR	TFT V194	3CQ9012FR3	K8992
29.	MONITOR	TFT V194	3CQ91108NS	K8995
30.	MONITOR	TFT V194	3CQ91108NN	K8998
31.	MONITOR	TFT V194	3CQ9110BZ4	K9302
32.	MONITOR	TFT V194	3CQ9110BYY	K9304
33.	MONITOR	TFT V194	3CQ91108KP	K9308
34.	MONITOR	TFT HP 52032a	CN41190R3H	K0405
35.	MONITOR	TFT HP 2011X	CNC2015BC8	K0559
36.	MONITOR	TFT HP LV1911	6CM217004D	K0436
37.	MONITOR	HP TFT	CNC84909TP	
38.	MONITOR	HP MONITOR TFT	3CQ8123C8V	
39.	MONITOR	HP TFT	3CQ84104BT	
40.	MONITOR	HP TFT V197	3CQ84104BT	
41.	MONITOR	DELL		
42.	MONITOR	HP TFT	3CQ91108NQ	
43.	MONITOR	HP TFT	3CQ8511GQC	
44.	MONITOR	HPTFT V194	3CQ6210K15	
45.	MONITOR	HP TFT V193b	3CQ611R95	
46.	MONITOR	HP L1710 TFT	3CQ8430V0F	K1722
47.	MONITOR	HP TFT W1972a	6CM4263L42	
48.	MONITOR	HP 194 TFT	3CQ81114JF	
49.	MONITOR	HP LE190100 TFT	3CQ9493K5W	K1120
50.	MONITOR	HP52031a	3CQ035NW02	K0421
51.	MONITOR	HPTFT V197		
52.	MONITOR	HPL1710	3CQ8471195	K1050

REGION NAME: HEADQUARTERS				
No.	Device Name	Model	Serial No.	Tag No.
53.	MONITOR	HP 5203a	3CQ0271T5Z	K1205
54.	MONITOR	HP TFT V193b	3CQ6126T8V	
55.	MONITOR	HP V194 MONITOR	3CQ80324LJ	K12880
56.	MONITOR	HP S2031a MONITOR	3CQ0460QVS	K0613
57.	MONITOR	HP V194 MONITOR	3CQ81114LH	K12884
58.	MONITOR	LG OFFICE DISPLAY	8105WBY00853	N/CODED
59.	MONITOR	HP V194 MONITOR	3CQ9110BYW	K8971
60.	MONITOR	VIEW SONIC IFP6550	V25191200192	N/CODED
61.	MONITOR	DEL MONITOR	CN-07C2R472872	K0209
62.	MONITOR	W185Q MONITOR	ENT924C8NGQ	K0077
63.	MONITOR	MONITOR S2031a	3CQ035NTS15	K0546
64.	MONITOR	HP S2031a MONITOR	CN-4119054H	K1433
65.	MONITOR	HP W194 2a	6CM4263MLP	K12861
66.	MONITOR	HP S2031a MONITOR	3CQ035NRYW	K0861
67.	MONITOR	HP S2031a	3CQ035NQMC	K0926
68.	MONITOR	Hp V194 Monitor	3CQ8123C8R	K12889
69.	MONITOR	Hp W 1972a	6CM43301XZ	K12857
70.	MONITOR	VIEW SONIC Screen	V25191200140	N/CODED
71.	MONITOR	HP S2031A MONITOR	3CQ035NQ4	K0881
72.	MONITOR	Dell Monitor	OUW538-64180	K2745
73.	MONITOR	Hp v194 monitor	3CQ91108KF	K8911
74.	MONITOR	HP S2031A MONITOR	3CQ02715JK	K0162
75.	MONITOR	HP V197 MONITOR	3CQ81537VZ	K12874
76.	MONITOR	Hp v194 monitor	3CQ9110BYS	K8905
77.	MONITOR	Hp p240va	CNK8200CKS	K11702
78.	MONITOR	Hp V244h	CNK6400835	N/CODED
79.	MONITOR	Viewsonic display	B21191200161	N/CODED
80.	MONITOR	Hp V194 Monitor	3CQ81114LW	K12864
81.	MONITOR	Hp V194 Monitor	3CQ1108NG	K8974
82.	MONITOR	HP S2031a	3CQ02317sn	K0034
83.	MONITOR	Hp S2032a	CN41190RRTR41108	K0017
84.	MONITOR	HP S2031a	3CQ0271SFV	K0026
85.	MONITOR	HP V194	3CQ9110BY5	K8968
86.	MONITOR	Prodisplay P232	6CM6160390	K8610
87.	MONITOR	Hp s2031a	3CQ0271SPO	K0012
88.	MONITOR	Hp s2031a	3CQ0271730	K0129
89.	MONITOR	Hp V194 monitor	3CQ9110BYY	K9304
90.	MONITOR	Hp s2031a	3CQ035NS1N	K1296
91.	MONITOR	Hp V194 monitor	3CQ81114L2	K12859
92.	MONITOR	Hp v194	3CQ91108	K8995
93.	MONITOR	Hp S2031a	3CQ0270K3Q	K0094
94.	MONITOR	Hp S2031a	3CQ023ORVN	K0306
95.	MONITOR	Hp v194	3CQ8061RXP	N/CODED
96.	MONITOR	Computer HP monitor	3CQ9110BZZ	K8923
97.	MONITOR	Computer hp monitor	3CQ81114K7	K12833
98.	MONITOR	Computer hp monitor	3CQ91108KQ	K8958
99.	MONITOR	Computer hp monitor	3CQ9110BZT	K8947
100.	MONITOR	Hp monitor	3CQ91108MH	K8944
101.	MONITOR	Computer hp monitor	3CQ9110BYK	K8941
102.	MONITOR	Hp monitor	6CM4092CK2	<u>K1881</u>
103.	MONITOR	Hp 500B MT	3CB0272BB4	K0093
104.	MONITOR	Hp monitor	3CQ91108P4	K8950
105.	MONITOR	Hp monitor	3CQ81114LP	K12836
106.	MONITOR	Monitor Compaq	CNT933CB2C	K0076
107.	MONITOR	Hp monitor	3CQ91108NM	K8929
108.	MONITOR	Hp monitor	3CQ02715ZX	K0378
109.	MONITOR	Hp S2031a Monitor	3CQ035NW4M	K0128



<b>REGION NAME: HEADQUARTERS</b>				
<b>No.</b>	<b>Device Name</b>	<b>Model</b>	<b>Serial No.</b>	<b>Tag No.</b>
110	MONITOR	Hp monitor	3CQ91108PN	K8938
111	MONITOR	Hp monitor	3CQ9162CDN	K8932
112	MONITOR	Hp monitor	3CQ9110BYD	K8953
113	MONITOR	Hp 194 monitor	3C69110BXN	K8901
114	MONITOR	Hp monitor	3CQ91108M3	K8935
115	MONITOR	Hp monitor	3CQ9110BZO	K8926
116	MONITOR	Hp monitor	3CQ80324K8	K12831
117	MONITOR	Hp S2031a Monitor	3CQO271T33	K0349
118	MONITOR	Compaq monitor	CNT933CB11	K0389
119	MONITOR	Hp V194 monitor	3CQ8134F8F	K12895
120	MONITOR	Hp V194 monitor	3CQ81145JK	K12840
121	MONITOR	Hp L1706 monitor	CNC709QV7Q	K0600
122	MONITOR	Hp V194 monitor	3CQ9110BZ4	K9302
123	MONITOR	Hp V194 monitor	3CQ81114K5	K12845
124	MONITOR	Hp V194 monitor	3CQ81114LB	K12852
125	MONITOR	Hp S2031a Monitor	3CQ02317MZ	K1686
126	MONITOR	Hp 2011x monitor	CNC222R602	K0884
127	MONITOR	Hp 1702 monitor	CN7530760L	K1257
128	MONITOR	Hp V194 monitor	3CQ91108PQ	K8965
129	MONITOR	Hp S2031a Monitor	3CQ2715QO	K1158
130	MONITOR	Hp V194 monitor	3CQ5143JSD	K1866
131	MONITOR	VSI16954	V25191200077	Not Coded
132	MONITOR	Hp V194 monitor	3CQ8112M3P	K12848
133	MONITOR	Hp V194 monitor	3CQ8153TW3	K12843
	<b>TOTAL MONITORS</b>			<b>133</b>
	<b>TOTAL SCANNER</b>			<b>3</b>
1.	TELEVISION	SAMSANG DISPLAY TV	OAFE3DAFB01432W	K2878
2.	TELEVISION	VIEW SONIC TV		N/CODED
3.	TELEVISION	SAMSUNG TV	04NK3K3M200841K	N/CODED
	<b>TOTAL TVs</b>			<b>2</b>
1.	UPS	APC UPS	3B1748X14812	K12826
2.	UPS	APC UPS 700		K8604
3.	UPS	APC UPS 1400		K12869
4.	UPS	BACK UP 1400	3B1742X00374	K12881
5.	UPS	BACKUP UPS 650	3B1410X25048	N/CODED
6.	UPS	BACK UP 1400	3B1742XO0284	K12883
7.	UPS	BACK UP 650 UPS	3B1410X18108	K0782
8.	UPS	UPS Back up 1400	3B1742X00369	N/CODED
9.	UPS	APC ups	3B1308X12080	K1852
10.	UPS	APC ups	3B1343X13261	N/CODED
11.	UPS	Back UP 650 UPS	3B1410X19791	K2871
12.	UPS	Back UP 650 UPS	3B1410X19523	N/CODED
13.	UPS	Back UP 1400 UPS	3B1748X14816	K12874
14.	UPS	Back UP 1400 UPS	3B1748X14778	K12877
15.	UPS	Ups Back Up 650	3B1409X13290	N/CODED
16.	UPS	Ups Back up Rs 1100	3B1022X57773	K0145
17.	UPS	Back UP 1400 UPS	3B1742X00254	K12862
18.	UPS	UPS Back up 1400	BX1400V1	N/CODED
19.	UPS	Back up 1400ups	BX1400V1	N/CODED
20.	UPS	Back up 1400ups	481807PO9643	N/CODED
21.	UPS	Backup 650 UPS	3B1410F90461	N/CODED
22.	UPS	Backup 650 UPS	3B1350X20575	N/CODED
23.	UPS	Backup 650 UPS	3B1410X19297	K8611
24.	UPS	Backup 650 UPS	3B1410X19508	K8614
25.	UPS	Backup 650 UPS	4B1309032035	N/CODED
26.	UPS	Back up 1400 ups	3B1742X00390	K12851
27.	UPS	Back up1400	DACL09034	K1865

<b>REGION NAME: HEADQUARTERS</b>				
<b>No.</b>	<b>Device Name</b>	<b>Model</b>	<b>Serial No.</b>	<b>Tag No.</b>
28.	UPS	Back up1400	3B141DX18416	K1869
29.	UPS	Back up1400	4B1807P10053	Not Coded
30.	UPS	UPS Power Backup	4B1807P10135	K12832
31.	UPS	UPS Power Backup	4B1807P09717	K12894
32.	UPS	UPS Power Backup	3B1410X18253	K1887
33.	UPS	UPS Power Backup	4B1807P10172	K12830
34.	UPS	Back up 650	3B1343X13261	Not Coded
35.	UPS	Back up UPS	4B1807P09736	k12899
36.	UPS	Back up1400	4B1807P10125	K12844
37.	UPS	Back up1400	4B1807P10175	Not Coded
38.	UPS	APC UPS		
<b>TOTAL UPSs</b>				<b>38</b>
1.	Plotter	Hp		
2.	Plotter	Hp		
3.	Plotter	Hp		
<b>TOTAL PLOTTERS</b>				<b>3</b>
<b>TOTAL EQUIPMENTS</b>				
1.	<b>CAMERAS</b>		<b>3</b>	
2.	<b>DECODER</b>		<b>5</b>	
3.	<b>PRINTERS</b>		<b>1</b>	
4.	<b>DESKTOPS</b>		<b>149</b>	
5.	<b>IP PHONES</b>		<b>95</b>	
6.	<b>KEYBOARDS</b>		<b>201</b>	
7.	<b>LAPTOPS</b>		<b>130</b>	
8.	<b>MONITORS</b>		<b>133</b>	
9.	<b>SCANNER</b>		<b>2</b>	
10.	<b>TVs</b>		<b>2</b>	
11.	<b>UPs</b>		<b>38</b>	
12.	<b>CABINET (22U)</b>		<b>18</b>	
13.	<b>PLOTTERS</b>		<b>3</b>	

<b>REGION NAME: BUNGOMA</b>				
<b>No.</b>	<b>Device Name</b>	<b>Model</b>	<b>Serial No.</b>	<b>Tag No.</b>
1.	Access Point	Cisco WAP 121-E-K9-G5	SER231000J6	K095
2.	Cabinet	Cisco Rack		K3841
3.	Converter	HUAWEI B932	DE7WAC18C0506363	
4.	Copier	KYOCERA KM 1635	PAE6311410	K3898
5.	Copier	Kyocera Taskalfa 6053	V9B0128867	
6.	Desktop	HP 280G1MT PC	TRF5230X9D	K3906
7.	Desktop	HP290GMT1 PC	4CE755139BQ	K3875
8.	Desktop	HP Compag dx2390MT	SGH90700WQ	K12604
9.	Desktop	HP Compag 6200 MT	CZC22638VW	
10.	Desktop	Hewlett Packard PC	6CR5104JPH	
11.	Desktop	HP 290G1MTB PC	TRF525059C	
12.	IP Phone	Cisco CP-7821	WZP221200CM	k0989
13.	IP Phone	Cisco Ip Pone 7945	FCH1821A5SU	k3803
14.	IP Phone	Cisco Ip Pone 7945	FCH1504F7VD	K3842
15.	IP Phone	Cisco Ip Pone 7945	FCH182198G2	K3860
16.	IP Phone	Cisco Ip Pone 7945	FCH1821A73Z	K3845
17.	IP Phone	Cisco Ip Pone 7945	FCH1892198GJ	K12609
18.	IP Phone	Cisco Ip Pone 7945	FCH182A8G7	K3881
19.	IP Phone	Cisco Ip Pone 7945	FCH1821A8HG	
20.	IP Phone	Cisco Ip Pone 7945	FCH182196B8	K3849
21.	Laptop	HP 500B MT	TRF1151QLR	K8900
22.	Laptop	HP ProBook 430 G6	5CD9294NWR	K6036

<b>REGION NAME: BUNGOMA</b>				
<b>No.</b>	<b>Device Name</b>	<b>Model</b>	<b>Serial No.</b>	<b>Tag No.</b>
23.	Laptop	Lenovo Vantage Technology		
24.	Laptop	TOSHIBA	5D2099175	K3819
25.	Monitor	HP S2031a	3CQ0271SQ0	K1158
26.	Printer	Canon DR-C240	M111251	K0980
27.	Printer	Ricoh IM C3000	3109RA11031	K3412
28.	Printer	Hp laserJet P2055dn	TRF5500091	k 3849
29.	Printer	LaserJet M102a	VNF818392	K8919
30.	Printer	Hp ProDesk400G6 MT	CZC93635CW	K3905
31.	Printer	Hp ProDesk 3500 MT	TR3480LZP	
32.	Printer	LaserJet M102a	VNF3B07781	K9331
33.	Printer	HP Prodesk 400G6 MT	CZC9363B5B18	K3838
34.	Printer	HP 280G2MT PC	CZC6348DR9	K12612
35.	Printer	LAserJet Pro 400MFP M425	CNF8H7W60R	K3877
36.	Printer	Hp ProDesk400G6 MT	CZC938D6RJ	K12601
37.	Printer	LaserJet Pro MFPM 227 sdn	VNC4530531	K3885
38.	Printer	HP Prodesk 400G6 MT	CZC938D6C2	K12618
39.	Printer	LaserJet M402d	PHCXFO8539	
40.	Printer	LaserJet400 MFPM425dw	CND8F7CFYV	K3867
41.	Printer	LaserJet M1217nfwMFP	CNJ8F80668	K12606
42.	Printer	LaserJetM1132Mfp	CNG9C46P8B	
43.	Printer	HP DeskJetD1660 Series	CN97R394ZW	
44.	Printer	LasrJetProMFP428fdw	CNBKM740R0	
45.	Router	Cisco 4300 Series	FDO2225A2ZL	K0560
46.	Switch	Catalyst 2960-X Series	FOC2222T28H	K03400
47.	Switch	Cisco Switch	NID22478BJ6	
48.	UPS	APC Smart-UPS C1500	A51802231770	K4000
<b>TOTAL EQUIPMENT</b>				
<b>A.</b>	<b>ACCESS POINT</b>	<b>1</b>		
<b>B.</b>	<b>CABINET (22U)</b>	<b>1</b>		
<b>C.</b>	<b>CONVERTER</b>	<b>1</b>		
<b>D.</b>	<b>COPIER</b>	<b>2</b>		
<b>E.</b>	<b>DESKTOP</b>	<b>6</b>		
<b>F.</b>	<b>IP PHONE</b>	<b>9</b>		
<b>G.</b>	<b>KEYBOARD</b>	<b>6</b>		
<b>H.</b>	<b>LAPTOP</b>	<b>4</b>		
<b>I.</b>	<b>MONITOR</b>	<b>6</b>		
<b>J.</b>	<b>PRINTER</b>	<b>19</b>		
<b>K.</b>	<b>ROUTER</b>	<b>1</b>		
<b>L.</b>	<b>SCANNER</b>	<b>2</b>		
<b>M.</b>	<b>SWITCH</b>	<b>1</b>		
<b>N.</b>	<b>UPS</b>	<b>1</b>		

<b>REGION NAME: KERICHO</b>				
<b>No.</b>	<b>Device Name</b>	<b>Model</b>	<b>Serial No.</b>	<b>Tag No.</b>
1.	Access Point			
2.	Camera	SONY CYBERSHOT W800	S016620379J	
3.	Camera	SONY CYBERSHOT W800	S016631452D	
4.	Camera	SONY CYBERSHOT W800	S016606814H	
5.	Camera	SONY CYBERSHOT W800	S016631343C	
6.	Camera	SONY CYBERSHOT W800	S016631342B	
7.	Desktop	HP Desktop Pro MT	4CEG38167R	
8.	Desktop	HP Desktop Pro MT	4CE93815Z7	
9.	Desktop	HP Desktop Pro MT	4CE93816GC	
10.	GSM	Easygate		
11.	Laptop	HP Pavilion X360 Convertible i7	8CG001197W	
12.	Laptop	HP Pavilion X360 Convertible i7	8CG0011CS7	

<b>REGION NAME: KERICHO</b>				
<b>No.</b>	<b>Device Name</b>	<b>Model</b>	<b>Serial No.</b>	<b>Tag No.</b>
13.	Laptop	HP Pavilion X360 Convertible i7	8CG0248JCP	
14.	Laptop	HP Pavilion X360 Convertible i7	8CG0248JBZ	
15.	Laptop	HP Pavilion X360 Convertible i7	8CG001199B	
16.	Laptop	HP EliteBook Folio 1040 G2	(01)07893552004847	KC/31/0002
17.	Printer	HP LASERJET PRO 2500	VNC7D48432	
18.	Printer	HP LASERJET PRO 2500 M10	VNC7D48417	
19.	Printer	HP LASERJET PRO 2500 M10	VNC7D48410	
20.	Printer	HP LASERJET PRO 2500	VNC7D48428	
21.	Router	CISCO 2900		K7743
22.	Scanner	HP SCANJET PRO 2500 F1	CN03LA108J	
23.	Scanner	HP SCANJET PRO 2500 F1	CN03LA10VL	
24.	Scanner	HP SCANJET PRO 2500 F1	CN012A10JB	
25.	Scanner	HP SCANJET PRO 2500 F1	CN03LA108M	
26.	Storage	TRANSCEND 1TB EXTERNAL D	SNO: G11085-3074	
27.	Switch	CISCO 2960 - X	FCW1912B3AC	K7742
28.	UPS	MECCER 2KVA	241904514035	
29.	UPS	MECCER 650VA	242006510857	
30.	UPS	MECCER 650VA	742001500956	
<b>TOTAL EQUIPMENT</b>				
<b>A.</b>	<b>ACCESS POINT</b>		<b>1</b>	
<b>B.</b>	<b>CABINET (22U)</b>		<b>1</b>	
<b>C.</b>	<b>CAMERA</b>		<b>5</b>	
<b>D.</b>	<b>DESKTOP</b>		<b>3</b>	
<b>E.</b>	<b>GSM</b>		<b>1</b>	
<b>F.</b>	<b>LAPTOP</b>		<b>6</b>	
<b>G.</b>	<b>PRINTER</b>		<b>4</b>	
<b>H.</b>	<b>ROUTER</b>		<b>1</b>	
<b>I.</b>	<b>SCANNER</b>		<b>4</b>	
<b>J.</b>	<b>STORAGE</b>		<b>1</b>	
<b>K.</b>	<b>SWITCH</b>		<b>1</b>	
<b>L.</b>	<b>UPS</b>		<b>3</b>	

<b>REGION NAME: MERU</b>				
<b>No.</b>	<b>Device Name</b>	<b>Model</b>	<b>Serial No.</b>	<b>Tag No.</b>
1.	CABINET			
2.	Desktop	Hp elite 7200MT	CZC12794XZ	
3.	Desktop	Hp 290 G1 MT	4CE7442MM8	
4.	Desktop	HP PRODesk 400G5 MT	CZC910CXQK	
5.	Desktop	HP PRO 3010 MT	CZC9512694	
6.	Desktop	Lenovo YoGA 520		
7.	Desktop	Compaq 500B MT	3CB009215Y	
8.	Desktop	Intel @ Core	CN4947016K	
9.	Desktop	HP PRODesk 400G5 MT	CN4947011M	
10.	Desktop	HpProdesk 400GS MT	CN4947017C	
11.	IP PHONE	CISCO	FCH19238VCL	
12.	IP PHONE	CISCO	FCH1918848Z	
13.	IP PHONE	CISCO	WZP19130NEB	
14.	IP PHONE	CISCO	FCH19239EZ8	
15.	IP PHONE	CISCO	FCH19238W9J	
16.	IP PHONE	CISCO	FCH19239ELA	
17.	IP PHONE	CISCO	FCH19239ELQ	
18.	IP PHONE	CISCO	FCH19238W7J	
19.	Keyboard	HP-PR1101U		
20.	Keyboard	HP-KU - 1516		
21.	Keyboard	HP-KU-1469		

REGION NAME: MERU				
No.	Device Name	Model	Serial No.	Tag No.
22.	Keyboard	HP-KU-0316		
23.	Keyboard	HP L1710		
24.	Keyboard	HP		
25.	Keyboard	HP		
26.	Laptop		SCD0360VQD	
27.	Monitor	HP LE1901W	3CQ120BR53	
28.	Monitor	HP V197	3CQ73622QR	
29.	Monitor	HP V197	3CQ8311CJF	
30.	Monitor	DELL	E1911f	
31.	Monitor	HP L1710	CNC933QSOR	
32.	Monitor	HP	ICZ912056P	
33.	Printer	HP Laserjet P2055dn	CNC1B24254	
34.	Printer	HP Laserjet 1320	PN4093-8050	
35.	Printer	HP Laserjet P1102	VNF7Q3903Z	
36.	Printer	Task alfa 300i	M/N-QZP1113582	
37.	Printer	Laserjet Pro 400m401d	PHKCG11820	
38.	Printer	Konica	7235	
39.	Printer	G3J47-64001	CN73A4R0VG	
40.	ROUTER	CISCO	2900 Series	
41.	SWITCH	CISCO 2960 X-Series	FOC192152H5	
42.	UPS	BV6501-MSX	9B1931A16745	
43.	UPS	AP-650VA	310011873681782400-892	
44.	UPS	BV6501-MSX	9B1931A16747	
45.	UPS	BV6501-MSX	9B1931A16746	
46.	UPS	ME-1000-VU	441906512556	
47.	UPS	MECER		
TOTAL EQUIPMENT				
A.	ACCESS POINT		1	
B.	CABINET (22U)		1	
C.	COPIER		-	
D.	DESKTOP		8	
E.	IP PHONE		8	
F.	LAPTOP		1	
G.	MONITOR		8	
H.	PRINTER		7	
I.	ROUTER		1	
J.	SCANNER		-	
K.	SWITCH		1	
L.	UPS		6	

REGION NAME: KISII				
No.	Device Name	Model	Tag No.	Serial No.
1.	ACCESS POINT	TP LINK	118A0302112	K12933
2.	CONVERTER	MAXIS BROAD BAND		K12935
3.	CONVERTER	MAXIS BROAD BAND		K12999
4.	COPIER	KYOCERA		
5.	DESKTOP	HP	XP075EA#B13	K4987
6.	DESKTOP	HP COMPAQ DX 1000	3CB92425WN	-
7.	DESKTOP	HP 500MT	TRF1255XFB	K12938
8.	DESKTOP	HP	4CE01627M3	-
9.	DESKTOP	HP PRO	TRF2110GDX	0
10.	DESKTOP	HP Compaq	3CB82720MF	K12965
11.	DESKTOP	HP	4CE1090DN4	K4971
12.	IP PHONE	Cisco CP-3905	FCH18258529	K12970

REGION NAME: KISII				
No.	Device Name	Model	Tag No.	Serial No.
13.	IP PHONE	CISCO CP-3905	FCH1825857M	K12959
14.	IP PHONE	CISCO CP-3905	FCH18249CR6	
15.	IP PHONE	CISCO CP-3905	FCH18249AJE	K12932
16.	IP PHONE	CISCO CP-7821	WZP19100B4E	0
17.	IP PHONE	CISCO CP-7962	FCH199228V5L	0
18.	IP PHONE	CISCO CP-3905	FCH18249CL0	0
19.	IP PHONE	CISCO CP-3905	FCH18249CCX	0
20.	LAPTOP	HP PROBOOK	5CD8167X38	K12976
21.	LAPTOP	HP Probook	5CD8167WY9	
22.	LAPTOP	HP PROBOOK 450G6	5CP9305W29	
23.	LAPTOP	Hp Spectre		
24.	LAPTOP	Hp Spectre		
25.	LAPTOP	Hp Spectre		
26.	LAPTOP	HP PROBOOK	5CD9305W4D	
27.	MONITOR	HP L1710	3CB92425WN	K12952
28.	MONITOR	HP 2011X	CND7462VOW	
29.	MONITOR	HP	3CQ00204QX	N/A
30.	MONITOR	HP S2031A	3cq108030N	Kk4996
31.	MONITOR	HP 11710	CNC808QWQT	
32.	MONITOR	HP2011X	CNC129QPP4	K12981
33.	PRINTER	HP LASERJET PRO	CNB6J391XD	
34.	PRINTER	HP Laserjet M1132 MFP	CNJ8G6NB8N	K12979
35.	PRINTER	HP Laserjet Pro MFP	CNB6J391XD	K12955
36.	PRINTER	HP Laserjet 3015	SGBSX72825	K4989
37.	PRINTER	Hp Officejet Pro 8600	CN394EWGMG	K4974
38.	PRINTER	HP LaserJet Pro MFP M	VNC4535168	K12995
39.	PRINTER	HP Laserjet 1320n	CNKKH94202	NO TAGG
40.	PRINTER	HP Laserjet P2014	CNCJ655669	NO TAGG
41.	ROUTER	Cisco 4300 Series		K12917
42.	SWITCH	Catalyst 2960-X Series		K12916
43.	UPS	APC	3B1818X7653	K12957
44.	UPS	DIGITEX MODEL 650A		K12929
45.	UPS	DIGITEX MODEL 650A		
46.	UPS	Mecer		K4999
47.	UPS	APC		K12991
48.	UPS	MECER		K12934
TOTAL EQUIPMENT				
A.	ACCESS POINT		1	
B.	CABINET (22U)		1	
C.	CONVERTER		2	
D.	COPIER		1	
E.	DESKTOP		7	
F.	IP PHONE		8	
G.	LAPTOP		7	
H.	MONITOR		7	
I.	PRINTER		8	
J.	ROUTER		1	
K.	SCANNER		-	
L.	SWITCH		1	
M.	UPS		6	

REGION NAME: MIGORI				
No.	Device Name	Model	Serial No.	Tag No.
1.	ACCESS POINT	Cisco WAP 121-E-K9-G5	K095	SER231000J6
2.	COPIER	Rcoh IM C3000	K3412	3109RA11031

REGION NAME: MIGORI				
No.	Device Name	Model	Serial No.	Tag No.
3.	DESKTOP	HP 500B MT	K8900	TRF1151QLR
4.	DESKTOP	HP Desktop		TRF1255X7H
5.	DESKTOP	HP Desktop		4CED35156R
6.	DESKTOP	HP Desktop		TRF1255X75
7.	DESKTOP	HP Desktop		4CW03515HO
8.	DESKTOP	HP Desktop		4CE03514X9
9.	DESKTOP	HP Desktop	K7862	4CE03515XF
10.	IP PHONE	Cisco CP-7821	k0989	WZP221200CM
11.	IP PHONE	Cisco Phone		WZP221216Q
12.	IP PHONE	Cisco Phone		wzp2216TC
13.	IP PHONE	Cisco Phone	K12918	WZP22120096
14.	IP PHONE	Cisco Phone	K12922	WZP221201RN
15.	IP PHONE	Cisco Phone	K12924	WZP22120171
16.	IP PHONE	Cisco Phone	K12920	FCH2112ESWF
17.	IP PHONE	Cisco Phone	K12914	WZP22120181
18.	IP PHONE	Cisco Phone	K12941	WZP221115WY
19.	IP PHONE	Cisco Phone	K12940	WZP2212067Z
20.	IP PHONE	Cisco Phone	K12943	WZP22120182
21.	IP PHONE	Cisco Phone	K12942	WZP22120094
22.	LAPTOP	HP ProBook 430 G6	K6036	5CD9294NWR
23.	MONITOR	HP S2031a	K1158	3CQ0271SQ0
24.	PRINTER	Canon DR-C240	K0980	M111251
25.	ROUTER	Cisco 4300 Series	K0560	FDO2225A2ZL
26.	SWITCH	Catalyst 2960-X Series	K03400	FOC2222T28H
27.	UPS	APC Smart-UPS C1500	K4000	A51802231770
TOTAL EQUIPMENT				
A.	ACCESS POINT		1	
B.	CABINET (22U)		1	
C.	COPIER		1	
D.	DESKTOP		7	
E.	IP PHONE		12	
F.	LAPTOP		1	
G.	MONITOR		7	
H.	PRINTER		1	
I.	ROUTER		1	
J.	SCANNER		-	
K.	SWITCH		1	
L.	UPS		1	

REGION NAME: TURKANA				
No.	Device Name	Model	Serial No.	Tag No.
1.	COPIER	KYOCERA Taskfla 1800	K5162	LBC4414129
2.	COPIER	KYOCERA KM 160		
3.	IP PHONE	Cisco CP-7821	k10146	WZP2212171S
4.	IP PHONE	Cisco CP-7821	k10145	WZP22120ZRS
5.	IP PHONE	Cisco CP-7821	k10156	WZP22120ZQ7
6.	IP PHONE	Cisco CP-7821	k10157	FCH2213DP91
7.	IP PHONE	Cisco CP-7821	k10143	WZP2212170B
8.	IP PHONE	Cisco CP-7821	k10151	WZP221216TH
9.	IP PHONE	Cisco CP-7821	k10153	WZP2212109B
10.	IP PHONE	Cisco CP-7821	k10152	WZP221216N8
11.	IP PHONE	Cisco CP-7821	k10144	WZP22121092
12.	LAPTOP	HP 3168NGW		CND72833J9X
13.	PRINTER	CF274A	K5175	PHHCB04491
14.	PRINTER	G3Q74A	K10150	VNC452982

REGION NAME: TURKANA				
No.	Device Name	Model	Serial No.	Tag No.
15.	PRINTER	CF270A	K5138	PHHBF02224
16.	PRINTER	CF270A	K5176	PHHBF02233
17.	PRINTER	CB537A		CNE88B7JRN
18.	PRINTER	CF379A		VNBKLC87TR
19.	ROUTER	Cisco 4300 Series	K10160	FDO2225A2ZH
20.	SCANNER	FCLSD - 1104		CN5AGB1OM2
21.	SCANNER	FCLSD - 1104		CN5AGB1OM4
22.	SCANNER	FCLSD - 1104		CN5AGB1OMP
23.	SWITCH	Catalyst 2960-X Series	K10168	FOC2222T27H
24.	UPS	APC Smart-UPS C1500	K10166	A51802241304
TOTAL EQUIPMENT				
A.	ACCESS POINT		1	
B.	CABINET (22U)		1	
C.	COPIER		1	
D.	DESKTOP		2	
E.	IP PHONE		5	
F.	LAPTOP		-	
G.	MONITOR		2	
H.	PRINTER		4	
I.	ROUTER		1	
J.	SCANNER		-	
K.	SWITCH		1	
L.	UPS		-	

REGION NAME: NAKURU				
No.	Device Name	Model	Serial No.	Tag No.
1.	COPIER	KYCERA TASKALFA 3510I	LH44502239	
2.	DESKTOP	HP LV2011	CNC908NRXO	
3.	DESKTOP	HP	CNC908N58B	
4.	DESKTOP	HP	CNC908NRX5	
5.	DESKTOP	HP	CNC908NRWF	
6.	DESKTOP	HP	CNC908NRWP	
7.	DESKTOP	HP	AUP648073N	
8.	DESKTOP	HP	JPA5066NBP	
9.	DESKTOP	HP	CNC908NRWB	
10.	IP PHONE	Cisco CP-3905	FCH19159F3P	
11.	IP PHONE	Cisco CP-3905	FCH19159ERS	K11915
12.	IP PHONE	Cisco CP-3905	FCH19159DRS	K11914
13.	IP PHONE	Cisco CP-3905	FCH19159FQT	K11913
14.	IP PHONE	Cisco CP-7942G	FCH1549A41V	K11907
15.	IP PHONE	Cisco CP-7942G	FCH155198HL	K11901
16.	IP PHONE	Cisco CP-3905	FCH1915866R	K11929
17.	IP PHONE	Cisco CP-3905	FCH19159FSF	K11931
18.	IP PHONE	Cisco CP-3905	FCH1911586CO	K11932
19.	PRINTER	DESKJET	CN08T21GW5	
20.	PRINTER	OFFICE JET 7110	CN4753M10Z	
21.	PRINTER	PRO MFP M227FDW	VNC4F00804	
22.	PRINTER	P2015	CNBW74D9GN	
23.	PRINTER	PRO MFP M225FDW	CNB9J2N3PW	
24.	PRINTER	P2055D	CNCJJ14502	
25.	PRINTER	CP1025 COLOR	CNHD22930	
26.	PRINTER	LBP6020B	NASA215283	
27.	PRINTER	PRO MFPM 225DN	CNB9J65CP9	
28.	ROUTER	Cisco 2911 Series	FTX1749AJFN	K11916
29.	SWITCH	Catalyst 3750	FD01251Y2JS	K11919
30.	UPS	APC Smart-UPS	9B1944A0515	



REGION NAME: NAKURU				
No.	Device Name	Model	Serial No.	Tag No.
31.	UPS	APC Smart-UPS	9B1944A0514	
32.	UPS	APC Smart-UPS	9B1845A29069	
33.	UPS	APC Smart-UPS	9B1944A0513	
34.	UPS	APC Smart-UPS	9B1944AO4599	
35.	UPS	APC Smart-UPS	9B1934A04600	
36.	UPS	APC Smart-UPS	9B1934A029071	
37.	UPS	APC Smart-UPS	9B1944AO29070	
TOTAL EQUIPMENT				
A.	ACCESS POINT		1	
B.	CABINET (22U)		1	
C.	COPIER		1	
D.	DESKTOP		8	
E.	IP PHONE		9	
F.	LAPTOP		-	
G.	MONITOR		8	
H.	PRINTER		9	
I.	ROUTER		1	
J.	SCANNER		-	
K.	SWITCH		1	
L.	UPS		8	

REGION NAME: NYANDARUA				
No.	Device Name	Model	Serial No.	Tag No.
1.	DESKTOP	Hp ProDesk 3500 Series	TRF304057Q	
2.	DESKTOP	Hp ProDesk 400G1 MT	SGH417PTV7	
3.	DESKTOP	Hp ProDesk 400G2 MT	SGH446RC46	
4.	DESKTOP	Hp 500B microtower	TRF1330L30	
5.	DESKTOP	10130	J70G19C160812B	
6.	DESKTOP	Hp Compaq dx2400 microtower	CZC9106MSD	
7.	DESKTOP	490G2MT	CZC6038BWH	
8.	DESKTOP	Hp ProDesk 400G1 MT	SGH417PTV5	
9.	DESKTOP	Hp Compaq dx7500 microtower	CZC9106MQK	
10.	DESKTOP	Hp 500B microtower	TRF1330KVS	
11.	IP PHONE	CISCO	FCH15488TQW	
12.	IP PHONE	CISCO	FCH15498QUR	
13.	IP PHONE	CISCO	FCH1502883F	
14.	IP PHONE	CISCO	PUC164919F8	
15.	IP PHONE	CISCO	PUC165002QC	
16.	IP PHONE	CISCO	PUC165000OC	
17.	IP PHONE	CISCO	PUC165000O6	
18.	IP PHONE	CISCO	WZP19100BCJ	
19.	IP PHONE	CISCO	WZP19100DGZ	
20.	IP PHONE	CISCO	WZP19100AJW	
21.	IP PHONE	CISCO	WZP19100BJZ	
22.	MONITOR	Hp	6CM2380F6S	
23.	MONITOR	Hp	6CM3451Y2T	
24.	MONITOR	Hp	3CQ5111MQD	
25.	MONITOR	Hp	CNC116R46X	
26.	MONITOR	Lenovo	4ML1253E25NO441	
27.	MONITOR	Hp	3CQ847119Y	
28.	MONITOR	Hp	CNC6010G9Y	
29.	MONITOR	Hp	6CM3410LY2	
30.	MONITOR	Hp	3CQ9022LX3	
31.	MONITOR	Hp	CNC116R3P5	

REGION NAME: NYANDARUA				
No.	Device Name	Model	Serial No.	Tag No.
32.	PRINTER	Pro MFP M177fw	COS2D5SC	
33.	PRINTER	P2055d	VNC3B38009	
34.	PRINTER	Pro 400 M401dn	PHKGG24022	
35.	PRINTER	Pro M201dw	VNC3K06078	
36.	PRINTER	M401dn	PHKGG24017	
37.	PRINTER	3510	CN3191NGS7	
38.	PRINTER	K7103	MY870210BX	
39.	PRINTER	Pro MFP M177fw	COS2BH2O	
40.	PRINTER	K7103	MY83T210HK	
41.	PRINTER	K7103	MY83T210F8	
42.	ROUTER	CISCO	FCZ191660YF	
43.	SWITCH	CISCO	CAT100825BT	
44.	UPS	MECER	ME-650-VU	
45.	UPS	MECER	ME-650-VU	
46.	UPS	MECER	ME-650-VU	
47.	UPS	MECER	ME-650-VU	
48.	UPS	MECER	ME-650-VU	
49.	UPS	TECH-COM	SSD-UPS-650VESTA	
50.	UPS	MECER	ME-650-VU	
51.	UPS	EATON	NV600H	
52.	UPS	MERCURY	150306E1000N00813	
TOTAL EQUIPMENT				
<b>A.</b>	<b>ACCESS POINT</b>		<b>1</b>	
<b>B.</b>	<b>CABINET (22U)</b>		<b>1</b>	
<b>C.</b>	<b>COPIER</b>		<b>1</b>	
<b>D.</b>	<b>DESKTOP</b>		<b>10</b>	
<b>E.</b>	<b>GSM</b>		<b>-</b>	
<b>F.</b>	<b>IP PHONE</b>		<b>11</b>	
<b>G.</b>	<b>LAPTOP</b>		<b>-</b>	
<b>H.</b>	<b>MONITOR</b>		<b>10</b>	
<b>I.</b>	<b>PRINTER</b>		<b>10</b>	
<b>J.</b>	<b>ROUTER</b>		<b>1</b>	
<b>K.</b>	<b>SWITCH</b>		<b>1</b>	
<b>L.</b>	<b>UPS</b>		<b>9</b>	

REGION NAME: KAKAMEGA				
No.	Device Name	Model	Serial No..	Tag No.
1.	COPIER	INEO+ 224e	A5C4121112185	K4505
2.	DESKTOP	HP 5008MT	TRF1255SWW	K4569
3.	DESKTOP	HP Pro Desk 400G6MT	CZC938D6Q3	NA
4.	DESKTOP	HP 5008MT	TRF1255TOD	K4558
5.	DESKTOP	HP Pro Desk 400G6MT	SGH609PNB8	K1087
6.	DESKTOP	HP Pro Desk 400G6MT	TRF1255SWX	K4460
7.	DESKTOP	HP Pro Desk 400G6MT	TRF1255SZV	K4535
8.	DESKTOP	Hewlett	Not Visible	K4496
9.	DESKTOP	HP Pro PCIM	4CE9500WFB	NA
10.	DESKTOP	HP 5008MT	TRF4250KXH	K4491
11.	DESKTOP	HP Pro PCIM	4CE9500X6N	NA
12.	DESKTOP	HP 5008MT	TRF1255TIX	K4512
13.	IP PHONE	CP-7945	FCH1821A8BK	K10385
14.	IP PHONE	CP-7941G	FCH13238GDA	K10375
15.	IP PHONE	CP-7962	FCH1620ANN6	K10386
16.	IP PHONE	CP-7941	FCH1351850X	NA
17.	IP PHONE	CP-7941	FCH114687FH	K10364
18.	IP PHONE	CP-7941G	FCH13128YA5	K10377
19.	IP PHONE	CP-7941G	FCH134388	K10381

<b>REGION NAME: KAKAMEGA</b>				
<b>No.</b>	<b>Device Name</b>	<b>Model</b>	<b>Serial No..</b>	<b>Tag No.</b>
20.	LAPTOP	Spectre	5CD914303D	KC/46/0074
21.	LAPTOP	Spectre	5CD9294K4V	KC/46/0075
22.	LAPTOP	Spectre	5CD9140RCY	KC/46/0076
23.	LAPTOP	Spectre	5CD9396P3K	KC/46/0077
24.	LAPTOP	HP Laptop Model 15	CNDO1342JL	NA
25.	LAPTOP	HP Laptop Model 15	CNDO1342M7	NA
26.	LAPTOP	HP Laptop Model 15	CNDO1342VY	NA
27.	MONITOR	HV193b	3CQ6043S9M	K1036
28.	MONITOR	HPV194	3CQ132G71	NA
29.	MONITOR	HPS2031a	3CQ1132B14	K4556
30.	MONITOR	HPS2031a	3CQ114035D	K4568
31.	MONITOR	HPS2031a	3CQ11403R5	K4461
32.	MONITOR	HPS2031a	3CQ11403HT	K4534
33.	MONITOR	Hp Compaq LE2202X	3CQ3050VV3	K4497
34.	MONITOR	HPV194	3CQ9030FLN	NA
35.	MONITOR	HP W1972a	6CM3162JW5	K4490
36.	MONITOR	HPV197	3CQ9031J5K	NA
37.	MONITOR	HPS2031a	3CQ114006L	K4513
38.	PRINTER	Laserjet Pro MFP M227sdn	VNCN900226	KC/46/0080
39.	PRINTER	Laserjet Pro MFP M227sdn	VNCN4545974	KC/46/0079
40.	PRINTER	Laserjet Pro MFP M227sdn	VNCH12153	KC/46/0078
41.	PRINTER	Hp Laserjet P2055d	CNCJF20156	K4511
42.	PRINTER	Laserjet Pro M402dn	PHCPD43436	K10379
43.	PRINTER	Hp Laserjet P2055d	VNC3F61882	K4470
44.	PRINTER	Hp Laserjet P2055d	VNC3B63556	K4560
45.	PRINTER	Hp Laserjet P2055d	CNCJF2017I	NA
46.	PRINTER	Laserjet Pro 400M401d	Not Visible	K10378
47.	ROUTER	Cisco 4300Series	NOT VISIBLE	K11027
48.	SCANNER	HP Deskjet 4615	CN28L241BG	K4539
49.	SCANNER	HP Scanjet G3110	CN13BA5027	K4561
50.	SWITCH	Cisco Catalyst 2960-X Series	NOT VISIBLE	NA
51.	UPS	Back up RS 650	B12040121620	NA
52.	UPS	Back up RS 700	151116E0650N00052	NA
53.	UPS	Back up RS 700		NA
<b>TOTAL EQUIPMENT</b>				
<b>A.</b>	<b>ACCESS POINT</b>		<b>1</b>	
<b>B.</b>	<b>CABINET (22U)</b>		<b>1</b>	
<b>C.</b>	<b>COPIER</b>		<b>1</b>	
<b>D.</b>	<b>DESKTOP</b>		<b>11</b>	
<b>E.</b>	<b>GSM</b>		<b>1</b>	
<b>F.</b>	<b>IP PHONE</b>		<b>7</b>	
<b>G.</b>	<b>LAPTOP</b>		<b>7</b>	
<b>H.</b>	<b>MONITOR</b>		<b>11</b>	
<b>I.</b>	<b>PRINTER</b>		<b>9</b>	
<b>J.</b>	<b>ROUTER</b>		<b>1</b>	
<b>K.</b>	<b>SWITCH</b>		<b>1</b>	
<b>L.</b>	<b>UPS</b>		<b>3</b>	

<b>REGION NAME: HOMABAY</b>				
<b>No.</b>	<b>Device Name</b>	<b>Model</b>	<b>Serial No.</b>	<b>Tag No.</b>
1.	ACCESS POINT		SER231000KP	K10502
2.	ACCESS POINT		SER231000HS	K10501
3.	COPIER	Ricoh MP2501SP	K4863	
4.	COPIER	KYOCERA	K4784	KM-1635

<b>REGION NAME: HOMABAY</b>				
<b>No.</b>	<b>Device Name</b>	<b>Model</b>	<b>Serial No.</b>	<b>Tag No.</b>
5.	DESKTOP	Dell	K4840	TRF1255X8N
6.	DESKTOP	Dell	k4811	trf1255x68
7.	IP PHONE	Cisco CP	K10515	WZP3150VU7
8.	IP PHONE	Cisco CP	K10516	WZP23150VZ1
9.	IP PHONE	Cisco CP	K10517	WZP23150VPL
10.	IP PHONE	Cisco CP	K10518	WZP23150VPK
11.	IP PHONE	Cisco CP	K10519	WZP23150W12
12.	IP PHONE	Cisco CP	K10520	WZP23150VZH
13.	IP PHONE	Cisco CP	K10521	WZP23150VTN
14.	IP PHONE	Cisco CP	K10522	WZP23150MAC
15.	IP PHONE	Cisco CP	K10523	WZP23150VR4
16.	IP PHONE	Cisco CP	K10524	WZP23150VK1
17.	LAPTOP	HP PAVILION	K11478	SCD73-INT- 3168NGW
18.	MONITOR	Dell	K4792	CN-DHZ874
19.	MONITOR	Dell	k4812	CN41210BJ6
20.	PRINTER	HP LASERJET PRO	Untaged	PHC6BA8364
21.	PRINTER	HP LASERJET	K4776	
22.	PRINTER	HP	Untaged	VNF9C38228
23.	PRINTER	HP	K4838	VNF3721441
24.	PRINTER	HP	Untaged	VNF3C38076
25.	PRINTER	HP	K11481	
26.	PRINTER	HP	K4808	
27.	ROUTER	CISCO 4321 Router	K11033	FDO2225A2ZJ
28.	SCANNER	Canon	Untaged	RMC:K10402
29.	SWITCH	CISCO Switch	K10525	FCW2310C19G
30.	UPS	APC Smart-UPS		
<b>TOTAL EQUIPMENT</b>				
<b>A.</b>	<b>ACCESS POINT</b>		<b>2</b>	
<b>B.</b>	<b>CABINET (22U)</b>		<b>1</b>	
<b>C.</b>	<b>COPIER</b>		<b>2</b>	
<b>D.</b>	<b>DESKTOP</b>		<b>2</b>	
<b>E.</b>	<b>GSM</b>		<b>1</b>	
<b>F.</b>	<b>IP PHONE</b>		<b>10</b>	
<b>G.</b>	<b>LAPTOP</b>		<b>1</b>	
<b>H.</b>	<b>MONITOR</b>		<b>2</b>	
<b>I.</b>	<b>PRINTER</b>		<b>8</b>	
<b>J.</b>	<b>ROUTER</b>		<b>1</b>	
<b>K.</b>	<b>SWITCH</b>		<b>1</b>	
<b>L.</b>	<b>UPS</b>		<b>1</b>	

<b>REGION NAME: TANA RIVER</b>				
<b>No.</b>	<b>Device Name</b>	<b>Model</b>	<b>Serial No.</b>	<b>Tag No.</b>
1.	ACCESS POINT		AS1B02241301	
2.	DESKTOP		3CBO2728W1	
3.	DESKTOP		CZC0195441	
4.	DESKTOP		CZC7099LX7	
5.	DESKTOP		TRF423083W	
6.	DESKTOP		3CB02728QJ	
7.	IP PHONE		68CAE461B919	
8.	IP PHONE		682C7B40F69D	
9.	IP PHONE		68CAE461B98D	
10.	IP PHONE		68CAE461BB13	
11.	IP PHONE		68CAE461B953	
12.	IP PHONE		68CAE46148D9	

REGION NAME: TANA RIVER				
No.	Device Name	Model	Serial No.	Tag No.
13.	IP PHONE		68CAE461B8DB	
14.	IP PHONE		68CAE461B9FA	
15.	IP PHONE		68CAE461B8D8	
16.	IP PHONE		68CAE461B9BO	
17.	IP PHONE		68CAE461B8CD	
18.	IP PHONE		68CAE461A115	
19.	IP PHONE		68CAE461482E	
20.	MONITOR		CNT003CGXD	
21.	MONITOR		CNT003C3AX	
22.	MONITOR		3CQ7461Q24	
23.	MONITOR		6CM40409FW	
24.	MONITOR		3CB02728QJ	
25.	PRINTER	LASERJET M1132	IH88EGICKA	
26.	PRINTER	LASERJET PRO MFP	CN75X1814Y	
27.	PRINTER	LASERJET P2055dn	CNC1806409	
28.	ROUTER		FD02225A220	
29.	SWITCH		F0C2222T27A	
30.	UPS		BX650CI-AF	
31.	UPS		AS1802231686	
TOTAL EQUIPMENT				
A.	ACCESS POINT		1	
B.	CABINET (22U)		1	
C.	COPIER		-	
D.	DESKTOP		5	
E.	GSM		1	
F.	IP PHONE		13	
G.	LAPTOP		1	
H.	MONITOR		5	
I.	PRINTER		3	
J.	ROUTER		1	
K.	SWITCH		1	
L.	UPS		2	

REGION NAME: MAKUENI				
No.	Device Name	Model	Serial No.	Tag No.
1.	COPIER	Digital Photocopier	75009273	
2.	DESKTOP	HP Compaq	HUB7100VR1	K10668
3.	DESKTOP	HP Compaq	CNC710Q8NX	K10669
4.	DESKTOP	Dell desktop computer	CN-ONJVXM-72872-514-AEWB	K9805
5.	DESKTOP	Dell desktop computer	CN-022ROT-72872-514-E23B	K10658
6.	DESKTOP	Dell desktop computer	CN-ONJVXM-72872-514-AEWB	K10641
7.	DESKTOP	HP Compaq	CNC948P9CH	K10685
8.	IP PHONE	CISCO IP PHONE	WZP2212007K	K7468
9.	IP PHONE	CISCO IP PHONE	FCH2214D8TQ	K7467
10.	IP PHONE	CISCO IP PHONE	WZP2212018E	K7465
11.	IP PHONE	CISCO IP PHONE	WZP221216PX	K7464
12.	IP PHONE	CISCO IP PHONE	WZP221201B4	K7463
13.	IP PHONE	CISCO IP PHONE	WZP221201FC	K7462
14.	IP PHONE	CISCO IP PHONE	WZP221216NA	K7456
15.	IP PHONE	CISCO IP PHONE	WZP2212008D	K7455
16.	IP PHONE	CISCO IP PHONE	WZP2212016K	K7454
17.	LAPTOP	HP SPECTOR LAPTOP	6CF6046ZF7	K7466
18.	LAPTOP	HP PROBOOK LAPTOP	5CD809BD3V	K7453
19.	LAPTOP	HP PROBOOK LAPTOP	5CD809BMHQ	K7452
20.	LAPTOP	HP PROBOOK LAPTOP		K7451
21.	PRINTER	HP Laserjet P2055d	CNCJH39793	K10679

REGION NAME: MAKUENI				
No.	Device Name	Model	Serial No.	Tag No.
22.	PRINTER	All in one	CNB7G5M32R	K10674
23.	PRINTER	Kyocera printer/ scanner/photocopier	FEY119327854	
24.	PRINTER	HP Laserjet P2055d	CNCJK17053	K10687
25.	ROUTER	CISCO	FD02225A22Q	K7458
26.	SWITCH	CISCO	FOC2222T2MT	K7457
27.	UPS	APC	AS1802231695	K7460
TOTAL EQUIPMENT				
A.	ACCESS POINT		1	
B.	CABINET (22U)		1	
C.	COPIER		1	
D.	DESKTOP		6	
E.	GSM		1	
F.	IP PHONE		9	
G.	LAPTOP		4	
H.	MONITOR		6	
I.	PRINTER		4	
J.	ROUTER		1	
K.	SWITCH		1	
L.	UPS		1	

REGION NAME: SIAYA				
No.	Device Name	Model	Serial No.	Tag No.
1.	DESKTOP	HP Micro-Tower	SGH6242Q2P	
2.	DESKTOP	HP Micro-Tower	SGH628PHXB	
3.	DESKTOP	HP DESKTOP PRO	4CE9382008	
4.	DESKTOP	HP DESKTOP PRO	4CE93815MJ	
5.	DESKTOP	HP DESKTOP PRO	4CE93815K4	
6.	DESKTOP	HP DESKTOP PRO	4CE931816BC	
7.	DESKTOP	HP DESKTOP PRO	4CE93815MD	
8.	DESKTOP	HP DESKTOP PRO	4CE93816JY	
9.	DESKTOP	HP DESKTOP PRO	4CE93815VC	
10.	DESKTOP	HP DESKTOP PRO	4CE93215MZ	
11.	DESKTOP	HP DESKTOP PRO	4CE93816DQ	
12.	DESKTOP	HP DESKTOP PRO	4CE93815QX	
13.	LAPTOP	HP ProBook 450 G7	5CD028993V	
14.	LAPTOP	HP ProBook 450 G8	5CD0289910	
15.	MONITOR	HP MONITORS 18.5"	3CQ91912M5	
16.	MONITOR	HP MONITORS 18.5"	3CQ9191PQD	
17.	MONITOR	HP MONITORS 20"	CNC908NRZQ	
18.	MONITOR	HP MONITORS 20"	CNC908N509	
19.	MONITOR	HP MONITORS 20"	CNC908N575	
20.	MONITOR	HP MONITORS 20"	CNC908NRZ5	
21.	MONITOR	HP MONITORS 20"	CNC9080N506	
22.	MONITOR	HP MONITORS 20"	CNC908N58F	
23.	MONITOR	HP MONITORS 20"	CNC908N58M	
24.	MONITOR	HP MONITORS 20"	CNC908NRX1	
25.	MONITOR	HP MONITORS 20"	CNC908NRWV	
26.	MONITOR	HP MONITORS 20"	CNC908N558B	
27.	PRINTER	HP Laser Jet Pro MFP M479 PDW	CNBMMCG1D2	
28.	PRINTER	HP Laser Jet Pro MFP M479 PDW	CNBMMCG1JJ	
29.	ROUTER			
30.	SWITCH			
31.	UPS	APC UPS 650VA	1871	
32.	UPS	APC UPS 650VA	2454	
33.	UPS	APC UPS 650VA	2455	

REGION NAME: SIAYA				
No.	Device Name	Model	Serial No.	Tag No.
34.	UPS	APC UPS 650VA	2456	
35.	UPS	APC UPS 650VA	2453	
36.	UPS	APC UPS 650VA	4238	
37.	UPS	APC UPS 650VA	9046	
38.	UPS	APC UPS 650VA	1435	
39.	UPS	APC UPS 650VA	1436	
40.	UPS	APC UPS 650VA	4236	
41.	UPS	APC UPS 650VA	4234	
TOTAL EQUIPMENT				
A.	ACCESS POINT		1	
B.	CABINET (22U)		1	
C.	COPIER		-	
D.	DESKTOP		12	
E.	GSM		1	
F.	IP PHONE		-	
G.	LAPTOP		2	
H.	MONITOR		12	
I.	PRINTER		2	
J.	ROUTER		1	
K.	SWITCH		1	
L.	UPS		11	

REGION NAME: NYAMIRA				
No.	Device Name	Model	Serial No.	Tag No.
1.	ACCESS POINT	Cisco WAP 121-E-K9-G5		
2.	COPIER	RICOH MP2014AD	G616MC40129	K12488
3.	COPIER	GESTETNER MP2000 AFICIO	L7086661839	K4917
4.	DESKTOP	HP	TRF1255XD4	0
5.	DESKTOP	LENOVO	L3A3653	K4884
6.	DESKTOP	HP PRO	TRF4151CDV	K4937
7.	DESKTOP	HP 500 BMT	TRF1255XFJ	K4912
8.	DESKTOP	HP	XP075EAHB13	K4929
9.	DESKTOP	HP	3CB02727SB	K4944
10.	IP PHONES	CISCO CP-7821	WZP22120ZHH	K12490
11.	IP PHONES	CISCO CP-7821	WZP221216U6	K12484
12.	IP PHONES	CISCO CP-8841	FCH2212E66E	K12453
13.	IP PHONES	CISCO CP-7821	WZP22120ZKO	
14.	IP PHONES	CISCO CP=7821	WZP22120ZJZ	
15.	IP PHONES	CISCO CP-7821	WZP22120ZL9	
16.	IP PHONES	CISCO CP-7821	WZP221216RN	K12444
17.	IP PHONES	CISCO CP-7821	WZP22120ZHZ	K12441
18.	IP PHONES	CISCO CP-7821	WZP22120ZK6	K12457
19.	IP PHONES	CISCO CP-7821	WZP22120ZH6	K12454
20.	IP PHONES	CISCO CP-8841	FCH2212E66E	K12453
21.	MONITOR	HP S2031a	3CQ0271TLV	K4945
22.	MONITOR	HP 2011X		K4911
23.	MONITOR	HP S2032a	CN41210BTZ	K4930
24.	MONITOR	HP	BAUXHCAHHZ5BOL	K4946
25.	MONITOR	HP W1972A	6CM4034Q1N	K4938
26.	MONITOR	LENOVO 9227-AGI	V1KZM87	K4882
27.	MONITOR	HP S2032A	CN41190RWR	K4957
28.	PRINTER	HP LASERJET PRO MFP M130NW	VNF3C45823	-
29.	PRINTER	SAMSUNG PROXPRESS M3870FD	ZDLIBJAF30000CR	K4906
30.	PRINTER	HP LASERJET PRO MFP M130NW	VNF3C50960	0
31.	ROUTER	Cisco 4300 Series		

REGION NAME: NYAMIRA				
No.	Device Name	Model	Serial No.	Tag No.
32.	SWITCH	Catalyst 2960-X Series		
33.	UPS	MECER	43104079A15	K4959
34.	UPS	MECER ME-650VU		0 K4940
35.	UPS	APC		0 K4914
TOTAL EQUIPMENT				
A.	ACCESS POINT		1	
B.	CABINET (22U)		1	
C.	COPIER		2	
D.	DESKTOP		6	
E.	GSM		1	
F.	IP PHONE		11	
G.	LAPTOP		-	
H.	MONITOR		6	
I.	PRINTER		3	
J.	ROUTER		1	
K.	SWITCH		1	
L.	UPS		3	

REGION NAME: KWALE				
No.	Device Name	Model	Serial No.	Tag No.
1.	ACCESS POINT	Unifi AP	44D9E70A903D	
2.	ACCESS POINT	CISCO	FCW1918B14G	
3.	COPIER	KyoceraTaskalfa	1419032212	
4.	DESKTOP		3CQ0271SQQ	
5.	DESKTOP	HP	3CQ0241BQ3	
6.	DESKTOP	DELL	CN0V048Y6418036L07DU	
7.	DESKTOP	LENOVO	V901MKZQ	
8.	DESKTOP	HP	3CQ6092NCJ	
9.	DESKTOP	LENOVO	V901MKZC	
10.	DESKTOP	HP PRO	3CQ121B3ZD	
11.	DESKTOP	LENOVO	V1NFN78	
12.	DESKTOP	DELL	CN0V048Y6418035VJXR	
13.	DESKTOP	HP V197	3CQ8311CFS	
14.	IP PHONE	Cisco 3905		
15.	IP PHONE	Cisco 7821		
16.	IP PHONE	Cisco 7962		
17.	LAPTOP	HP ProBook 430 G6	5CD9294NWR	
18.	LAPTOP	HP ProBook 450 G6	5CD93727WI	
19.	PRINTER	HP MFP M281FDW	VNBNM898PK	
20.	PRINTER	HP MFP M281FDW	VNBNM898MZ	
21.	PRINTER	HP PRO 400 m410d	VNH6J02366	
22.	PRINTER	LASER JET 1320	CNM1M02866	
23.	PRINTER	HP PRO 400 m410d	VNC4F10233	
24.	PRINTER	HP PRO 400 m410d	VNH4505728	
25.	PRINTER	HP PRO 400 m410d	VNH4800066	
26.	PRINTER	EPSON	X2QG00923	
27.	ROUTER	Cisco	FD02225A2C8	
28.	SWITCH	Cisco ISR4321	FDO2225A274	
29.	SWITCH	Cisco	FCW1918B14G	
30.	UPS	APC	AS2003264489	
31.	UPS	APC Smart-UPS	A51327115669	
32.	UPS	APC	3B1316X04756	
33.	UPS	APC	811004261442	
34.	UPS	APC	3B1316X04528	
35.	UPS	APC	3B1316X04451	



<b>REGION NAME: KWALE</b>				
<b>No.</b>	<b>Device Name</b>	<b>Model</b>	<b>Serial No.</b>	<b>Tag No.</b>
36.	UPS	APC	3B1316X04781	
37.	UPS	APC	3B1229X30193	
38.	UPS	APC	3B1126X42610	
39.	UPS	APC	3B1229X30281	
<b>TOTAL EQUIPMENT</b>				
<b>A.</b>	<b>ACCESS POINT</b>		<b>2</b>	
<b>B.</b>	<b>CABINET (22U)</b>		<b>1</b>	
<b>C.</b>	<b>COPIER</b>		<b>1</b>	
<b>D.</b>	<b>DESKTOP</b>		<b>10</b>	
<b>E.</b>	<b>GSM</b>		<b>1</b>	
<b>F.</b>	<b>IP PHONE</b>		<b>3</b>	
<b>G.</b>	<b>LAPTOP</b>		<b>2</b>	
<b>H.</b>	<b>MONITOR</b>		<b>10</b>	
<b>I.</b>	<b>PRINTER</b>		<b>8</b>	
<b>J.</b>	<b>ROUTER</b>		<b>1</b>	
<b>K.</b>	<b>SCANNER</b>		<b>-</b>	
<b>L.</b>	<b>SWITCH</b>		<b>2</b>	
<b>M.</b>	<b>UPS</b>		<b>10</b>	

<b>REGION NAME: TRANSZOIA</b>				
<b>No.</b>	<b>Device Name</b>	<b>Model</b>	<b>Serial No.</b>	<b>Tag No.</b>
1.	ACCESS POINT	Cisco WAP 121-E-K	K095	SER231456J6
2.	COPIER	Kyocera KM2550	K3671	KFPC350001
3.	DESKTOP	COMPAQ 5510 CRT	K3715	016BB26NB664
4.	DESKTOP	COMPAQ 5510 CRT	K3716	016BB26NB085
5.	DESKTOP	COMPAQ 5510 CRT	K3717	016BB26NB337
6.	IP PHONE	Cisco CP-7821	K12685	WZP221216TO
7.	IP PHONE	Cisco CP-7821	K12643	WZP221216PL
8.	IP PHONE	Cisco CP-7821	K12644	WZP221217HC
9.	IP PHONE	Cisco CP-7821	K12262	WZP221216N4
10.	IP PHONE	Cisco CP-8841	K12634	682C7B4188F2
11.	IP PHONE	Cisco CP-7821	K12629	WZP221202SA
12.	IP PHONE	Cisco CP-7821	K12689	WZP22120ZJS
13.	IP PHONE	Cisco CP-7821	K12621	WZP221216NM
14.	IP PHONE	Cisco CP-7821	K11401	WZP221216N3
15.	IP PHONE	Cisco CP-7821	K12646	WZP22121607
16.	IP PHONE	Cisco CP-7821	K12690	WZP221216NF
17.	IP PHONE	Cisco CP-7821	K12630	WZP221216PB
18.	IP PHONE	Cisco CP-7821	K12642	WZP221216PP
19.	LAPTOP	HP ProBook 450 G2	KC/35/0005	SGH4300BG2
20.	LAPTOP	HP ProBook 450 G2	KC/35/0006	3872C782
21.	LAPTOP	HP ProBook 450 G2	KC/35/0007	CN346XB001
22.	PRINTER	HP 1132 MFP	K3710	KGH3325866
23.	PRINTER	HP 1132 MFP	K3711	VCX7865221
24.	PRINTER	HP 1132 MFP	K3712	KB1235771S
25.	ROUTER	Cisco 4300 Series	K3733	FGD2246V4DM
26.	SWITCH	Catalyst 2960-X	K3716	FOC2222T299
27.	UPS	APC Smart-UPS	K4000	A51802262356
<b>TOTAL EQUIPMENT</b>				
<b>A.</b>	<b>ACCESS POINT</b>		<b>1</b>	
<b>B.</b>	<b>CABINET (22U)</b>		<b>1</b>	
<b>C.</b>	<b>COPIER</b>		<b>1</b>	
<b>D.</b>	<b>DESKTOP</b>		<b>3</b>	
<b>E.</b>	<b>GSM</b>		<b>1</b>	
<b>F.</b>	<b>IP PHONE</b>		<b>13</b>	
<b>G.</b>	<b>LAPTOP</b>		<b>3</b>	
<b>H.</b>	<b>MONITOR</b>		<b>3</b>	

REGION NAME: TRANSNZOIA				
No.	Device Name	Model	Serial No.	Tag No.
I.	PRINTER		3	
J.	ROUTER		1	
K.	SCANNER		1	
L.	SWITCH		1	
M.	UPS		1	
REGION NAME: VIHIGA				
No.	Device Name	Model	Serial No.	Tag No.
1.	COPIER	KYOCERA ECOSYS		EZX01958970
2.	COPIER	KYOCERA TASKLALFA	K10359	QPF9Z0916Q
3.	COPIER	KYOCERA TASKLALFA 60552Ci		V9BO128864
4.	DESKTOP	HP PRODESK		GNG95123HS
5.	DESKTOP	HP PRODESK 17/16GD/GRAPHICS 19 TFT		3CQ9132FVD
6.	DESKTOP	HP PRODESK 17/16GD/GRAPHICS 19 TFT		3CQ9132FSL
7.	DESKTOP	HP PRODESK 17/16GD/GRAPHICS 19 TFT		3CQ9132G75
8.	IP PHONE	Cisco CP-7821		WZP221200CM
9.	IP PHONE	CISCO CP7821		WZP221200RX
10.	IP PHONE	CISCO CP-8841		FCH221200RX
11.	IP PHONE	CISCO CP-7821		WZP2212017L
12.	IP PHONE	CISCO CP- 7821		WZP221012H
13.	IP PHONE	CISCO CP-7821		WZP221200Y2
14.	IP PHONE	CISCO CP-7821		WZP221200X8
15.	IP PHONE	CISCO CP-7821		WZP221201XK
16.	IP PHONE	CISCO CP-7821		WZP221201Q6
17.	IP PHONE	CISCO CP-7821		WZP221216VG
18.	IP PHONE	CISCO CP-7821		WZP2212011F
19.	IP PHONE	CISCO CP-7821		WZP221216VG
20.	IP PHONE	CISCO CP-7821		WZP221216KZ
21.	IP PHONE	CISCO CP-7821		WZP2212011F
22.	IP PHONE	CISCO CP-7821		WZ221200WL
23.	LAPTOP	HP ProBook 450 G6	K6036	5CD9294NWR
24.	LAPTOP	HPLASERJET PRO MFP M125NW	K10347	CNB7J6R93X
25.	LAPTOP	HP ProBook 650 G1 POOL LAPTOP		5CG5475GWY
26.	LAPTOP	TOSHIBA POOL LAPTOP		XF083856H
27.	LAPTOP	HP LAPTOP 15-da 2 xxx Intel core 17		
28.	LAPTOP	HP LAPTOP 15-da 2 xxx Intel core 17		CNDD1342HW
29.	LAPTOP	HP LAPTOP 15-da 2 xxx Intel core 17		CNDD1342XV
30.	LAPTOP	HP LAPTOP 15-da 2 xxx Intel core 17		
31.	PRINTER	HP LASER JET PRO 400 M 40DN		PHHGB05473
32.	PRINTER	HP LASER JET PRO M127 FN	K10356	CNB9J1F83Y
33.	PRINTER	HP LASER JET PRO MFP M127 FN	K10357	CNB9J38821
34.	PRINTER	HP LASER JET PRO MFP 125NW	K10347	CNB9J3667X
35.	PRINTER	HP LASER JET M1132MFP	K4424	CNJ8FCL93H
36.	PRINTER	HP LASER JET M1132MFP	K4412	CNJ8G65018
37.	PRINTER	HP OFFICE JET COLOR PRINTER 7500 WIDE FORMAT	MY457410CY	
38.	PRINTER	HP LASERJET PRO MFP M428 F DW		
39.	PRINTER	HP LASERJET PRO MFP M428 F DW		CNDD1342XV
40.	PRINTER	HP LASERJET PRO MFP M428 F DW		CNBKM740Q
41.	PRINTER	HP LASERJET PRO MFP M428 F DW		CMBKM74DRC
42.	ROUTER	Cisco 4300 Series	K0560	FDO2225A2ZS
43.	SCANNER	HP SCAN JET 300		CN32RA113P
44.	SWITCH	Catalyst 2960-X Series	K03400	FOC2222T29A
45.	UPS	APC 1000VA UPS S/NO		9B1944A02T59
46.	UPS	APC 1000VA UPS S/NO		9B1944A02T59
47.	UPS	APC 1000VA UPS S/NO		9B1944A02T59
<b>TOTAL EQUIPMENT</b>				

<b>REGION NAME: TRANSNZOIA</b>				
<b>No.</b>	<b>Device Name</b>	<b>Model</b>	<b>Serial No.</b>	<b>Tag No.</b>
<b>A.</b>	<b>ACCESS POINT</b>		<b>1</b>	
<b>B.</b>	<b>CABINET (22U) 2NO. 9U</b>		<b>3</b>	
<b>C.</b>	<b>COPIER</b>		<b>3</b>	
<b>D.</b>	<b>DESKTOP</b>		<b>4</b>	
<b>E.</b>	<b>GSM</b>		<b>1</b>	
<b>F.</b>	<b>IP PHONE</b>		<b>15</b>	
<b>G.</b>	<b>LAPTOP</b>		<b>8</b>	
<b>H.</b>	<b>MONITOR</b>		<b>4</b>	
<b>I.</b>	<b>PRINTER</b>		<b>11</b>	
<b>J.</b>	<b>ROUTER</b>		<b>1</b>	
<b>K.</b>	<b>SCANNER</b>		<b>1</b>	
<b>L.</b>	<b>SWITCH</b>		<b>3</b>	
<b>M.</b>	<b>UPS</b>		<b>3</b>	

## Summary Table of Equipment to be Maintained

S/N	Region	Ups	Printers	IP Phones	Scanners	Photocopiers	Desktops	Camera	Switches	Access Points	Laptops	TV	Router
1	Laikipia	7	4	7	1	1	0	0	0	0	0	0	1
2	Lamu	0	5	4	0	0	6	0	1	1	4	0	0
3	Narok	7	6	16	0	0	10	0	2	6	0	0	1
4	Wajir	10	4	9	3	2	12	0	1	0	1	0	1
5	Marsabit	3	6	12	0	6	5	0	1	1	2	0	1
6	Machakos	3	9	0	0	0	3	0	0	0	9	0	1
7	Garissa	4	7	8	0	3	8	0	1	0	0	0	1
8	Kisumu	3	12	11	0	1	9	0	1	0	4	0	1
9	Isiolo	5	5	11	0	0	4	2	1	1	7	0	1
10	Kajiado	3	8	8	0	1	0	0	1	1	5	2	1
11	Kilifi	2	3	13	0	0	3	0	1	1	6	0	1
12	Nandi	0	4	13	0	1	4	0	2	0	5	0	1
13	Uasin Gishu	0	10	14	1	0	0	0	1	0	8	0	1
14	Baringo	2	19	13	0	0	13	0	2	1	13	1	1
15	Bomet	1	8	8	0	1	3	0	1	0	5	0	1
16	Tharaka Nithi	4	4	10	1	0	4	1	1	1	1	0	1

S/N	Region	Ups	Printers	IP Phones	Scanners	Photocopiers	Desktops	Camera	Switches	Access Points	Laptops	TV	Router
17	<b>Muranga</b>	1	0	13	0	2	11	0	2	0	9	0	1
18	<b>Nyeri</b>	0	8	0	0	0	7	0	0	0	0	0	1
19	<b>Transzoia</b>	1	4	13	0	0	3	0	1	1	0	0	1
20	<b>West Pokot</b>	1	4	7	0	0	3	0	1	1	0	0	1
21	<b>Mombasa</b>	4	9	10	0	1	10	0	1	0	5	0	7
22	<b>Kiambu</b>	22	22	13	0	0	16	0	2	4	25	2	1
23	<b>Kirinyaga</b>	10	11	12	2	0	14	0	2	2	5	0	1
24	<b>Kitui</b>	8	7	9	1	3	2	0	1	0	8	2	1
25	<b>Nairobi</b>	7	4	12	0	2	0	0	1	1	6	0	1
26	<b>Taita</b>	3	5	11	0	0	1	0	2	0	2	0	0
27	<b>Samburu</b>	0	7	0	0	0	0	0	0	0	0	0	0
28	<b>Keiyo</b>	3	8	11	0	0	6	0	1	1	5	0	1
29	<b>Hq</b>	38	1	95	2	0	149	3	0	0	130	2	1
30	<b>Kericho</b>	3	4	0	4	0	3	5	1	1	6	0	1
31	<b>Meru</b>	6	7	8	0	0	8	0	1	1	1	0	1
32	<b>Kisii</b>	6	8	8	0	1	7	0	1	1	7	0	1
33	<b>Migori</b>	1	1	12	0	1	7	0	1	1	1	0	1
34	<b>Turkana</b>	0	4	5	0	1	2	0	1	1	0	0	1

S/N	Region	Ups	Printers	IP Phones	Scanners	Photocopiers	Desktops	Camera	Switches	Access Points	Laptops	TV	Router
35	Nakuru	8	9	9	0	1	8	0	1	1	0	0	1
36	Nyandarua	9	10	11	0	1	10	0	1	1	0	0	1
37	Kakamega	3	9	7	0	1	11	0	1	1	7	0	
38	Homabay	1	8	10	0	2	2	0	1	2	1	0	1
39	Tanariver	2	3	13	0	0	5	0	1	1	1	0	
40	Makueni	1	4	9	0	1	6	0	1	1	4	0	1
41	Siaya	11	2	0	0	0	12	0	1	1	2	0	1
42	Nyamira	3	3	11	0	2	0	0	1	1	0	0	1
43	Kwale	10	8	3	0	1	10	0	2	2	2	0	1
44	Transzoia	1	3	13	1	1	3	0	1	1	3	0	
45	Vihiga	3	11	15	1	3	4	0	3	1	8	0	1
46	Mandera	1	4	11	0	2	0	0	1	1	0	2	1
47	Busia	2	1	4	1	0	2	1	1	1	2	1	1
48	Bungoma	0	0	0	0	0	0	0	0	1	0	0	0
<b>TOTAL</b>		<b>223</b>	<b>303</b>	<b>512</b>	<b>18</b>	<b>42</b>	<b>406</b>	<b>12</b>	<b>52</b>	<b>44</b>	<b>310</b>	<b>12</b>	<b>46</b>



# **PART 3 - CONDITIONS OF CONTRACT AND CONTRACT FORMS**



## SECTION VI - GENERAL CONDITIONS OF CONTRACT

### 1. Definitions

In the Conditions of Contract (“these Conditions”), which include Special Conditions, Parts A and B, and these General Conditions, the following words and expressions shall have the meanings stated. Words indicating persons or parties include corporations and other legal entities, except where the context requires otherwise.

- a) “Contract” means the Contract Agreement entered into between the Procuring Entity and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- b) “Contract Documents” means the documents listed in the Contract Agreement, including any amendments thereto.
- c) “Contract Price” means the price payable to the Supplier as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.
- d) “Day” means calendar day.
- e) “Completion” means the fulfilment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.
- f) “GCC” means the General Conditions of Contract.
- g) “Goods” means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Procuring Entity under the Contract.
- h) “Procuring Entity” means the Procuring Entity purchasing the Goods and Related Services, as **specified in the SCC.**
- i) “Related Services” means the services incidental to the supply of the goods, such as insurance, delivery, installation, commissioning, training and initial maintenance and other such obligations of the Supplier under the Contract.
- j) “SCC” means the Special Conditions of Contract.
- k) “Subcontractor” means any person, private or government entity, or a combination of the above, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier.
- l) “Supplier” means the person, private or government entity, or a combination of the above, whose Tender to perform the Contract has been accepted by the Procuring Entity and is named as such in the Contract Agreement.
- m) “**Base Date**” means a date 30 day prior to the submission of tenders.
- n) “**Laws**” means all national legislation, statutes, ordinances, and regulations and by-laws of any legally constituted public authority.
- o) “**Letter of Acceptance**” means the letter of formal acceptance, signed by the contractor. Procuring Entity, including any annexed memoranda comprising agreements between and signed by both Parties.
- p) “**Procuring Entity**” means the Entity named in the Special Conditions of Contract.

### 2. Interpretation

- 2.1. If the context so requires it, singular means plural and vice versa.

## 22. Incoterms

- a) Unless inconsistent with any provision of the Contract, the meaning of any trade term and the rights and obligations of parties thereunder shall be as prescribed by Incoterms **specified in the SCC**.
- b) The terms EXW and CIP and other similar terms, when used, shall be governed by the rules prescribed in the current edition of Incoterms specified in the **SCC** and published by the International Chamber of Commerce in Paris, France.

## 3. Contract Documents

Subject to the order of precedence set forth in the Contract Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole. The documents forming the Contract shall be interpreted in the following order of priority:

- a) the Contract Agreement,
- b) the Letter of Acceptance,
- c) the General Conditions of Contract
- d) Special Conditions of Contract
- e) the Form of Tender,
- f) the Specifications and Schedules of the Drawings (if any), and
- g) the Schedules of Requirements, Price Schedule and any other documents forming part of the Contract.

## 4. Fraud and Corruption

- 31 The supplier shall comply with anti-corruption laws and guidelines and the prevailing sanctions, policies and procedures as set forth in the Laws of Kenya.
- 32 The Supplier shall disclose any commissions, gratuity or fees that may have been paid or are to be paid to agents or any other person with respect to the Tendering process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

### 4.1 Entire Agreement

- 4.3.1 The Contract constitutes the entire agreement between the Procuring Entity and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of the parties with respect thereto made prior to the date of Contract.

### 4.2 Amendment

No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.

### 4.3 Non-waiver

- a) Subject to GCC Sub-Clause 4.5(b) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
- b) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.

#### **4.4 Severability**

If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

#### **5. Language**

5.1 The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Procuring Entity, shall be written in the **English Language**. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate and certified translation of the relevant passages in the **English Language**, in which case, for purposes of interpretation of the Contract, the English language is translation shall govern.

5.2 The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation, for documents provided by the Supplier.

#### **6. Joint Venture, Consortium or Association**

6.1 If the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Procuring Entity for the fulfilment of the provisions of the Contract and shall designate one member of the joint venture, consortium, or association to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior written consent of the Procuring Entity.

#### **7. Eligibility**

7.1 The Supplier and its Subcontractors shall have the nationality of an eligible country. A Supplier or Sub-contractor shall be deemed to have the nationality of a country if it is a citizen or constituted, incorporated, or registered, and operates in conformity with the provisions of the laws of that country.

7.2 All Goods and Related Services to be supplied under the Contract shall have their origin in Eligible Countries. For the purpose of this Clause, origin means the country where the goods have been grown, mined, cultivated, produced, manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.

7.3 The Tenderer, if a Kenyan firm, must submit with its tender a valid tax compliance certificate from the Kenya Revenue Authority.

#### **8. Notices**

8.1 Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the **SCC**. The term "in writing" means communicated in written form with proof of receipt.

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

#### **9. Governing Law**

9.1 The Contract shall be governed by and interpreted in accordance with the laws of Kenya.

9.2 Throughout the execution of the Contract, the Supplier shall comply with the import of goods and services prohibitions in Kenya:

- a) where, as a matter of law, compliance or official regulations, Kenya prohibits commercial relations with that country or any import of goods from that country or any payments to any country, person, or entity in that country ; or
- b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods from that country or any payments to any country, person, or entity.

## **10. Settlement of Disputes**

- 10.1 The Procuring Entity and the Supplier shall make every effort to resolve amicably by direct negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 10.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Entity or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract.

### **10.2 Arbitration proceedings shall be conducted as follows:**

- 10.21 Any claim or dispute between the Parties arising out of or in connection with the Contract not settled amicably in accordance with Sub-Clause 10.1 shall be finally settled by arbitration.
- 10.22 No arbitration proceedings shall be commenced on any claim or dispute where notice of a claim or dispute has not been given by the applying party within thirty days of the occurrence or discovery of the matter or issue giving rise to the dispute.
- 10.23 Notwithstanding the issue of a notice as stated above, the arbitration of such a claim or dispute shall not commence unless an attempt has in the first instance been made by the parties to settle such claim or dispute amicably with or without the assistance of third parties. Proof of such attempt shall be required.
- 10.24 The Arbitrator shall, without prejudice to the generality of his powers, have powers to direct such measurements, computations, or valuations as may in his opinion be desirable in order to determine the rights of the parties and assess and award any sums which ought to have been the subject of or included in any due payments.
- 10.25 Neither Party shall be limited in the proceedings before the arbitrators to the evidence, or to the reasons for the dispute given in its notice of a claim or dispute.
- 10.26 Arbitration may be commenced prior to or after delivery of the goods. The obligations of the Parties shall not be altered by reason of any arbitration being conducted during the progress of the delivery of goods.
- 10.27 The terms of the remuneration of each or all the members of Arbitration shall be mutually agreed upon by the Parties when agreeing the terms of appointment. Each Party shall be responsible for paying one-half of this remuneration.

### **10.3 Arbitration Proceedings**

- 10.31 Arbitration proceedings with national suppliers will be conducted in accordance with the Arbitration Laws of Kenya. In case of any claim or dispute, such claim or dispute shall be notified in writing by either party to the other with a request to submit it to arbitration and to concur in the appointment of an Arbitrator within thirty days of the notice. The dispute shall be referred to the arbitration and final decision of a person or persons to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed, on the request of the applying party, by the Chairman or Vice Chairman of any of the following professional institutions;
- i) Kenya National Chamber of Commerce
  - ii) Chartered Institute of Arbitrators (Kenya Branch)
  - iii) The Law Society of Kenya
- 10.32 The institution written to first by the aggrieved party shall take precedence over all other institutions.

### **10.33 Alternative Arbitration Proceedings**

Alternatively, the Parties may refer the matter to the Nairobi Centre for International Arbitration (NCIA) which offers a neutral venue for the conduct of national and international arbitration with commitment to providing institutional support to the arbitral process.

## **104 Arbitration with Foreign Suppliers**

- 1041 Arbitration with foreign suppliers shall be conducted in accordance with the arbitration rules of the United Nations Commission on International Trade Law (UNCITRAL); or with proceedings administered by the International Chamber of Commerce (ICC) and conducted under the ICC Rules of Arbitration; by one or more arbitrators appointed in accordance with said arbitration rules.
- 1042 The place of arbitration shall be a location specified in the **SCC**; and the arbitration shall be conducted in the language for communications defined in Sub-Clause 1.4 [Law and Language].

## **105 Alternative Arbitration Proceedings**

Alternatively, the Parties may refer the matter to the Nairobi Centre for International Arbitration (NCIA) which offers a neutral venue for the conduct of national and international arbitration with commitment to providing institutional support to the arbitral process.

## **106 Failure to Comply with Arbitrator's Decision**

- 1061 The award of such Arbitrator shall be final and binding upon the parties.
- 10.6.1 In the event that a Party fails to comply with a final and binding Arbitrator's decision, then the other Party may, without prejudice to any other rights it may have, refer the matter to a competent court of law.

## **107 Contract operations continue**

Notwithstanding any reference to arbitration herein,

- a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
- b) the Procuring Entity shall pay the Supplier any monies due the Supplier.

## **11. Inspections and Audit by the Procuring Entity**

- 11.1 The Supplier shall keep, and shall cause its Subcontractors to keep, accurate and systematic accounts and records in respect of the Goods in such form and details as will clearly identify relevant time, changes and costs.
- 11.2 Pursuant to paragraph 2.2 of Instruction to Tenderers, the Supplier shall permit and shall cause its subcontractors to permit, the Procuring Entity and/or persons appointed by the Procuring Entity or by other statutory bodies of the Government to inspect the Site and/or the accounts and records relating to the procurement process, selection and/or contract execution, and to have such accounts and records audited by auditors appointed by the Procuring Entity. The Supplier's and its Subcontractors' attention is drawn to Sub- Clause 3.1 which provides, inter alia, that acts intended to materially impede the exercise of the Procuring Entity's inspection and audit rights constitute a prohibited practice subject to contract termination, as well as to a determination of ineligibility.

## **12. Scope of Supply**

- 12.1 The Goods and Related Services to be supplied shall be as specified in the Schedule of Requirements.

## **13. Delivery and Documents**

- 13.1 Subject to GCC Sub-Clause 33.1, the delivery of the Goods and completion of the Related Services shall be in accordance with the List of Goods and Delivery Schedule specified in the Supply Requirements. The details of shipping and other documents to be furnished by the Supplier are specified in the **SCC**.

## **14. Supplier's Responsibilities**

- 14.1 The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with GCC Clause 12, and the Delivery and Completion Schedule, as per GCC Clause 13.

## 15. Contract Price

- 15.1 Prices charged by the Supplier for the Goods supplied and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier in its Tender, with the exception of any price adjustments authorized in the **SCC**.
- 15.2 Where the contract price is different from the corrected tender price, in order to ensure the supplier is not paid less or more relative to the contract price (*which would be the tender price*), any partial payment valuation based on rates in the schedule of prices in the Tender, will be adjusted by a plus or minus percentage. The percentage already worked out during tender evaluation is worked out as follows:  $(\text{corrected tender price} - \text{tender price}) / \text{tender price} \times 100$ .

## 16. Terms of Payment

- 16.1 The Supplier shall request for payment by submitting invoice(s), delivery note(s) and any other relevant documents as specified in the **SCC** to the Procuring Entity.
- 16.2 Payments shall be made promptly by the Procuring Entity, but not later than thirty (30) days after submission of an invoice by the Supplier, and after the Procuring Entity has accepted it.
- 16.3 Where a Procuring Entity rejects Goods and Related Services, in part or wholly, the procuring Entity shall promptly inform the Supplier to collect, replace or rectify as appropriate and give reasons for rejection. The Supplier shall submit a fresh invoice, delivery note and any other relevant documents as specified in the **SCC**.
- 16.4 The currencies in which payments shall be made to the Supplier under this Contract shall be those in which the Tender price is expressed.
- 16.5 In the event that the Procuring Entity fails to pay the Supplier any payment by its due date or within the period set forth in the **SCC**, the Procuring Entity may pay to the Supplier interest on the amount of such delayed payment at the rate shown in the **SCC**, for the period of delay until payment has been made in full, whether before or after judgment or arbitrage award.

## 17. Taxes and Duties

- 17.1 The Supplier shall be entirely responsible for all taxes, duties, license fees, and other such levies incurred to deliver the Goods and Related Services to the Procuring Entity at the final delivery point.
- 17.3 If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in Kenya, the Supplier shall inform the Procuring Entity and the Procuring Entity shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.

## 18. Performance Security

- 18.1 If required as specified in the **SCC**, the Supplier shall, within twenty-eight (28) days of the notification of contract award, provide a performance security for the performance of the Contract in the amount specified in the **SCC**.
- 18.2 The proceeds of the Performance Security shall be payable to the Procuring Entity as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 18.3 As specified in **the SCC**, the Performance Security, if required, shall be denominated in the currency(ies) of the Contract, or in a freely convertible currency acceptable to the Procuring Entity; and shall be in one of the formats stipulated by the Procuring Entity in **the SCC**, or in another format acceptable to the Procuring Entity.
- 18.4 The Performance Security shall be discharged by the Procuring Entity and returned to the Supplier not later than thirty (30) days following the date of Completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in the **SCC**.



## **19. Copyright**

19.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the Procuring Entity by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Procuring Entity directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party.

## **20. Confidential Information**

20.1 The Procuring Entity and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Sub-Supplier such documents, data, and other information it receives from the Procuring Entity to the extent required for the Sub Supplier to perform its work under the Contract, in which event the Supplier shall obtain from such Sub Supplier undertaking of confidentiality similar to that imposed on the Supplier under GCC Clause 20.

20.2 The Procuring Entity shall not use such documents, data, and other information received from the Supplier for any purposes unrelated to the contract. Similarly, the Supplier shall not use such documents, data, and other information received from the Procuring Entity for any purpose other than the performance of the Contract.

20.3 The obligation of a party under GCC Sub-Clauses 20.1 and 20.2 above, however, shall not apply to information that:

- a) the Procuring Entity or Supplier need to share with other arms of Government or other bodies participating in the financing of the Contract; such parties shall be disclosed in **the SCC**;
- b) now or hereafter enters the public domain through no fault of that party;
- c) can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or
- d) otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.

20.4 The above provisions of GCC Clause 20 shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof.

20.5 The provisions of GCC Clause 20 shall survive completion or termination, for whatever reason, of the Contract.

## **21. Subcontracting**

21.1 The Supplier shall notify the Procuring Entity in writing of all subcontracts awarded under the Contract if not already specified in the Tender. Such notification, in the original Tender or later shall not relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.

21.2 Subcontracts shall comply with the provisions of GCC Clauses 3 and 7.

## **22. Specifications and Standards**

22.1 Technical Specifications and Drawings

- a) The Goods and Related Services supplied under this Contract shall conform to the technical specifications and standards mentioned in Section VI, Schedule of Requirements and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the Goods' country of origin.
- b) The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on

behalf of the Procuring Entity, by giving a notice of such disclaimer to the Procuring Entity.

- c) Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Schedule of Requirements. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Procuring Entity and shall be treated in accordance with GCC Clause 33.

### **23. Packing and Documents**

- 23.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 23.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified **in the SCC**, and in any other instructions ordered by the Procuring Entity.

### **24. Insurance**

- 24.1 Unless otherwise specified in the **SCC**, the Goods supplied under the Contract shall be fully insured—in a freely convertible currency from an eligible country—against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in accordance with the applicable Incoterms or in the manner specified in the **SCC**.

### **25. Transportation and Incidental Services**

- 25.1 Unless otherwise specified in the **SCC**, responsibility for arranging transportation of the Goods shall be in accordance with the specified Incoterms.
- 25.2 The Supplier may be required to provide any or all of the following services, including additional services, if any, specified **in SCC**:
  - a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;
  - b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
  - c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
  - d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
  - e) training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.
- 25.3 Prices charged by the Supplier for incidental services, if not included in the Contract Price for the Goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services

### **26. Inspections and Tests**

- 26.1 The Supplier shall at its own expense and at no cost to the Procuring Entity carry out all such tests and/or inspections of the Goods and Related Services as are specified in the **SCC**.
- 26.2 The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the Goods' final destination, or in another place in Kenya as specified in the **SCC**. Subject to GCC Sub-Clause 26.3, if conducted on the premises of the Supplier or its Subcontractor, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Entity.



- 263 The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in GCC Sub-Clause 26.2, provided that the Procuring Entity bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all travelling and board and lodging expenses.
- 264 Whenever the Supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the Procuring Entity. The Supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Procuring Entity or its designated representative to attend the test and/or inspection.
- 265 The Procuring Entity may require the Supplier to carry out any test and/or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the Goods comply with the technical specifications codes and standards under the Contract, provided that the Supplier's reasonable costs and expenses incurred in the carrying out of such test and/or inspection shall be added to the Contract Price. Further, if such test and/or inspection impedes the progress of manufacturing and/or the Supplier's performance of its other obligations under the Contract, due allowance will be made in respect of the Delivery Dates and Completion Dates and the other obligations so affected.
- 266 The Supplier shall provide the Procuring Entity with a report of the results of any such test and/or inspection.
- 267 The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity, upon giving a notice pursuant to GCC Sub- Clause 26.4.
- 268 The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, nor the issue of any report pursuant to GCC Sub-Clause 26.6, shall release the Supplier from any warranties or other obligations under the Contract.

## **27. Liquidated Damages**

- 27.1 Except as provided under GCC Clause 32, if the Supplier fails to deliver any or all of the Goods by the Date(s) of delivery or perform the Related Services within the period specified in the Contract, the Procuring Entity may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the **SCC** of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in those **SCC**. Once the maximum is reached, the Procuring Entity may terminate the Contract pursuant to GCC Clause 35.

## **28. Warranty**

- 28.1 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.
- 28.2 Subject to GCC Sub-Clause 22.1(b), the Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.
- 28.3 Unless otherwise specified in the **SCC**, the warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the **SCC**, or for eighteen (18) months after the date of shipment from the port or place of loading in the country of origin, whichever period concludes earlier.
- 28.4 The Procuring Entity shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Procuring Entity shall afford all reasonable opportunity for the Supplier to inspect such defects.

- 285 Upon receipt of such notice, the Supplier shall, within the period specified in the **SCC**, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Procuring Entity.
- 28.6 If having been notified, the Supplier fails to remedy the defect within the period specified in the **SCC**, the Procuring Entity may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract.

## **29. Patent Indemnity**

29.1 The Supplier shall, subject to the Procuring Entity's compliance with GCC Sub-Clause 29.2, indemnify and hold harmless the Procuring Entity and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Procuring Entity may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of:

- a) the installation of the Goods by the Supplier or the use of the Goods in the country where the Site is located; and
- b) the sale in any country of the products produced by the Goods.

Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract.

29.2 If any proceedings are brought or any claim is made against the Procuring Entity arising out of the matters referred to in GCC Sub-Clause 29.1, the Procuring Entity shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Procuring Entity's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.

29.3 If the Supplier fails to notify the Procuring Entity within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Procuring Entity shall be free to conduct the same on its own behalf.

29.4 The Procuring Entity shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.

29.5 The Procuring Entity shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Procuring Entity.

## **30. Limitation of Liability**

30.1 Except in cases of criminal negligence or willful misconduct,

- a) the Supplier shall not be liable to the Procuring Entity, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Procuring Entity, and
- b) the aggregate liability of the Supplier to the Procuring Entity, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier

to indemnify the Procuring Entity with respect to patent infringement.

### **31. Change in Laws and Regulations**

31.1 Unless otherwise specified in the Contract, if after the date of 30 days prior to date of Tender submission, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in Kenya (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with GCC Clause 15.

### **32. Force Majeure**

32.1 The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

32.2 For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

32.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

### **33. Change Orders and Contract Amendments**

33.1 The Procuring Entity may at any time order the Supplier through notice in accordance GCC Clause 8, to make changes within the general scope of the Contract in any one or more of the following:

- a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring Entity;
- b) the method of shipment or packing;
- c) the place of delivery; and
- d) the Related Services to be provided by the Supplier.

33.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery/Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within twenty-eight (28) days from the date of the Supplier's receipt of the Procuring Entity's change order.

33.3 Prices to be charged by the Supplier for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

33.4 **Value Engineering:** The Supplier may prepare, at its own cost, a value engineering proposal at any time during the performance of the contract. The value engineering proposal shall, at a minimum, include the following;

- a) the proposed change(s), and a description of the difference to the existing contract requirements;
- b) a full cost/benefit analysis of the proposed change(s) including a description and estimate of costs (including life cycle costs) the Procuring Entity may incur in implementing the value

engineering proposal; and

c) a description of any effect(s) of the change on performance/functionality.

335 The Procuring Entity may accept the value engineering proposal if the proposal demonstrates benefits that:

a) accelerates the delivery period; or

b) reduces the Contract Price or the life cycle costs to the Procuring Entity; or

c) improves the quality, efficiency or sustainability of the Goods; or

d) yields any other benefits to the Procuring Entity, without compromising the necessary functions of the Facilities.

336 If the value engineering proposal is approved by the Procuring Entity and results in:

a) a reduction of the Contract Price; the amount to be paid to the Supplier shall be the percentage specified **in the SCC** of the reduction in the Contract Price; or

b) an increase in the Contract Price; but results in a reduction in life cycle costs due to any benefit described in

(a) to (d) above, the amount to be paid to the Supplier shall be the full increase in the Contract Price.

337 Subject to the above, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

#### **34. Extensions of Time**

34.1 If at any time during performance of the Contract, the Supplier or its subcontractors should encounter conditions impeding timely delivery of the Goods or completion of Related Services pursuant to GCC Clause 13, the Supplier shall promptly notify the Procuring Entity in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Procuring Entity shall evaluate the situation and may at its discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.

34.2 Except in case of Force Majeure, as provided under GCC Clause 32, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 26, unless an extension of time is agreed upon, pursuant to GCC Sub-Clause 34.1.

#### **35. Termination**

35.1 Termination for Default

a) The Procuring Entity, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:

i) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Procuring Entity pursuant to GCC Clause 34;

ii) if the Supplier fails to perform any other obligation under the Contract; or

iii) if the Supplier, in the judgment of the Procuring Entity has engaged in Fraud and Corruption, as defined in paragraph 2.2 a of the Appendix to the GCC, in competing for or in executing the Contract.

b) In the event the Procuring Entity terminates the Contract in whole or in part, pursuant to GCC Clause 35.1(a), the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Procuring Entity for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

35.2 Termination for Insolvency.

The Procuring Entity may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without

compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Procuring Entity

35.2 Termination for Convenience.

- a) The Procuring Entity, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Entity's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.
- b) The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the Procuring Entity at the Contract terms and prices. For the remaining Goods, the Procuring Entity may elect:
  - i) to have any portion completed and delivered at the Contract terms and prices; and/or
  - ii) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier.

**36. Assignment**

- 36.1 Neither the Procuring Entity nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.

**37. Export Restriction**

- 37.1 Notwithstanding any obligation under the Contract to complete all export formalities, any export restrictions attributable to the Procuring Entity, to Kenya, or to the use of the products/goods, systems or services to be supplied, which arise from trade regulations from a country supplying those products/goods, systems or services, and which substantially impede the Supplier from meeting its obligations under the Contract, shall release the Supplier from the obligation to provide deliveries or services, always provided, however, that the Supplier can demonstrate to the satisfaction of the Procuring Entity that it has completed all formalities in a timely manner, including applying for permits, authorizations and licenses necessary for the export of the products/goods, systems or services under the terms of the Contract. Termination of the Contract on this basis shall be for the Procuring Entity's convenience pursuant to Sub-Clause 35.3.



## SECTION VII - SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract (SCC) shall supplement and/or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
<b>GCC 1.1(h)</b>	The Procuring Entity is: <i>[Kenya Rural Roads Authority]</i>
<b>GCC 4.2 (a)</b>	The meaning of the trade terms shall be as prescribed by Incoterms. If the meaning of any trade term and the rights and obligations of the parties thereunder shall not be as prescribed by Incoterms, they shall be as prescribed by: <i>[exceptional; refer to other internationally accepted trade terms]</i>
<b>GCC 4.2 (b)</b>	The version edition of Incoterms shall be <i>INCOTERMS 2015</i>
<b>GCC 8.1</b>	<p>For <b>notices</b>, the Procuring Entity's address shall be:</p> <p>The addresses are:</p> <p>Procuring Entity: <i>Kenya Rural Roads Authority (KeRRA)</i>  <i>P. O. Box 48151 – 00100 Nairobi</i></p> <p>Attention: <i>Director (Corporate Services)</i></p> <p>Tel: <i>020 – 7806001/01 – 05/ 0711 - 851103</i></p> <p>Email: <i>dcs@kerra.go.ke</i></p> <p>Physical: <i>Barabara Plaza, Block B, Located at JKIA Mazao Road Off Airport South Road, Nairobi</i></p>
<b>GCC 10.4.2</b>	The place of arbitration shall be <i>–Nairobi, Kenya.</i>
<b>GCC 13.1</b>	<p>Details of Shipping and other Documents to be furnished by the Supplier are <i>[Manufacturer's or Supplier's Warranty Certificate, Inspection Certificate issued by nominated inspection agency].</i></p> <p>The above documents shall be received by the Procuring Entity before arrival of the Goods and, if not received, the Supplier will be responsible for any consequent expenses.</p>
<b>GCC 15.1</b>	<p>The prices charged for the Goods supplied and the related Services performed <i>["shall not"]</i> be adjustable.</p> <p>If prices are adjustable, the following method shall be used to calculate the price adjustment <i>[N/A]</i></p>
<b>GCC 16.1</b>	<p>GCC 16.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:</p> <p><b>A. Payment for Goods and Services supplied from within Kenya:</b></p> <p>Payment for Goods and Services supplied from within Kenya shall be made in _____ <i>[Kenya Shillings]</i>, as follows:</p> <ol style="list-style-type: none"> <li>1. <b>Payment</b> shall be made quarterly within 30 days after successful completion of each quarterly preventive maintenance upon submission of the report for the exercise.</li> <li>2. The bank guarantee shall be released after the initial 12 Months Maintenance (Warranty) Period.</li> <li>3. A 10% performance Guarantee shall be submitted for the subsequent maintenance period for the 3-year period. This shall be released after the completion of the last year of Maintenance (Year 3).</li> </ol>

<b>GCC 16.5</b>	<p>The payment-delay period after which the Procuring Entity shall pay interest to the supplier shall be [120] days.</p> <p>The interest rate that shall be applied is [0] %</p>
<b>GCC 18.1</b>	<p>A Performance Security [shall be required]</p> <p><i>The amount of the Performance Security shall be: [10%] of the Contract Sum and shall be valid up to the period as prescribed in the GCC and Performance Security format, including 12 Months of the Initial Maintenance (Warranty Period).</i></p> <p><i>A 10% performance Guarantee shall be submitted in the format as prescribed in the GCC for the subsequent maintenance period for the 3-year period. This shall be released after the completion of the last year of Maintenance (Year 4).</i></p>
<b>GCC 18.3</b>	<p>The Performance Security shall be in the form of: [Unconditional Bank Guarantee]</p> <p>If required, the Performance security shall be denominated in [Kenya Shillings]</p>
<b>GCC 18.4</b>	<p>Discharge of the Performance Security shall take place: [as guided by sub clause GCC 18.4]</p>
<b>GCC 23.2</b>	<p>The packing, marking and documentation within and outside the packages shall be: [N/A]</p>
<b>GCC 25.1</b>	<p>Responsibility for transportation of the Goods shall be as specified in the Incoterms.</p> <p>If not in accordance with Incoterms, responsibility for transportations shall be as follows: [“The Supplier is required under the Contract to transport the Goods to Barabara Plaza, Block B, including insurance and storage which shall be arranged by the Supplier, and related costs shall be quoted in the Tender Price and shall be included in the Tender Contract Price”]</p>
<b>GCC 25.2</b>	<p>Incidental services to be provided are: [the Selected services covered under GCC Clause 25.2 and the Services specified under the list of Related Services given in the Specifications. The price quoted in the Tender price for the related services shall be included in the Contract Price.]</p>
<b>GCC 26.1</b>	<p>The inspections and tests shall be: [as Detailed in Section 5 and directed by the Deputy Director ICT]. This will include the Frequency and Procedure for Carrying out the Inspection and Tests and shall follow industry best practice.</p>
<b>GCC 26.2</b>	<p>The Inspections and tests shall be conducted at: [KeRRA Head Office Barabara Plaza, Block B, Nairobi].</p>
<b>GCC 27.1</b>	<p>The liquidated damage shall be: [5] % per week</p>
<b>GCC 27.1</b>	<p>The maximum amount of liquidated damages shall be: [10] %</p>
<b>GCC 33.6</b>	<p>If the value engineering proposal is approved by the Procuring Entity the amount to be paid to the Supplier shall be __0.1__% (insert appropriate percentage).</p> <p>The percentage is normally up to 50%) of the reduction in the Contract Price.</p>

## **SECTION VIII - CONTRACT FORMS**

This Section contains forms which, once completed, will form part of the Contract. The forms for Performance Security and Advance Payment Security, when required, shall only be completed by the successful tenderer after contract award.



## FORM No. 1: NOTIFICATION OF INTENTION TO AWARD

This Notification of Intention to Award shall be sent to each Tenderer that submitted a Tender. Send this Notification to the Tenderer's Authorized Representative named in the Tender Information Form on the format below.

-----

### FORMAT

1. For the attention of Tenderer's Authorized Representative

I) Name: \_\_\_\_\_ [insert Authorized Representative's name]

ii) Address: \_\_\_\_\_ [insert Authorized Representative's Address]

iii) Telephone: \_\_\_\_\_ [insert Authorized Representative's telephone/fax numbers]

iv) Email Address: \_\_\_\_\_ [insert Authorized Representative's email address]

*[IMPORTANT: insert the date that this Notification is transmitted to Tenderers. The Notification must be sent to all Tenderers simultaneously. This means on the same date and as close to the same time as possible.]*

2. Date of transmission: \_\_\_\_\_ [email] on [date] \_\_\_\_\_ (local time)

This Notification is sent by \_\_\_\_\_ (Name and designation) \_\_\_\_\_

3. Notification of Intention to Award

I) Employer: \_\_\_\_\_ [insert the name of the Employer]

ii) Project: \_\_\_\_\_ [insert name of project]

iii) Contract title: \_\_\_\_\_ [insert the name of the contract]

iv) Country: \_\_\_\_\_ [insert country where ITT is issued]

v) ITT No: \_\_\_\_\_ [insert ITT reference number from Procurement Plan]

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period, you may:

4. Request a debriefing in relation to the evaluation of your tender

Submit a Procurement-related Complaint in relation to the decision to award the contract.

a) The successful tenderer

i) Name of successful Tender \_\_\_\_\_

ii) Address of the successful Tender \_\_\_\_\_

iii) Contract price of the successful Tender Kenya Shillings \_\_\_\_\_ (in words \_\_\_\_\_)

b) Other Tenderers

Names of all Tenderers that submitted a Tender. If the Tender's price was evaluated include the evaluated price as well as the Tender price as read out. For Tenders not evaluated, give one main reason the Tender was unsuccessful.

S/No.	Name of Tender	Tender Price as read out	Tender's evaluated price (Note a)	One Reason Why Not Evaluated
1				
2				
3				
4				
5				

***(Note a) State NE if not evaluated***

5. How to request a debriefing

- a) DEADLINE: The deadline to request a debriefing expires at midnight on *[insert date]* (local time).
- b) You may request a debriefing in relation to the results of the evaluation of your Tender. If you decide to request a debriefing your written request must be made within three (5) Business Days of receipt of this Notification of Intention to Award.
- c) Provide the contract name, reference number, name of the Tenderer, contact details; and address the request for debriefing as follows:
  - I) Attention: \_\_\_\_\_ *[insert full name of person, if applicable]*
  - ii) Title/position: \_\_\_\_\_ *[insert title/position]*
  - ii) Agency: \_\_\_\_\_ *[insert name of Employer]*
  - iii) Email address: \_\_\_\_\_ *[insert email address]*
- d) If your request for a debriefing is received within the 3 Days deadline, we will provide the debriefing within five (3) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (3) Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.
- e) The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.
- f) If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Days from the date of publication of the Contract Award Notice.

6. How to make a complaint

- a) Period: Procurement-related Complaint challenging the decision to award shall be submitted by midnight, *[insert date]* (local time).
- b) Provide the contract name, reference number, name of the Tenderer, contact details; and address the Procurement-related Complaint as follows:
  - I) Attention: \_\_\_\_\_ *[insert full name of person, if applicable]*
  - ii) Title/position: \_\_\_\_\_ *[insert title/position]*
  - iii) Agency: \_\_\_\_\_ *[insert name of Employer]*
  - iv) Email address: \_\_\_\_\_ *[insert email address]*
- c) At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.
- d) Further information: For more information refer to the Public Procurement and Disposals Act 2015 and its Regulations available from the Website [www.ppra.go.ke](http://www.ppra.go.ke) or email [complaints@ppra.go.ke](mailto:complaints@ppra.go.ke).

You should read these documents before preparing and submitting your complaint.

- e) There are four essential requirements:
  - i) You must be an ‘interested party’. In this case, that means a Tenderer who submitted a Tender in this tendering process, and is the recipient of a Notification of Intention to Award.
  - ii) The complaint can only challenge the decision to award the contract.
  - iii) You must submit the complaint within the period stated above.
  - iv) You must include, in your complaint, all of the information required to support your complaint.

**7. Standstill Period**

- i) **DEADLINE:** The Standstill Period is due to end at midnight on [*insert date*] (local time).
- ii) The Standstill Period lasts ten (14) Days after the date of transmission of this Notification of Intention to Award.
- iii) The Standstill Period may be extended as stated in paragraph Section 5 (d) above.

If you have any questions regarding this Notification please do not hesitate to contact us.

On behalf of the Employer:

**Signature:** \_\_\_\_\_

**Name** \_\_\_\_\_

**Title/position:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**FORM NO. 2 - REQUEST FOR REVIEW**

**FORM FOR REVIEW(r.203(1))**

**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

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

**BETWEEN**

.....**APPLICANT**

**AND**

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

Request for review of the decision of the..... (Name of the Procuring Entity of .....dated the...day of .....20.....in the matter of Tender No.....of .....20..... for .....(Tender description).

**REQUEST FOR REVIEW**

I/We.....,the above named Applicant(s), of address: Physical address.....P. O. Box No..... Tel. No.....Email ....., hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds , namely:

- 1.
- 2.

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

- 1.
- 2.

SIGNED .....(Applicant) Dated on.....day of ...../...20.....

---

FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day of .....20.....

**SIGNED**

**Board Secretary**

**FORM NO. 3 LETTER OF AWARD**

*[Use letter head paper of the Procuring Entity]*

\_\_\_\_\_ *[Date]*

To: \_\_\_\_\_ *[name and address of the Supplier]*

Subject: \_\_\_\_\_ *Notification of Award Contract No. . . . . .*

This is to notify you that your Tender dated \_\_\_\_\_ *[insert date]* for execution of the \_\_\_\_\_ *[insert name of the contract and identification number, as given in the SCC]* for the Accepted Contract Amount of \_\_\_\_\_ *[insert amount in numbers and words and name of currency]*, as corrected and modified in accordance with the Instructions to tenderers is hereby accepted by our Agency.

You are requested to furnish the Performance Security within 30 days in accordance with the Conditions of Contract, using for that purpose the of the Performance Security Form included in Section X, Contract Forms, of the Tendering document.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

**Attachment: Contract Agreement**

## FORM NO. 4 - CONTRACT AGREEMENT

*[The successful tenderer shall fill in this form in accordance with the instructions indicated]*

THIS AGREEMENT made the \_\_\_\_\_ *[insert: number]* day of \_\_\_\_\_ *[insert: month]*, *[insert: year]*. BETWEEN (1) \_\_\_\_\_ *[insert complete name of Procuring Entity]* and having its principal place of business at *[insert: address of Procuring Entity]* (hereinafter called "Procuring Entity"), of the one part; and (2) \_\_\_\_\_ *[insert name of Supplier]*, a corporation incorporated under the laws of *[insert: country of Supplier]* and having its principal place of business at \_\_\_\_\_ *[insert: address of Supplier]* (hereinafter called "the Supplier"), of the other part.

1. WHEREAS the Procuring Entity invited Tenders for certain Goods and ancillary services, viz., \_\_\_\_\_ *[insert brief description of Goods and Services]* and has accepted a Tender by the Supplier for the supply of those Goods and Services, the Procuring Entity and the Supplier agree as follows:
  - i) In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
  - ii) The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other contract documents.
    - a) the Letter of Acceptance
    - b) the Letter of Tender
    - c) the Addenda Nos. \_\_\_\_\_ (if any)
    - d) Special Conditions of Contract
    - e) General Conditions of Contract
    - f) the Specification (including Schedule of Requirements and Technical Specifications)
    - g) the completed Schedules (including Price Schedules)
    - h) any other document listed in GCC as forming part of the Contract
  - iii) In consideration of the payments to be made by the Procuring Entity to the Supplier as specified in this Agreement, the Supplier hereby covenants with the Procuring Entity to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
2. The Procuring Entity hereby covenants to pay the Supplier in consideration of the provision of the Goods and 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.
3. IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Kenya on the day, month and year indicated above.

### **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**

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]*

**FORM NO. 5 - PERFORMANCE SECURITY [Option 1 - Unconditional Demand Bank Guarantee]**

*[Guarantor letterhead]*

**Beneficiary:** \_\_\_\_\_ *[insert name and Address of Employer]*

**Date:** \_\_\_\_\_ *[Insert date of issue]*

**Guarantor:** \_\_\_\_\_ *[Insert name and address of place of issue, unless indicated in the letterhead]*

1. We have been informed that \_\_\_\_\_ (hereinafter called "the Contractor") has entered into Contract No. \_\_\_\_\_ dated \_\_\_\_\_ with (name of Employer) \_\_\_\_\_ (the Employer as the Beneficiary), for the execution of \_\_\_\_\_ (hereinafter called "the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.
3. At the request of the Contractor, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_ (*in words*),<sup>1</sup> such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.
4. This guarantee shall expire, no later than the .... Day of ....., 2.....<sup>2</sup>, and any demand for payment under it must be received by us at the office indicated above on or before that date.
5. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed *[six months]* *[one year]*, in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."

---

*[Name of Authorized Official, signature(s) and seals/stamps]*

**Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.**

**FORM No. 6 - PERFORMANCE SECURITY [Option 2– Performance Bond]**

*[Note: Procuring Entities are advised to use Performance Security – Unconditional Demand Bank Guarantee instead of Performance Bond due to difficulties involved in calling Bond holder to action]*

*[Guarantor letterhead or SWIFT identifier code]*

**Beneficiary:** \_\_\_\_\_ *[insert name and Address of Employer]* **Date:** \_\_\_\_\_ *[Insert date of issue]*

**PERFORMANCE BOND No.:** \_\_\_\_\_

**Guarantor:** \_\_\_\_\_ *[Insert name and address of place of issue, unless indicated in the letterhead]*

1. By this Bond \_\_\_\_\_ as Principal (hereinafter called “the Contractor”) and \_\_\_\_\_] as Surety (hereinafter called “the Surety”), are held and firmly bound unto \_\_\_\_\_] as Obligee (hereinafter called “the Employer”) in the amount of \_\_\_\_\_ for the payment of which sum well and truly to be made in the types and proportions of currencies in which the Contract Price is payable, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.
2. WHEREAS the Contractor has entered into a written Agreement with the Employer dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, for \_\_\_\_\_ in accordance with the documents, plans, specifications, and amendments thereto, which to the extent herein provided for, are by reference made part hereof and are hereinafter referred to as the Contract.
3. NOW, THEREFORE, the Condition of this Obligation is such that, if the Contractor shall promptly and faithfully perform the said Contract (including any amendments thereto), then this obligation shall be null and void; otherwise, it shall remain in full force and effect. Whenever the Contractor shall be, and declared by the Employer to be, in default under the Contract, the Employer having performed the Employer's obligations thereunder, the Surety may promptly remedy the default, or shall promptly:
  - 1) complete the Contract in accordance with its terms and conditions; or
  - 2) obtain a tender or tenders from qualified tenderers for submission to the Employer for completing the Contract in accordance with its terms and conditions, and upon determination by the Employer and the Surety of the lowest responsive Tenderers, arrange for a Contract between such Tenderer, and Employer and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the Balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term “Balance of the Contract Price,” as used in this paragraph, shall mean the total amount payable by Employer to Contractor under the Contract, less the amount properly paid by Employer to Contractor; or
  - 3) pay the Employer the amount required by Employer to complete the Contract in accordance with its terms and conditions up to a total not exceeding the amount of this Bond.
4. The Surety shall not be liable for a greater sum than the specified penalty of this Bond.
5. Any suit under this Bond must be instituted before the expiration of one year from the date of the issuing of the Taking-Over Certificate. No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Employer named herein or the heirs, executors, administrators, successors, and assigns of the Employer.
6. In testimony whereof, the Contractor has hereunto set his hand and affixed his seal, and the Surety has caused these presents to be sealed with his corporate seal duly attested by the signature of his legal representative,



this day \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_\_.

SIGNED ON \_\_\_\_\_ on behalf of \_\_\_\_\_

By \_\_\_\_\_ in the capacity of \_\_\_\_\_

In the presence of \_\_\_\_\_

SIGNED ON \_\_\_\_\_ on behalf of \_\_\_\_\_

By \_\_\_\_\_ in the capacity of \_\_\_\_\_

In the presence of \_\_\_\_\_

**FORM NO. 7 - ADVANCE PAYMENT SECURITY [Demand Bank Guarantee]**

[Guarantor letterhead]

**Beneficiary:** \_\_\_\_\_ [Insert name and Address of Employer]

**Date:** \_\_\_\_\_ [Insert date of issue]

**ADVANCE PAYMENT GUARANTEE No.:** \_\_\_\_\_ [Insert guarantee reference number]

**Guarantor:** [Insert name and address of place of issue, unless indicated in the letterhead]

1. We have been informed that \_\_\_\_\_ (hereinafter called "the Contractor") has entered into Contract No. \_\_\_\_\_ dated \_\_\_\_\_ with the Beneficiary, for the execution of \_\_\_\_\_ (hereinafter called "the Contract").

2. Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum \_\_\_\_\_ (in words \_\_\_) is to be made against an advance payment guarantee.

3. At the request of the Contractor, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_ (in words \_\_\_\_\_)<sup>1</sup> upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating either that the Applicant:

- (a) has used the advance payment for purposes other than the costs of mobilization in respect of the goods; or
- (b) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Applicant has failed to repay.

4. A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the advance payment referred to above has been credited to the Contractor on its account number \_\_\_\_\_ at -----.

5. The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as specified in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that ninety (90) percent of the Accepted Contract Amount, less provisional sums, has been certified for payment, or on the \_\_\_ day of \_\_\_\_\_, 2\_\_\_,<sup>2</sup> whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

6. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

\_\_\_\_\_  
[Name of Authorized Official, signature(s) and seals/stamps]

**Note:** All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

<sup>1</sup>The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency of the advance payment as specified in the Contract.

<sup>2</sup> Insert the expected expiration date of the Time for Completion. The Employer should note that in the event of an extension of the time for completion of the Contract, the Employer would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee.

**FORM NO. 8 BENEFICIAL OWNERSHIP DISCLOSURE FORM  
(Amended and issued pursuant to PPRA CIRCULAR No. 02/2022)**

**INSTRUCTIONS TO TENDERERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM**

*This Beneficial Ownership Disclosure Form (“Form”) is to be completed by the successful tenderer pursuant to Regulation 13 (2A) and 13 (6) of the Companies (Beneficial Ownership Information) Regulations, 2020. In case of joint venture, the tenderer must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.*

*For the purposes of this Form, a Beneficial Owner of a Tenderer is any natural person who ultimately owns or controls the legal person (tenderer) or arrangements or a natural person on whose behalf a transaction is conducted, and includes those persons who exercise ultimate effective control over a legal person (Tenderer) or arrangement.*

Tender Reference No.: \_\_\_\_\_ [insert identification  
no] Name of the Tender Title/Description: \_\_\_\_\_ [insert name of the  
assignment] to: \_\_\_\_\_ [insert complete name of Procuring Entity]

In response to the requirement in your notification of award dated \_\_\_ [insert date of notification of award] to furnish additional information on beneficial ownership: \_\_\_\_\_ [select one option as applicable and delete the options that are not applicable]

I) We here by provide the following beneficial ownership information.

**Details of beneficial ownership**

	Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)
<b>1.</b>	Full Name		Directly----- ----- % of shares	Directly..... .....% of voting rights	1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes -----No----- 2. Is this right held directly or indirectly?:  Direct..... .....  Indirect..... .....	1. Exercises significant influence or control over the Company body of the Company (tenderer)  Yes -----No-- --  2. Is this influence or control exercised directly or indirectly?  Direct..... .....  Indirect..... .....
	National identity card number or Passport number					
	Personal Identification Number (where applicable)		Indirectly---- ----- % of shares	Indirectly----- % of voting rights		
	Nationality					
	Date of birth [dd/mm/yyyy]					
	Postal address					
	Residential address					
	Telephone number					
	Email address					
	Occupation or profession					

Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)
2.	Full Name	Directly----- ----- % of shares  Indirectly---- ----- % of shares	Directly..... .....% of voting rights  Indirectly----- % of voting rights	1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes ----No---- 2. Is this right held directly or indirectly?:  Direct..... .....  Indirect..... .....	1. Exercises significant influence or control over the Company body of the Company (tenderer) Yes ----No-- --  2. Is this influence or control exercised directly or indirectly?  Direct..... .....  Indirect..... ...
	National identity card number or Passport number				
	Personal Identification Number (where applicable)				
	Nationality(ies)				
	Date of birth [dd/mm/yyyy]				
	Postal address				
	Residential address				
	Telephone number				
	Email address				
	Occupation or profession				
3.					
et c.					

II) Am fully aware that beneficial ownership information above shall be reported to the Public Procurement Regulatory Authority together with other details in relation to contract awards and shall be maintained in the Government Portal, published and made publicly available pursuant to Regulation 13(5) of the Companies (Beneficial Ownership Information) Regulations, 2020.(Notwithstanding this paragraph Personally Identifiable Information in line with the Data Protection Act shall not be published or made public). *Note that Personally Identifiable Information (PII) is defined as any information that can be used to distinguish one person from another and can be used to deanonymize previously anonymous data. This information includes National identity card number or Passport number, Personal Identification Number, Date of birth, Residential address, email address and Telephone number.*

III) In determining who meets the threshold of who a beneficial owner is, the Tenderer must consider a natural person who in relation to the company:

- (a) holds at least ten percent of the issued shares in the company either directly or indirectly;
- (b) exercises at least ten percent of the voting rights in the company either directly or indirectly;
- (c) holds a right, directly or indirectly, to appoint or remove a director of the company; or
- (d) exercises significant influence or control, directly or indirectly, over the company.

IV) What is stated to herein above is true to the best of my knowledge, information and belief.

Name of the Tenderer: .....\*[insert complete name of the Tenderer]\_\_\_\_\_

Name of the person duly authorized to sign the Tender on behalf of the Tenderer: \*\* [insert complete name of person duly authorized to sign the Tender]

Designation of the person signing the Tender: ..... [insert complete title of the person signing the Tender]

Signature of the person named above: ..... [insert signature of person whose name and capacity are shown above]

Date this ..... [insert date of signing] day of..... [Insert month], [insert year]

Bidder Official Stamp

**FORM NO. 9 – CERTIFICATE OF TENDERER’S VISIT TO SITE**



**PREVENTIVE MAINTENANCE OF ICT EQUIPMENT AND RELATED ACCESSORIES AT THE KeRRA HEAD OFFICE AND 47 REGIONAL OFFICES**

**TENDER NO.: KeRRA/08/38/08/2024 – 2025**

**KENYA RURAL ROADS AUTHORITY**

**CERTIFICATE OF TENDERER’S VISIT TO SITE**

**(17<sup>th</sup> January, 2025 – 3<sup>rd</sup> February, 2025)**

This is to certify that the named bidder visited the office and has been shown all the areas as required in the tender document for tendering purposes.

[Bidder’s *Name*].....

Represented by (Director / Authorized Agent’s name)

.....

This pre-tender site visit was held at: (Head Office/Region Name).....

On ....., 2025

Signed..... (Employer’s Representative, KeRRA)

KeRRA Stamp.....

***NOTE: This form is to be completed at the time of the site visit.***