

KENET RFP/ET/01/2021-22:

**Supply Installation, Test and Commissioning of Remote Teaching
Infrastructure at Selected KENET Member Institutions**

Submission Deadline: October 6, 2021

1. Background

The Kenya Education Network Trust (KENET) (<http://www.kenet.or.ke>) is a not-for-profit membership organization that was constituted as a Trust in the year 2000. It is governed by a Trust Deed of 2000, the First Supplemental Trust Deed of 2013 and the Second Supplemental Trust Deed of 2020. KENET is recognized by Global Internet Governance Organizations (e.g., AFRINIC and ICANN) and the Global Research and Education Community and is also endorsed by the Ministry of Education in Kenya as the National Research and Education Network (NREN) of Kenya. KENET is governed by a 13- member Board of Trustees (BoT) assisted by a 13-member Management Board (MB) (<https://www.kenet.or.ke/node/11>).

As an NREN, KENET provides Research and Education or REN services that include high-speed Internet and cloud services to a private community of about 185-member institutions. The members include public and private universities, research institutes, TVETs and other Governmental organizations that support research and educational institutions in Kenya.

In addition, KENET catalyses transformation of research and educational technology by building research and education communities consisting of faculty and researchers (also called Special Interest Groups), in priority academic areas of agriculture, computer science, engineering and medicine. It also funds catalytic research and innovations in STEM areas through research mini grants awarded to university collaborative teams.

KENET seeks to equip four classrooms at two member institutions with remote teaching infrastructure with an overall objective of reducing the cost of teaching multiple classes by adopting smart teaching technologies and integration of the KENET Web conferencing platform.

2. KENET Remote Teaching Infrastructure Requirements

The remote teaching requirements are provided in two (2) LOTs as follows:

LOT 1: Supply, Installation, Test and Commissioning of Remote Teaching Infrastructure in two classrooms at Technical University of Mombasa (TUM) main and Kwale campuses

This shall specifically cover supply, installation, test and commissioning of audio-visual infrastructure and integration with the KENET Web Conferencing platform in one classroom at TUM main campus and one classroom at TUM Kwale campus.

LOT 2: Supply Installation Test and Commissioning of Remote Teaching Infrastructure in two classrooms at St. Paul's University (SPU) Limuru and Nakuru campuses

This shall specifically cover supply, installation, test and commissioning of audio-visual infrastructure and integration with the KENET Web Conferencing platform in one classroom at SPU Limuru campus and one classroom at SPU Nakuru campus.

1. LOT 1: Supply, Installation, Test and Commissioning of Remote Teaching Infrastructure in two classrooms at Technical University of Mombasa (TUM) main and Kwale campuses

Table 1: Lot 1 Requirements

No.	Item	Qty
1	Logitech Pro 2 conference camera VHD PTZ USB 2.0 –	2
2	Dell Latitude 3310 with 15.6”, intel i5 8GB RAM, 256GB SSD or equivalent	2
3	Phoenix Octopus intelligent microphone mixer	2
4	Reference amplifier /ITC MT60	2
5	JBL Control 29AV speaker	4
6	Shure BLX 14/P31 Headset wireless microphone	2
7	Shure BLX 14/P58 Handheld wireless microphone with mounting	4
8	Samsung 50” LED TV display with at-least 2 HDMI ports	2
9	Power extension cables	6
10	Kanex PRO 5x1 HDMI switcher HDMI	2
12	Epson LCD Projector minimum 3000 Lumens (Epson EB-X51 XGA 3LCD Projector) or equivalent	2
13	Plasma Screen mounting bracket	2
14	Projector mount	2
15	Projector cage	2
16	HDMI Splitter	2
17	Electric/motorized projection Screen	2
18	HDMI Cable (Appropriate lengths)	6
19	12U Cabinets	2
20	Ubiquiti UAP-LR Indoor Wireless Access Points	2
21	Wooden podium 36” * 20” with two shelves	2
22	Installation accessories	Lot
23	Installation, Testing, training and commissioning	Lot

2. LOT 2: Supply, Installation, Test and Commissioning of Remote Teaching Infrastructure in two classrooms at St. Paul's University (SPU) Limuru and Nakuru campuses.

Table 2: Lot 2 Requirements

No.	Item	Qty
1	Logitech Pro 2 conference camera VHD PTZ USB 2.0 –	2
2	Dell Latitude 3310 with 15.6”, intel i5 8GB RAM, 256GB SSD or equivalent	2
3	Phoenix Octopus intelligent microphone mixer	2
4	Reference amplifier /ITC MT60	2
5	JBL Control 29AV speaker	4
6	Shure BLX 14/P31 Headset wireless microphone	2
7	Shure BLX 14/P58 Handheld wireless microphone with mounting	4
8	Samsung 50” LED TV display with at-least 2 HDMI ports	2
9	Power extension cables	6
10	Kanex PRO 5x1 HDMI switcher HDMI	2
12	Epson LCD Projector 3000Lumens (Epson EB-X51 XGA 3LCD Projector) or equivalent	2
13	Plasma Screen mounting bracket	2
14	Projector mount	2
15	Projector cage	2
16	HDMI Splitter	2
17	Electric/motorized projection Screen	2
18	HDMI Cable (Appropriate lengths)	6
19	12U Cabinets	2
20	Wooden podium 36” * 20” with two shelves	2
21	Ubiquiti UAP-IR Indoor Wireless access point	2
22	Installation accessories	Lot
23	Installation, Testing, training and commissioning	Lot

3. Evaluation Criteria

The evaluation criteria shall be as follows:

1. Preliminary evaluation based on the mandatory requirements as shown in Table 3
2. Financial evaluation - shall be based on the bid price and the financial capacity/strength to execute the contract which shall be established from the audited copies of financial statements.

Note:

Any bidder that fails at one stage shall not proceed to the next evaluation stage. The flow of evaluation will be as enumerated above. Award shall be to the most responsive bidder and not necessarily the lowest bidder.

A. Mandatory Preliminary Requirements – applicable to the two LOTs

The Request for Proposal (RFP) document is for the procurement of “Supply Installation, Test and Commissioning of Remote Teaching Infrastructure at Selected KENET Member Institutions”. The award shall be based on LOTs.

Bidders must comply fully with the mandatory requirements set out in Table 3.

Table 3: Mandatory Requirements

No	Required Item	Comply/ Not Comply	Comments
1	Must have a valid Certificate of Incorporation/Registration		
2	Must have a valid PIN/VAT Certificate and a valid Tax Compliance Certificate.		
3	Valid Business permit		
4	Must submit copies of the audited accounts for the last three financial years Financial strength of the bidder- i. Working capital for the latest financial year should be positive ii. Must be financially secure with liquidity ratio of not less than 1:1.		
5	Must give a list of 3 (three) corporate clients whom they have installed similar audio-visual infrastructure for the last five years. Evidence in form of LPO/Contracts and reference letters from the clients must be provided.		
6	Tender Security 2% of the bid price in the form of a unconditional demand guarantee issued by a reputable bank licensed and regulated by the Central Bank of Kenya. The tender security MUST remain valid for 30 days beyond the quotation validity.		
7	Signed site visit form: 1. Pre bid Meeting 2. Site access form per LOT		

8	Equipment Warranty and 6 months post installation support undertaking		
Recommendation			

B. Financial Evaluation

The bids that qualify at the preliminary evaluation stage will be subjected to financial evaluation where the lowest total cost bidder will be considered for award of the tender.

Notes under financial submission

All costs should be inclusive of applicable taxes.

4. SUBMISSION OF QUOTATIONS

Bidders are encouraged to send a confirmation email indicating their intention to participate in the tender process by sending an email to procurement@kenet.or.ke with the subject ***"Intention to Participate: RFP/ET/01/2021-22 Supply Installation, Test and Commissioning of Remote Teaching Infrastructure at Selected KENET Member Institutions "***.

On-Site Pre-Bid Meeting

Bidders will be required to conduct a site visit to the respective sites to conduct a site survey. The signed and filled site access form should accompany the bid response.

Bidders must provide online submissions via external download link that is password protected. Notifications for submission of quotations must be received via email on or before the bid submission deadline of **October 6, 2021 at 12:00 Noon**. All email notifications of submissions MUST be sent to procurement@kenet.or.ke.

Submissions shall comply with the following guidelines:

- All submissions MUST be accompanied by an email with detail of the download link and password. Email notifications shall be sent to procurement@kenet.or.ke
- All submissions MUST indicate in the subject the tender name
- In the body of the email notification, the name of the consultant/ bidding company MUST be indicated
- Bidders can opt to compress or archive their file upload in one of the following file archival formats; **.ZIP, .TAR or .GZIP**. All other file archival or compression formats shall NOT be accepted
- The download link MUST remain valid for 60 days and the submitted documents accessible within 60 days from the submission deadline date.
- Quoted prices MUST be valid for 90 days and above.
- Currency – Kenya Shillings

KENET shall send email response to confirm receipt of each submission. Printed hard copy submissions shall not be accepted.

Conflicts of interest will lead to automatic disqualification; these events are described as follows:

- a. Any event(s) influencing the capacity of a candidate, bidder or contractor to give an objective and impartial professional opinion, or preventing him, at any moment, from giving priority to the interest of KENET and its members.
- b. Receipt or granting of any consideration relating to possible contracts in the future or conflict with other commitments, past, present, of a candidate, bidder or contractor, or any conflict with their owner interests.
- c.

Note:

- a. Failure to submit any item or any deviation from conditions under the Request for Proposal (RFP) document shall lead to automatic disqualification.
- b. The Trust reserves the right to accept or reject any or all proposals, either in whole or in part.

5. CLARIFICATIONS OR INQUIRIES

For any inquiries concerning the RFP, please contact KENET procurement office via email on procurement@kenet.or.ke

6. AMENDMENT OF RFP DOCUMENTS

At any time prior to the deadline for submission of proposals, KENET, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the RFP documents by amendment. All prospective bidders will be notified of the amendment in writing. KENET may, at its discretion, extend the deadline, if deemed necessary, to allow bidders reasonable time to take the amendment into account.

7. PERFORMANCE SECURITY

Within twenty-eight (28) days of receipt of notification of award, the successful bidder shall furnish the procuring entity with a performance security. The performance security amount shall be 2% of the bid price. The performance security shall be in the form of unconditional demand bank guarantee issued by a reputable bank licensed and regulated by the Central Bank of Kenya.

8. ADDITIONAL REQUIRED INFORMATION

When responding to the RFP, please ensure the following information is supplied in each proposal:

Appendix A: Vendor's Declaration

Appendix B: Reference List

9. APPENDICES

Appendix A

Bidder's Declaration

We/I the undersigned in the capacity of for (name of the company/firm/individual) certify that the bidder is not in any of the following situations:

- a) Bankruptcy; are the subject of proceedings for a declaration of bankruptcy, or of an order for compulsory winding up or administration by court, or of any other similar proceedings;
- b) Payments to us have been suspended in accordance with the judgement or a court other than a judgement declaring bankruptcy as resulting, in accordance with our national laws, in the total or partial loss of the right to administer and dispose of our property;
- c) Legal proceedings have been instituted against us involving an order suspending payments and which may result, in accordance with our national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of our property.
- d) Are being wound up or our affairs are being administered by court, or have entered into an arrangement with creditors, or have suspended business activities or are subject to an injunction against running business by a court of law;
- e) Have been convicted by a final judgment of any crime or offence concerning our/my professional conduct;
- f) Are guilty of serious misrepresentation with regard to information required for participating in an invitation to RFP or execution of a RFP already awarded; and
- g) Are in breach of contract on another contract with the Government of Kenya or other local or international contracting authority or foreign government.
- h) Have been convicted of an offence concerning our/my professional conduct by a court of law or found guilty of grave professional misconduct.

If the bidder is in any of the above listed situations, kindly attach documents giving details of the situation.

Name in full: (.....)

Duly authorized to sign this bid on behalf of (bidder's name):

(.....)

Place and date: (.....)

Stamp of the firm/company:

Appendix B

Reference List

Please provide a minimum of three (3) references that are comparable in size and scope of this project who can be contacted by KENET.

No contact will be made with the vendor's reference sites until approval has been obtained from the vendor reference site by the vendor.

Vendor Name: _____

Top three Clients in the Last Five Years

DETAILS	CLIENT 1
Client Name	
Client Address	
Contact Name	
Contact Title	
Contact Phone No	
Brief description of work done and gross premium	
DETAILS	CLIENT 2
Client Name	
Client Address	
Contact Name	
Contact Title	
Contact Phone No	
Brief description of work done and gross premium	
DETAILS	CLIENT 3
Client Name	
Client Address	
Contact Name	
Contact Title	
Contact Phone No	
Brief description of work	

done and gross premium	
------------------------	--

APPENDIX C

PRICE SCHEDULE

No.	Item	Qty	Unit Price KES	Total Exclusive of VAT (KES)	VAT 16% (KES)	Total Inclusive of VAT (KES)
1	Logitech Pro 2 conference camera VHD PTZ USB 2.0 –	2				
2	Dell Latitude 3310 with 15.6”, intel i5 8GB RAM, 256GB SSD or equivalent	2				
3	Phoenix Octopus intelligent microphone mixer	2				
4	Reference amplifier /ITC MT60	2				
5	JBL Control 29AV speaker	4				
6	Shure BLX 14/P31 Headset wireless microphone	2				
7	Shure BLX 14/P58 Handheld wireless microphone with mounting	4				
8	Samsung 50” LED TV display with at-least 2 HDMI ports	2				
9	Power extension cables	6				
10	Kanex PRO 30mm HDMI and VGA ports	2				
12	Epson LCD Projector 3000 Lumens or equivalent	2				
13	Plasma Screen mounting bracket	2				
14	Projector mount	2				
15	Projector cage	2				
16	HDMI Splitter	2				
17	Electric/motorized projection Screen	2				
18	HDMI Cable (Appropriate lengths)	6				
19	12U Cabinets	2				
20	Wooden podium 36” * 20” with two shelves	2				
21	Installation accessories	Lot				
22	Installation, Testing, training and commissioning	Lot				

APPENDIX D:

SURVEY FORM

Site Survey Form (Fill in Duplicate)

Site Survey Form for new connections

KENET Member Site Name:

Date of Survey

Name of Firm.....

Names of Bidders survey officers;

3. Name Tel **no**
.....

Email Signature

4. Name Tel **no**
.....

Email Signature

5. Name Tel **no**
.....

Email Signature

Signature of Site Contact Person;

Name of Contact person:

Tel no

Email Signature

Date:.....