



**SUPPLY OF PARTS AND REHABILITATION OF  
2No.CAROUSELS AT TERMINAL IC OF JOMO KENYATTA  
INTERNATIONAL AIRPORT**

**TENDER NO. KAA/OT/JKIA/0039/2020-2021**

**NOVEMBER 2020**

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MANAGING DIRECTOR  
KENYA AIRPORTS AUTHORITY  
P.O. BOX 19001 - 00501  
NAIROBI

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GENERAL MANAGER (P&ES)  
KENYA AIRPORTS AUTHORITY  
P.O. BOX 19001 - 00501  
NAIROBI

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## SECTION I: INVITATION FOR TENDERS

**Tender No.:** KAA/OT/JKIA/0039/2020-2021      **DATE:** 3<sup>RD</sup> NOVEMBER 2020

**Tender Name:** **Supply of Parts and Rehabilitation of 2No.Carousels at Terminal IC of Jomo Kenyatta International Airport**

- I.1 Kenya Airports Authority invites you to submit sealed bid online for the **Supply of Parts and Rehabilitation of 2No.Carousels at Terminal IC of Jomo Kenyatta International Airport.**
- I.2 Interested eligible candidates may obtain further information and inspect tender documents at the office of the General Manager (Procurement & Logistics), 2<sup>nd</sup> Floor, Kenya Airports Authority Headquarters complex, P. O. Box 19001-00501 Nairobi, during normal working hours.
- I.3 A complete set of Tender documents are downloadable from the KAA supplier login screen using the link <https://www.kaa.go.ke/corporate/procurement/>.
- I.4 Upon accessing the tender documents, interested bidders shall respond to the tender online using the following link <https://suppliers.kaa.go.ke/irj/portal>. For interested bidders who are not in KAA system and therefore do not have login credentials should contact KAA procurement through email: [tenders@kaa.go.ke](mailto:tenders@kaa.go.ke) for login credentials early enough and not later than 3 days before tender closing date.
- I.5 All Prices quoted should be inclusive of all costs and taxes and must be in Kenya shillings and shall remain valid for 120 days from the closing date of Tender.
- I.6 Completed Tender documents and its attachments must be submitted online before the closing date. All relevant submission documents must be attached on the login screen (Technical Proposal on Cfolder under technical Rfx Response system will lead you to the second screen (Cfolder) where the system creates a folder specific to you for uploading your response documents. Do not click and attach your documents on collaboration folder. Click on “Tech Bid” the system will allow you to create a document, Click “create” button and attach the documents and Financial Proposal on Price Submission Screen). A step by step manual/guide is available for downloading using the link <https://www.kaa.go.ke/corporate/procurement/manuals/>



- 1.7 The tender shall be submitted online on or before **12<sup>th</sup> November 2020 at 11.00 am**. Late bids shall be rejected.
- 1.8 Tenders will be opened online immediately thereafter at the Conference Room, 1<sup>st</sup> Floor, Kenya Airports Authority Headquarters complex building. Thereafter, a copy of the opening register will be sent to all participating bidders through the email.
- 1.9 A Site visit will be based on prior booking where bidders will be required to request through the email address, [tenders@kaa.go.ke](mailto:tenders@kaa.go.ke) .
- 1.10 Any additional information, addendums or clarifications in respect to this tender will be available in our KAA website All bidders are advised to regularly check the website during the bidding period.
- 1.11 Canvassing for the tender by the tenderer or by proxy shall lead to automatic disqualification of their tender

**GENERAL MANAGER  
PROCUREMENT & LOGISTICS  
FOR: MANAGING DIRECTOR/CEO**

## SECTION II: INSTRUCTIONS TO TENDERERS

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**Note:** The tenderer must comply with the following conditions and instructions and failure to do so is liable to result in rejection of the tender.

## **GENERAL**

### **I. Definitions**

- (a) **“Tenderer”** means any person or persons partnership firm or company submitting a sum or sums in the Bills of Quantities in accordance with the Instructions to Tenderers, Conditions of Contract Parts I and II, Specifications, Drawings and Bills of Quantities for the work contemplated, acting directly or through a legally appointed representative.
- (b) **“Approved tenderer”** means the tenderer who is approved by the Employer.
- (c) Any noun or adjective derived from the word **“tender”** shall be read and construed to mean the corresponding form of the noun or adjective **“bid”**. Any conjugation of the verb “tender” shall be read and construed to mean the corresponding form of the verb “bid.”
- (d) **“Employer”** means a Central Government Ministry, Local Authority, State Corporation or any other Public Institution.

### **2. Eligibility and Qualification Requirements**

- 2.1 This invitation to tender is open to all tenderers who are eligible as stated in the appendix.
- 2.2 The procuring entity’s employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
- 2.3 To be qualified for award of Contract, the tenderer shall provide evidence satisfactory to the Employer of their eligibility under Sub clause 2.1 above and of their capability and adequacy of resources to effectively carry out the subject Contract. To this end, the tenderer shall be required to update the following information already submitted during prequalification: -
  - (a) Details of experience and past performance of the tenderer on the works of a similar nature within the past five years and details of current work on hand and other contractual commitments.
  - (b) The qualifications and experience of key personnel proposed for administration and execution of the contract, both on and off site.
  - (c) Major items of construction plant and equipment proposed for use in carrying out the Contract. Only reliable plant in good working order and suitable for the work required of it shall be shown on this schedule. The tenderer will also indicate on this schedule when each item will be available on the Works. Included also should be a schedule of plant,



equipment and material to be imported for the purpose of the Contract, giving details of make, type, origin and CIF value as appropriate.

- (d) Details of subcontractors to whom it is proposed to sublet any portion of the Contract and for whom authority will be requested for such subletting in accordance with clause 4 of the Conditions of Contract.
- (e) A draft Program of Works in the form of a bar chart and Schedule of Payment which shall form part of the Contract if the tender is accepted. Any change in the Program or Schedule shall be subjected to the approval of the Engineer.
- (f) Details of any current litigation or arbitration proceedings in which the Tenderer is involved as one of the parties.

## **2.4 Joint Ventures**

Tenders submitted by a joint venture of two or more firms as partners shall comply with the following requirements: -

- (a) The tender, and in case of a successful tender, the Form of Agreement, shall be signed so as to be legally binding on all partners.
- (b) One of the partners shall be nominated as being in charge; and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners.
- (c) The partner in charge shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the joint venture and the entire execution of the Contract including payment shall be done exclusively with the partner in charge.
- (d) All partners of the joint venture shall be liable jointly and severally for the execution of the Contract in accordance with the Contract terms, and a relevant statement to this effect shall be included in the authorization mentioned under (b) above as well as in the Form of Tender and the Form of Agreement (in case of a successful tender).
- (e) A copy of the agreement entered into by the joint venture partners shall be submitted with the tender.

## **2.5 To qualify for contract awards, the tenderer shall have the following:**

- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- (b) Legal capacity to enter into a contract for procurement
- (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.

(d) Shall not be debarred from participating in public procurement.

### **3. Cost of Tendering**

- 3.1 The tenderer shall bear all costs associated with the preparation and submission of his tender and the Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 3.2 The price to be charged for the tender document shall not be applicable
- 3.3 The procuring entity shall allow the tenderer to view the tender document free of charge before purchase.
- 3.4 Tender documents may also be downloaded from KAA website [kaa.go.ke](http://kaa.go.ke)

### **4. Site Visit**

- 4.1 The tenderer is advised to visit and examine the Site and its surroundings and obtain for himself on his own responsibility, all information that may be necessary for preparing the tender and entering into a contract. The costs of visiting the Site shall be the tenderer's own responsibility.
- 4.2 The tenderer and any of his personnel or agents will be granted permission by the Employer to enter upon premises and lands for the purpose of such inspection, but only upon the express condition that the tenderer, his personnel or agents, will release and indemnify the Employer from and against all liability in respect of, and will be responsible for personal injury (whether fatal or otherwise), loss of or damage to property and any other loss, damage, costs and expenses however caused, which but for the exercise of such permission, would not have arisen.
- 4.3 The Employer shall organize a site visit at a date to be notified. A representative of the Employer will be available to meet the intending tenderers at the Site.

Tenderers must provide their own transport. The representative will not be available at any other time for site inspection visits.

Each tenderer shall complete the Certificate of Tenderer's Visit to the Site, whether he in fact visits the Site at the time of the organized site visit or by himself at some other time.

## **TENDER DOCUMENTS**

### **5. Tender Documents**

- 5.1 The Tender documents comprise the documents listed here below and should be read together with any Addenda issued in accordance with Clause 7 of these instructions to tenderers.

- a. Form of Invitation for Tenders
- b. Instructions to Tenderers
- c. Form of Tender
- d. Appendix to Form of Tender
- e. Form of Tender Surety
- f. Statement of Foreign Currency Requirements
- g. Form of Performance Security
- h. Form of Agreement
- i. Form of Advance payment Bank Guarantee
- j. Schedules of Supplementary Information
- k. General Conditions of Contract – Part I
- l. Conditions of Particular Application – Part II
- m. Specifications
- n. Bills of Quantities
- o. Drawings
- p. Declaration Form

5.2 The tenderer is expected to examine carefully all instructions, conditions, forms, terms, specifications and drawings in the tender documents. Failure to comply with the requirements for tender submission will be at the tenderer's own risk. Pursuant to clause 22 of Instructions to Tenderers, tenders which are not substantially responsive to the requirements of the tender documents will be rejected.

5.3 All recipients of the documents for the proposed Contract for the purpose of submitting a tender (whether they submit a tender or not) shall treat the details of the documents as "private and confidential".

## **6. Inquiries by tenderers**

6.1 A tenderer making inquiries relating to the tender documents may notify the Employer in writing or by telex, cable or facsimile at the Employer's mailing address indicated in the Invitation to Tender. The Employer will respond in writing to any request for clarification which he receives earlier than 7 days prior to the deadline for the submission of tenders. Written copies of the Employer's response (including the query but without identifying the source of the inquiry) will be sent to all prospective tenderers who have purchased the tender documents.

6.2 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the deadline for submission of tenders.

6.3 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

## **7. Amendment of Tender Documents**

- 7.1 At any time prior to the deadline for submission of tenders the Employer may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective tenderer, modify the tender documents by issuing Addenda.
- 7.2 Any Addendum will be notified in writing or by cable, telex or facsimile to all prospective tenderers who have purchased the tender documents and will be binding upon them.
- 7.3 In order to allow prospective tenderers reasonable time in which to take the Addendum into account in preparing their tenders, the Employer may, at his discretion, extend the deadline for the submission of tenders.

## **PREPARATION OF TENDERS**

### **8. Language of Tender**

- 8.1 The tender and all correspondence and documents relating to the tender exchanged between the tenderer and the Employer shall be written in the English language. Supporting documents and printed literature furnished by the tenderer with the tender may be in another language provided they are accompanied by an appropriate translation of pertinent passages in the above stated language. For the purpose of interpretation of the tender, the English language shall prevail.

### **9. Documents Comprising the Tender**

- 9.1 The tender to be prepared by the tenderer shall comprise: -
  - i. The form of tender and appendix thereto.
  - ii. A tender security.
  - iii. The priced Bill of Quantity and Schedule.
  - iv. The information on eligibility and qualification.
  - v. Any other materials required to be completed and submitted in accordance with the instructions to tenderers.

The Forms, Bills of Quantities and Schedules provided in the tender documents shall be used without exception (subject to extensions of the schedules in the same format and to the provisions of clause 13.2 regarding the alternative forms of Tender Surety).

### **10. Tender Prices**

- 10.1 All the insertions made by the tenderer shall be made in INK and the tenderer shall clearly form the figures. The relevant space in the Form of Tender and Bills of Quantities shall be completed accordingly without interlineations or erasures except those necessary to correct errors made by the tenderer in

which case the erasures and interlineations shall be initialed by the person or persons signing the tender.

- 10.2 A price or rate shall be inserted by the tenderer for every item in the Bills of Quantities whether the quantities are stated or not. Items against which no rate or price is entered by the tenderer will not be paid for by the Employer when executed and shall be deemed covered by the rates for other items and prices in the Bills of Quantities.

The prices and unit rates in the Bills of Quantities are to be the full [all-inclusive] value of the work described under the items, including all costs and expenses which may be necessary and all general risks, liabilities and obligations set forth or implied in the documents on which the tender is based. All duties and taxes and other levies payable by the Contractor under the Contract or for any other cause prior to the deadline for the submission of tenders, shall be included in the rates and prices and the total tender prices submitted by the Tenderer.

Each price or unit rate inserted in the Bills of Quantities should be a realistic estimate for completing the activity or activities described under that particular item and the tenderer is advised against inserting a price or rate against any item contrary to this instruction.

Every rate entered in the Bills of Quantities, whether or not such rate be associated with a quantity, shall form part of the Contract. The Employer shall have the right to call for any item of work contained in the Bills of Quantities, and such items of work to be paid for at the rate entered by the tenderer and it is the intention of the Employer to take full advantage of unbalanced low rates.

- 10.3 Unless otherwise specified the tenderer must enter the amounts representing 10% of the sub-total of the summary of the Bills of Quantities for Contingencies and Variation of Prices [V.O.P.] payments in the summary sheet and add them to the sub-total to arrive at the tender amount.
- 10.4 The tenderer shall furnish with his tender written confirmation from his suppliers or manufacturers of unit rates for the supply of items listed in the Conditions of Contract clause 47 where appropriate.
- 10.5 The rates and prices quoted by the tenderer are subject to adjustment during the performance of the Contract only in accordance with the provisions of the Conditions of Contract. The tenderer shall complete the schedule of basic rates and shall submit with his tender such other supporting information as required under clause 47 of the Conditions of Contract Part II.

## **11. Currencies of Tender and Payment**

- 11.1 Tenders shall be priced in Kenya Shillings and the tender sum shall be in Kenya Shillings.

- 11.2 Tenderers are required to indicate in the Statement of Foreign Currency Requirements, which forms part of the tender, the foreign currency required by them. Such currency should generally be the currency of the country of the tenderer's main office. However, if a substantial portion of the tenderer's expenditure under the Contract is expected to be in countries other than his country of origin, then he may state a corresponding portion of the contract price in the currency of those other countries. However, the foreign currency element is to be limited to two (2) different currencies and a maximum of 30% (thirty percent) of the Contract Price.
- 11.3 The rate or rates of exchange used for pricing the tender shall be selling rate or rates of the Central Bank ruling on the date thirty (30) days before the final date for the submission of tenders.
- 11.4 Tenderers must enclose with their tenders, a brief justification of the foreign currency requirements stated in their tenders.

## **12. Tender Validity**

- 12.1 The tender shall remain valid and open for acceptance for a period of sixty (60) days from the specified date of tender opening or from the extended date of tender opening (in accordance with clause 7.4 here above) whichever is the later.
- 12.2 In exceptional circumstances prior to expiry of the original tender validity period, the Employer may request the tenderer for a specified extension of the period of validity. The request and the responses thereto shall be made in writing or by cable, telex or facsimile. A tenderer may refuse the request without forfeiting his Tender Surety. A tenderer agreeing to the request will not be required nor permitted to modify his tender, but will be required to extend the validity of his Tender Surety correspondingly.

## **13. Tender Security**

- 13.1 The tenderer shall furnish as part of his tender, a Tender Security in the amount and form stated in the Appendix to Instructions to Tenderers.
- 13.2 The tender security shall not exceed 2 percent of the tender price.
- 13.3 The tender security shall be valid for at least thirty (30) days beyond the tender validity period.

The format of the Surety shall be in accordance with the sample form of Tender Surety included in these tender documents; other formats may be permitted subject to the prior approval of the Employer. The Tender Surety shall be valid for thirty (30) days beyond the tender validity period.

- 13.4 Any tender not accompanied by an acceptable Tender Surety will be rejected by the Employer as non-responsive.

13.5 The Tender Sureties of unsuccessful tenderers will be returned as promptly as possible, but not later than fourteen (14) days after concluding the Contract execution and after a Performance Security has been furnished by the successful tenderer. The Tender Surety of the successful tenderer will be returned upon the tenderer executing the Contract and furnishing the required Performance Security.

13.6 The Tender Surety may be forfeited:

- (a) if a tenderer withdraws his tender during the period of tender validity:  
or
- (b) in the case of a successful tenderer, if he fails
  - (i) to sign the Agreement, or
  - (ii) to furnish the necessary Performance Security
- (c) if a tenderer does not accept the correction of his tender price pursuant to clause 23.

#### **14. No Alternative Offers**

14.1 The tenderer shall submit an offer which complies fully with the requirements of the tender documents unless otherwise provided for in the appendix.

Only one tender may be submitted by each tenderer either by himself or as partner in a joint venture.

14.2 The tenderer shall not attach any conditions of his own to his tender. The tender price must be based on the tender documents. The tenderer is not required to present alternative construction options and he shall use without exception, the Bills of Quantities as provided, with the amendments as notified in tender notices, if any, for the calculation of his tender price.

Any tenderer who fails to comply with this clause will be disqualified.

#### **15. Pre-Tender Meeting**

15.1 If a pre tender meeting is convened the tenderer's designated representative is invited to attend a pre-tender meeting, which if convened, will take place at the venue and time stated in the Invitation to Tender. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.

15.2 The tenderer is requested as far as possible to submit any questions in writing or by cable, to reach the Employer not later than seven days before the meeting. It may not be practicable at the meeting to answer questions received late, but questions and responses will be transmitted in accordance with the following:

- (a) Minutes of the meeting, including the text of the questions raised and the responses given together with any responses prepared after the meeting will be transmitted without delay to all purchasers of the tender documents. Any modification of the tender documents listed in – Clause 9 which may become necessary as a result of the pre-tender meeting shall be made by the Employer exclusively through the issue of a tender notice pursuant to Clause 7 and not through the minutes of the pre-tender meeting.
- (b) Non attendance at the pre-tender meeting will not be cause for disqualification of a bidder.

**16. Format and Signing of Tenders**

- 16.1 The tenderer shall prepare his tender as outlined in clause 9 above and mark appropriately one set “ORIGINAL” and the other “COPY”.
- 16.2 The copy of the tender and Bills of Quantities shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the tenderer. All pages of the tender where amendments have been made shall be initialed by the person or persons signing the tender.
- 16.3 The complete tender shall be without alterations, interlineations or erasures, except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

**SUBMISSION OF TENDERS**

**17. Sealing and Marking of Tenders**

- 17.1 The tenderer shall seal the original and copy of the tender in separated envelopes, duly marking the envelopes as “ORIGINAL” and “COPY”. The envelopes shall then be sealed in an outer envelope.
- 17.2 The inner and outer envelopes shall be addressed to the Employer at the address stated in the Appendix to Instructions to Tenderers and bear the name and identification of the Contract stated in the said Appendix with a warning not to open before the date and time for opening of tenders stated in the said Appendix.
- 17.3 The inner envelopes shall each indicated the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”, while the outer envelope shall bear no mark indicating the identity of the tenderer.
- 17.4 If the outer envelope is not sealed and marked as instructed above, the Employer will assume no responsibility for the misplacement or premature opening of the tender. A tender opened prematurely for this cause will be rejected by the Employer and returned to the tenderer.



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

- 18.1 Tenders must be received by the Employer at the address specified in clause 17.2 and on the date and time specified in the Letter of Invitation, subject to the provisions of clause 7.4, 18.2 and 18.3.

Tenders delivered by hand must be placed in the “tender box” provided in the office of the Employer.

Proof of posting will not be accepted as proof of delivery and any tender delivered after the above stipulated time, from whatever cause arising will not be considered.

- 18.2 The Employer may, at his discretion, extend the deadline for the submission of tenders through the issue of an Addendum in accordance with clause 7, in which case all rights and obligations of the Employer and the tenderers previously subject to the original deadline shall thereafter be subject to the new deadline as extended.
- 18.3 Any tender received by the Employer after the prescribed deadline for submission of tender will be returned unopened to the tenderer.

## **19. Modification and Withdrawal of Tenders**

- 19.1 The tenderer may modify or withdraw his tender after tender submission, provided that written notice of the modification or withdrawal is received by the Employer prior to prescribed deadline for submission of tenders.
- 19.2 The tenderer’s modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions for the submission of tenders, with the inner and outer envelopes additionally marked “MODIFICATION” or “WITHDRAWAL” as appropriate.
- 19.3 No tender may be modified subsequent to the deadline for submission of tenders.
- 19.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the period of tender validity specified on the tender form. Withdrawal of a tender during this interval will result in the forfeiture of the Tender Surety.
- 19.5 Subsequent to the expiration of the period of tender validity prescribed by the Employer, and the tenderer having not been notified by the Employer of the award of the Contract or the tenderer does not intend to conform with the request of the Employer to extend the prior of tender validity, the tenderer may withdraw his tender without risk of forfeiture of the Tender Surety.

## **TENDER OPENING AND EVALUATION**

### **20. Tender Opening**

- 20.1 The Employer will open the tenders in the presence of the tenderers' representatives who choose to attend at the time and location indicated in the Letter of Invitation to Tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.
- 20.2 Tenders for which an acceptable notice of withdrawal has been submitted, pursuant to clause 19, will not be opened. The Employer will examine the tenders to determine whether they are complete, whether the requisite Tender Sureties have been furnished, whether the documents have been properly signed and whether the tenders are generally in order.
- 20.3 At the tender opening, the Employer will announce the tenderer's names, total tender price, tender price modifications and tender withdrawals, if any, the presence of the requisite Tender Surety and such other details as the Employer, at his discretion, may consider appropriate. No tender shall be rejected at the tender opening except for late tenders.
- 20.4 The Employer shall prepare a tender opening register and minutes of the tender opening including the information disclosed to those present.
- 20.5 Tenders not opened and read out at tender opening shall not be considered further for evaluation, irrespective of the circumstances.

### **21. Process to be Confidential**

- 21.1 After the public opening of tenders, information relating to the examination, clarification, evaluation and comparisons of tenders and recommendations concerning the award of Contract shall not be disclosed to tenderers or other persons not officially concerned with such process until the award of Contract is announced.
- 21.2 Any effort by a tenderer to influence the Employer in the process of examination, evaluation and comparison of tenders and decisions concerning award of Contract may result in the rejection of the tenderer's tender.

### **22. Clarification Tenders**

- 22.1 To assist in the examination, evaluation and comparison of tenders, the Employer may ask tenderers individually for clarification of their tenders, including breakdown of unit prices. The request for clarification and the response shall be in writing or by cable, facsimile or telex, but no change in the price or substance of the tender shall be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered by the employer during the evaluation of the tenders in accordance with clause 24.

- 22.2 No Tenderer shall contact the Employer on any matter relating to his tender from the time of the tender opening to the time the Contract is awarded. If the tenderer wishes to bring additional information to the notice of the Employer, he shall do so in writing.

### **23. Determination of Responsiveness**

- 23.1 Prior to the detailed evaluation of tenders, the Employer will determine whether each tender is substantially responsive to the requirements of the tender documents.
- 23.2 For the purpose of this clause, a substantially responsive tender is one which conforms to all the terms, conditions and specifications of the tender documents without material deviation or reservation. A material deviation or reservation is one which affects in any substantial way the scope, quality, completion timing or administration of the Works to be undertaken by the tenderer under the Contract, or which limits in any substantial way, inconsistent with the tender documents, the Employer's rights or the tenderers obligations under the Contract and the rectification of which would affect unfairly the competitive position of other tenderers who have presented substantially responsive tenders.
- 23.3 Each price or unit rate inserted in the Bills of Quantities shall be a realistic estimate of the cost of completing the works described under the particular item including allowance for overheads, profits and the like. Should a tender be seriously unbalanced in relation to the Employer's estimate of the works to be performed under any item or groups of items, the tender shall be deemed not responsive.
- 23.4 A tender determined to be not substantially responsive will be rejected by the Employer and may not subsequently be made responsive by the tenderer by correction of the non-conforming deviation or reservation.

### **24. Correction of Errors**

Tenders determined to be substantially responsive shall be checked by the Employer for any arithmetic errors in the computations and summations. Errors will be corrected by the Employer as follows:

- (a) Where there is a discrepancy between the amount in figures and the amount in words, the amount in words will govern.
- (b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will prevail, unless in the opinion of the Employer, there is an obvious typographical error, in which case adjustment will be made to the entry containing that error.
- (c) The amount stated in the tender will be adjusted in accordance with the above procedure for the correction of errors and, with

concurrence of the tenderer, shall be considered as binding upon the tenderer. If the tenderer does not accept the corrected amount, the tender may be rejected and the Tender Security may be forfeited in accordance with clause 13.

## **25. Conversion to Single Currency**

- 25.1 For compensation of tenders, the tender price shall first be broken down into the respective amounts payable in various currencies by using the selling rate or rates of the Central Bank of Kenya ruling on the date twenty one (21) days before the final date for the submission of tenders.
- 25.2 The Employer will convert the amounts in various currencies in which the tender is payable (excluding provisional sums but including Dayworks where priced competitively) to Kenya Shillings at the selling rates stated in clause 25.1.

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

- 26.1 The Employer will evaluate only tenders determined to be substantially responsive to the requirements of the tender documents in accordance with clause 23.
- 26.2 In evaluating tenders, the Employer will determine for each tender the evaluated tender price by adjusting the tender price as follows:
  - (a) Making any correction for errors pursuant to clause 24.
  - (b) Excluding Provisional Sums and provision, if any, for Contingencies in the Bills of Quantities, but including Day works where priced competitively.
- 26.3 The Employer reserves the right to accept any variation, deviation or alternative offer. Variations, deviations, alternative offers and other factors which are in excess of the requirements of the tender documents or otherwise result in the accrual of unsolicited benefits to the Employer, shall not be taken into account in tender evaluation.
- 26.4 Price adjustment provisions in the Conditions of Contract applied over the period of execution of the Contract shall not be taken into account in tender evaluation.
- 26.5 If the lowest evaluated tender is seriously unbalanced or front loaded in relation to the Employer's estimate of the items of work to be performed under the Contract, the Employer may require the tenderer to produce detailed price analyses for any or all items of the Bills of Quantities, to demonstrate the relationship between those prices, proposed construction methods and schedules. After evaluation of the price analyses, the Employer may require that the amount of the Performance Security set forth in clause 29 be increased at the expense of the successful tenderer to a level sufficient

to protect the Employer against financial loss in the event of subsequent default of the successful tenderer under the Contract.

- 26.6 Firms incorporated in Kenya where indigenous Kenyans own 51% or more of the share capital shall be allowed a 10% preferential bias provided that they do not sub-contract work valued at more than 50% of the Contract Price excluding Provisional Sums to a non-indigenous sub-contractor.
- 26.7 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.
- 26.8 Persons not officially involved in the evaluation of tender shall not attempt in any way to influence the evaluation.

## **27. Preference in Evaluation**

Preference where allowed in the evaluation of tenders shall not exceed 15%

## **AWARD OF CONTRACT**

### **28. Award criteria**

- 28.1 Subject to clause 27.2, the Employer will award the Contract to the tenderer whose tender is determined to be substantially responsive to the tender documents and who has offered the lowest evaluated tender price subject to possessing the capability and resources to effectively carry out the Contract Works.
- 28.2 The Employer reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders, at any time prior to award of Contract, without thereby incurring any liability to the affected tenderers or any obligation to inform the affected tenderers of the grounds for the Employer's action.

### **29. Notification of Award and signing of contract**

- 29.1 Prior to the expiration of the period of tender validity prescribed by the Employer, the Employer will notify the successful tenderer by cable, telefax or telex and confirmed in writing by registered letter that his tender has been accepted. This letter (hereinafter and in all Contract documents called "Letter of Acceptance") shall name the sum (hereinafter and in all Contract documents called "the Contract Price") which the Employer will pay to the Contractor in consideration of the execution and completion of the Works as prescribed by the Contract.
- 29.2 Upon the furnishing of a Performance Security by the successful tenderer, the unsuccessful tenderers will promptly be notified that their tenders have been unsuccessful.
- 29.3 At the same time the employer notifies the successful tenderer that his tender has been accepted, the employer shall notify the other tenderers that their tenders have been unsuccessful.

- 29.4 Within fourteen [14] days of receipt of the form of Contract Agreement from the Employer, the successful tenderer shall sign the form and return it to the Employer together with the required Performance Security.
- 29.5 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.
- 29.6 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

**30. Performance Guarantee**

- 30.1 Within twenty eight [28] days of receipt of the notification of award from the Employer, the successful tenderer shall furnish the Employer with a Performance Security in an amount stated in the Appendix to Instructions to Tenderers.
- 30.2 The Performance Security to be provided by the successful tenderer shall be an unconditional Bank Guarantee issued at the tenderer's option by an established and a reputable Bank approved by the Employer and located in the Republic of Kenya and shall be divided into two elements namely, a performance security payable in foreign currencies (based upon the exchange rates determined in accordance with clause 35.4 of the Conditions of Contract) and a performance security payable in Kenya Shillings. The value of the two securities shall be in the same proportions of foreign and local currencies as requested in the form of foreign currency requirements.
- 30.3 Failure of the successful tenderer to lodge the required Performance Security shall constitute a breach of Contract and sufficient grounds for the annulment of the award and forfeiture of the Tender Security and any other remedy under the Contract the Employer may award the Contract to the next ranked tenderer.

**31. Advance Payment**

An advance payment, if approved by the Employer, shall be made under the Contract, if requested by the Contractor, in accordance with clause 33.1 of the Conditions of Contract. The Advance Payment Guarantee shall be denominated in the proportion and currencies named in the form of foreign currency requirements. For each currency, a separate guarantee shall be issued. The guarantee shall be issued by a bank located in the Republic of Kenya, or a foreign bank through a correspondent bank located in the Republic of Kenya, in either case subject to the approval of the Employer.

**32. Corrupt and fraudulent practices.**

The procuring entity requires that tenderers to observe the highest standard of ethics during the procurement process and execution of contract. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

## SECTION III: APPENDIX TO INSTRUCTIONS TO TENDERERS

The following information regarding the particulars of the tender shall complement supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

| CLAUSE  |   |
|---------|---|
| 1 (d)   | Employer means; <b>Kenya Airports Authority</b> , a State Corporation constituted under the Laws of Kenya.  |
| 2.1     | All qualified tenderers are eligible.<br><br>Tenderers shall submit the bid documents online as a proof that they meet all the requirements of the <b>evaluation criteria below</b> .<br><br>In case of Joint Venture, parties must submit the required documents.  |
| 2.3     | No pre-qualification has been carried out for the contract. Tenderers and all parties forming Joint Ventures if applicable shall provide evidence of their eligibility as required under Sub clause 2.1, sub clauses 2.3 a, b, c, d, and e and sub clause 2.5.  |
| 2.3 (a) | <b>Demonstration of past experience and performance:</b> Tenderer to meet the requirements indicated in the evaluation criteria below.  |
| 2.3 (b) | <b>Qualifications and experience of key personnel:</b> Tenderer to meet the requirements indicated in the evaluation criteria below.  |
| 2.3 (d) | Details of subcontractors to whom it may be proposed to sublet any portion of the Contract and for whom authority will be requested for such subletting in accordance with clause 4 of the Conditions of Contract.<br><br>In the case of foreign tenderers (tenderer not doing business within Kenya), the tenderer shall be represented by an Agent in Kenya equipped, and able to carry out the Tenderer's maintenance and repair obligations prescribed in the Conditions of Contract and/or Technical Specifications. Details, qualifications and experience of the agent shall be submitted in the tender. |
| 2.3 (e) | Tenderer shall submit a detailed draft Program of Works in the form of a bar chart or another suitable form and Schedule of Payment which shall form part of the Contract if the tender is accepted.  |

| CLAUSE   |  |
|----------|--|
|          | Sub clause is applicable.  |
| 2.3 (f)  | <p>Tenderer shall submit details of any current litigation or arbitration proceedings current or during the last five years, in which the Bidder is involved, the parties concerned, and disputed amount in the form provided.</p> <p>In case of Joint Ventures, each party in the joint venture MUST submit information regarding any litigation.</p> <p>Where there are no such proceedings, tender and each party Joint Ventures <b>MUST declare.</b></p> |
| 2.5 (a)  | <b>Tenderer’s financial capability:</b> Tenderer to meet the requirements indicated in the evaluation criteria below.  |
| 3.2      | Tender documents can be obtained free of charge by downloading from the KAA website ( <a href="http://www.kaa.go.ke">http://www.kaa.go.ke</a> ) or PPIP website  |
| 4.3      | A Site visit will be based on prior booking where bidders will be required to request through the email address, <a href="mailto:tenders@kaa.go.ke">tenders@kaa.go.ke</a> . In line with Government’s directive on social distancing only three (3) persons will be taken to the site at any given time.   |
| 6.1      | <p>The name and address of the Employer for the purposes of making inquiries by tenderers is:-</p> <p style="text-align: center;"><b>General Manager<br/>Procurement and Logistics,<br/>Kenya Airports Authority,<br/>P. O. Box 19001 – 00501,<br/>NAIROBI-KENYA.<br/>Email: <a href="mailto:tenders@kaa.go.ke">tenders@kaa.go.ke</a></b></p>  |
| 10.5     | Prices shall be fixed.   |
| 11.3     | Replace words “ <b><u>thirty (30)</u></b> ” with words “ <b><u>twenty one (21)</u></b> ”   |
| 12.1     | Replace words; “ <b><u>sixty (60)</u></b> ” with words “ <b><u>one hundred and twenty (120)</u></b> ”  |
| 15.2 (b) | There will be no pre-bid meeting. However, bidders who wish to view the site may do so by requesting through <a href="mailto:tenders@kaa.go.ke">tenders@kaa.go.ke</a>  |



| CLAUSE        |  |
|---------------|--|
| 13.1 and 13.2 | <p>The tender security shall be of amount <b>Kshs.200,000.00 (Two Hundred Thousands Shillings )</b> as indicated in the <b>Evaluation criteria</b> below and shall be in any of the following forms:</p> <ul style="list-style-type: none"> <li>a. cash or banker’s cheque, or</li> <li>b. a bank guarantee, or</li> <li>c. guarantee issued by a reputable insurance company approved by Public Procurement Regulatory Authority (PPRA) or</li> <li>d. letter of credit issued by an Bank</li> </ul> <p>The tender security shall be valid for at least thirty (30) days beyond the tender validity period.</p> <p><b>Bidders will be required to submit their original tender security/ Bid Bond physically in the office of the General Manager, Procurement and Logistics Department, 2nd Floor KAA Headquarters, JKIA before closing/opening date and time. A scanned copy of the same should be submitted online with the tender. In the event of any discrepancy between the physical copy and the scanned copy, the physical copy shall prevail.</b></p> |
| 17.2          | <p>Completed Tender documents and its attachments must be submitted online before the closing date. All relevant submission documents must be attached on the login screen (Technical Proposal on Cfolder under technical Rfx Response system will lead you to the second screen (Cfolder) where the system creates a folder specific to you for uploading your response documents, click on “Tech Bid” the system will allow you to create a document, Click “create” button and attach the documents. and Financial Proposal on Price Submission Screen). A step by step manual/guide is available for downloading using the link <a href="https://www.kaa.go.ke/corporate/procurement/manuals/">https://www.kaa.go.ke/corporate/procurement/manuals/</a></p> <p>Completed Tender documents and its attachments shall be submitted <b>online on or before the closing date of 12<sup>th</sup> November 2020 at 11.00 am</b></p>  |
| 26.2          | <p>The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be subject of correction, adjustment or amendment in any way by any person or entity pursuant to Section 82 of The Public Procurement and Asset Disposal Act, 2015.</p>  |

| <b>CLAUSE</b> |   |
|---------------|---|
| 30            | <p><b>Performance Security</b></p> <p>Performance security shall be valued at 10% of the total contract price, in the format provided and shall be in any of the following forms:</p> <ul style="list-style-type: none"> <li>a) Cash or</li> <li>b) Banker's cheque or</li> <li>c) A bank guarantee or</li> <li>d) Such insurance guarantee approved by the Authority. The insurance policy number must be provided or</li> <li>e) Letter of credit.</li> </ul> |
| 31            | <p>No advance payment shall be made. However, payment shall be made in within sixty (60) days from the date of receipt of the invoice and after inspection and acceptance process has been duly undertaken.</p>   |

## SECTION IV: EVALUATION CRITERIA

Based on the information contained in the Instructions to Tenderers and the appendix thereof, the following will be the evaluation criteria for determination of responsive tenderer leading to award of the contract:

### EVALUATION CRITERIA

#### a) Mandatory Requirements

| No | Requirement   | Responsive or Non-Responsive |
|----|---|------------------------------|
| 1. | Duly filled form of tender in the format of the attached form.  | Must Meet                    |
| 2. | Duly filled Confidential Business Questionnaire (In case of joint venture, all parties must submit)   | Must Meet                    |
| 3. | Submission of a valid registration certificate issued by the National Construction Authority (NCA) for category NCA 4 and above for Mechanical works and a valid practicing license for the year 2020 .(In case of a joint venture, either of the party must submit)  | Must Meet                    |
| 4. | Copy of Registration/incorporation certificate of the tenderer (in case of a joint venture, all parties must submit)  | Must Meet                    |
| 5. | Provide copy of CR12 or equivalent from country of origin (in case of joint venture with a foreign company), providing a list of directors and shareholding status. Where one or more of the shareholders is a company (Beneficial Ownership), the CR12 or equivalent from country of origin of such a company shall be provided. However, where the CR12 of the beneficial shareholders is not available, as at the time of the tender submission, the successful bidder shall be required to submit it before execution of the contract. This requirement is not applicable to sole proprietorships and partnerships registered under Business Names. | Must Meet                    |
| 6. | A copy of valid Tax Compliance Certificate which shall be valid at the time of the tender opening (In case of joint venture, all parties must submit)   | Must Meet                    |
| 7. | Proof of access to liquid assets or capacity to have a minimum cash flow of Kshs.5 million (Five Million). Evidence shall be in form of current bank statement (not older than than three calendar months), Letters of Credit specific to this tender,  | Must Meet                    |

|    |   |           |
|----|---|-----------|
|    | cash in hand or bank overdraft facilities or a combination of the above.  |           |
| 8. | Submission of Tender security in the prescribed format of Kshs.200,000.00 (Two hundred thousand shillings) valid for at least 150 days from the tender opening date.<br><br><b>Bidders will be required to submit your original tender security/ Bid Bond physically in the office of the General Manager, Procurement and Logistics Department, 2nd Floor KAA Headquarters, JKIA before closing/opening date and time. A scanned copy of the same should be submitted online with the tender. In the event of any discrepancy between the physical copy and the scanned copy, the physical copy shall prevail.</b> | Must Meet |
| 9  | Duly filled self-declaration form.(In case of joint venture, all must submit)   | Must Meet |
| 10 | Copy of Weight and Measure Workshop Approval Certificate  | Must Meet |
| 11 | Copy of Valid business permit (In case of joint venture all must submit)  | Must Meet |
| 12 | Valid copy of Manufacturer's Authorization Letter for the Drag Chains   | Must Meet |

**NB: FAILURE TO SUBMIT ANY OF THE ABOVE DOCUMENTS WILL LEAD TO AUTOMATIC DISQUALIFICATION FROM FURTHER EVALUATION**

## 2. Technical Requirement

Bidders are required to provide the requirements as listed below as the technical evaluation criteria.

| Criteria   |
|--|
| <p><b>A. Demonstration of past experience and performance (Clause 2.3a)</b></p> <p>Tenderer or at least one party in a Joint Venture shall demonstrate participation as contractor, management contractor or subcontractor, in at least two (2) similar mechanical contracts within the past four years (, 2016, 2017,2018 and 2019) and both with an average value of at least <b>Kenya Shillings fifteen million [Kshs.15,000,000]</b>, that have been successfully or substantially completed at 70% and above.</p> <p><b>NB:</b></p> <p>(i) <i>Bidders and Joint Venture parties must submit details of the contracts in the form of practical completion certificates, LPOs, LSO, letters of awards or Contract Agreement from clients.</i></p> |

| Criteria   |
|--|
| <p><b>B. Qualification and experience of key personnel (Clause 2.3b)</b></p> <p>The qualifications and experience of key personnel proposed for administration and execution of the Contract, both on and off site. The minimum requirement will be :-</p> <ul style="list-style-type: none"> <li>i. The Project Leader: 1 No. BSc. Mechanical Engineer (Registered by Engineering Board of Kenya) or approved equivalent with at least 5 (Five) years' experience in Mechanical Engineering Field and with 3 years specialties in Installations or maintenance of Mechanical Plants, Equipment, or Electromechanical Systems.</li> <li>ii. Site Supervisor: 1 No Mechanical technicians, with diploma in Mechanical Engineering or approved equivalent with at least Three (3) years' experience in Installation or Maintenance of Mechanical Systems, Plants, or Electromechanical Systems.</li> <li>iii. 1 No Instrumentation and Control Technician with Diploma in Electrical or Electronics or Software Engineering and with a minimum of Three (3) years' experience.</li> </ul> <p><i>NB: Bidders shall submit CV's and copies of certificates of above key personnel to be involved in the works.</i></p> |
| <p><b>C. Financial position and capability (Clause 2.5a)</b></p> <p>Tenderer's to submit proof of capacity to have cash flow amount of <b>Kenya Shillings Five Million (Kshs.5,000,000)</b> equivalent; by access to lines of credit, other financial resources such as bank statements or letter from the bank. In case of joint venture all parties combined must meet requirement,</p>  |
| <p><b>D. Compliance with Technical Specifications</b></p> <ul style="list-style-type: none"> <li>i. Tenderer shall commit under the compliance to specifications section and furnish documentary evidence in form of material datasheet to demonstrate that the goods that they intend to offer comply with or exceeds the specifications and all other requirements in the tender document. Section 7 of the bidding document</li> </ul>  |

**NB. BIDDERS SHALL COMPLY WITH TECHNICAL SPECIFICATIONS. WHERE THEY DO NOT COMPLY, THE BIDDER SHALL NOT BE EVALUATED ON FINANCIAL STAGE.**

### **3. Financial Evaluation**

The award will be to the lowest best evaluated bidder. The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be subject of correction, adjustment or amendment in any way by any person or entity pursuant to section 82 of the public procurement and asset disposal act, 2015

**NB: Due diligence may be carried out on any of the information provided by the bidder.**



## **SECTION V: GENERAL CONDITIONS OF CONTRACT**

### **3.1 PART I – Definitions**

3.1.1 In this Contract, the following terms shall be interpreted as indicated:-

- (a) “The Contract” means the agreement entered into between the Procuring entity and the tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations
- (c) “The Goods” means all of the equipment, machinery, and/or other materials, which the tenderer is required to supply to the Procuring entity under the Contract.
- (d) “The Procuring entity” means the organization purchasing the Goods under this Contract.
- (e) “The Tenderer” means the individual or firm supplying the Goods under this Contract.

### **3.2 Application**

3.2.1 These General Conditions shall apply in all Contracts made by the Procuring entity for the procurement installation and commissioning of equipment to the extent that they are not superseded by provisions of other part of contract.

### **3.3 Country of Origin**

3.3.1 For purposes of this clause, “Origin” means the place where the Goods were mined, grown or produced.

3.3.2 The origin of Goods and Services is distinct from the nationality of the tenderer and will be treated thus in the evaluation of the tender.

### **3.4 Standards**

3.4.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications.

### **3.5 Use of Contract Documents and Information**

3.5.1 The Candidate shall not, without the Procuring entity’s prior written consent, disclose the Contract, or any provision therefore, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring entity in connection therewith, to any person other than a person employed by the tenderer in the performance of the Contract.

3.5.2 The tenderer shall not, without the Procuring entity’s prior written consent, make use of any document or information enumerated in paragraph 3.5.1 above

3.5.3 Any document, other than the Contract itself, enumerated in paragraph 3.5.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the Procuring entity on completion of the Tenderer's performance under the Contract if so required by the Procuring entity

### **3.6 Patent Rights**

3.6.1 The tenderer shall indemnify the Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Procuring entity's country

### **3.7 Performance Security**

3.7.1 Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in Special Conditions of Contract.

3.7.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.

3.7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the procuring entity and shall be in the form of

- a) Cash
- b) Bank guarantee
- c) Such insurance guarantee approved by the Authority
- d) Letter of credit

3.7.4 The performance security will be discharged by the Procuring entity and returned to the Candidate not later than thirty (30) days following the date of completion of the Tenderer's performance obligations under the Contract, including any warranty obligations, under the Contract

### **3.8 Inspection and Tests**

3.8.1 The Procuring entity or its representative shall have the right to inspect and/or to test the equipment to confirm their conformity to the Contract specifications. The Procuring entity shall notify the tenderer in writing in a timely manner, of the identity of any representatives retained for these purposes.

3.8.2 The inspections and tests may be conducted in the premises of the tenderer. 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.

3.8.3 Should any inspected or tested equipment fail to conform to the Specifications, the Procuring entity may reject the equipment, and the tenderer shall either replace the rejected equipment or make alterations necessary to make specification requirements free of costs to the Procuring entity.



3.8.4 The Procuring entity's right to inspect test and where necessary, reject the equipment after the equipment arrival and installation shall in no way be limited or waived by reason of the equipment having previously been inspected, tested and passed by the Procuring entity or its representative prior to the equipment delivery.

3.8.5 Nothing in paragraph 3.8 shall in any way release the tenderer from any warranty or other obligations under this Contract.

### **3.9 Packing**

3.9.1 The tenderer shall provide such packing and packaging of the equipment as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.

3.9.2 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

### **3.10 Delivery and Documents**

3.10.1 Delivery of the equipment, documents and installation of the same shall be made by the tenderer in accordance with the terms specified by Procuring entity in its Schedule of Requirements and the Special Conditions of Contract

### **3.11 Insurance**

3.11.1 The equipment supplied under the Contract shall be fully insured against loss or damage incidental to manufacturer or acquisition, transportation, storage, and delivery in the manner specified in the Special conditions of contract.

### **3.12 Payment**

3.12.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in Special Conditions of Contract

3.12.2 Payments shall be made promptly by the Procuring entity as specified in the contract

### **3.13 Prices**

3.13.1 Prices charged by the tenderer for equipment delivered and installation performed under the Contract shall not, with the exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices by the tenderer in its tender.

3.13.2 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)

3.13.3 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.

3.13.4 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

### **3.14. Assignment**

3.13.5 The tenderer shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Procuring entity's prior written consent

### **3.15. Subcontracts**

3.15.1 The tenderer shall notify the Procuring entity in writing of all subcontracts awarded under this Contract if not already specified in the tender. Such notification, in the original tender or later, shall not relieve the tenderer from any liability or obligation under the Contract

### **3.16. Termination for Default**

3.16.1 The Procuring entity may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part

- (a) if the tenderer fails to deliver any or all of the equipment within the period specified in the Contract, or within any extension thereof granted by the Procuring entity
- (b) if the tenderer fails to perform any other obligation(s) under the Contract
- (c) if the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract

3.16.2 In the event the Procuring entity terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, equipment similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar equipment.

### **3.17. Termination for convenience**

### **3.18. Liquidated Damages**

3.18.1 If the tenderer fails to deliver and/or install any or all of the items within the period(s) specified in the contract, the procuring entity shall, without prejudice to its other remedies under the contract, deduct from the contract prices liquidated damages sum equivalent to 0.5% of the delivered price of the delayed items up to a maximum deduction of 10% of the delayed goods. After this the tenderer may consider termination of the contract.

### **3.19. Resolution of Disputes**

3.19.1 The procuring entity and the tenderer shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract

3.19.2 If, after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

### **3.20. Language and Law**

3.20.1 The language of the contract and the law governing the contract shall be English language and the Laws of Kenya respectively unless otherwise specified in the SCC

### **3.21. Force Majeure**

3.21.1 The Tenderer shall not be liable for forfeiture of its performance security 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.

### **3.22 Notices**

3.22.1 Any notice given by one party to the other pursuant to this contract shall be sent to other party by post or by fax or Email and confirmed in writing to the other party's address specified.

3.22.2 A notice shall be effective when delivered or on the notices effective date, whichever is later.

## **SECTION VI - SPECIAL CONDITIONS OF CONTRACT**

### **Notes on Special Conditions of Contract**

- (a) The clauses in this section are intended to assist the procuring entity in Providing contract-specific information in relation to corresponding clauses in the General Conditions of Contract
- (b) The provisions of Section IV complement the General Conditions of Contract included in Section III, specifying contractual requirements linked to the special circumstances of the procuring entity and the goods being procured. In preparing Section IV, the following aspects should be taken into consideration.
- (c) Information that complement provisions of Section III must be incorporated and
- (d) Amendments and/or supplements to provisions of Section III, as necessitated by the circumstances of the goods being procured must also be incorporated.

## SECTION IV: SPECIAL CONDITIONS OF CONTRACT

4.1 Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, between the GCC and the SCC, the provisions of the SCC herein shall prevail over these in the GCC.

4.2 Special conditions of contract as relates to the GCC

| REFERENCE OF GCC | SPECIAL CONDITIONS OF CONTRACT   |
|------------------|--|
| 3.7.1            | <p>The Performance Security shall be for the following minimum amounts equivalent as a percentage of the Contract Price: <i>10% of Contract Price and shall be in form of :</i></p> <ul style="list-style-type: none"> <li>e) Cash</li> <li>f) Bank guarantee</li> <li>g) Such insurance guarantee approved by the Authority</li> <li>h) Letter of credit</li> </ul>   |
| 3.12.1           | <p>Payment terms:</p> <ul style="list-style-type: none"> <li>a. 50% Upon Users Inspection and Acceptance for Supply &amp; Delivery of all the spares as detailed in the BOQ.</li> <li>b. 50% upon completion of the Baggage rehabilitation work, Test and Commissioning of the Equipment and after Inspection and Acceptance by KAA Authorized personnel's.</li> </ul> <p>There will be 5% retention on each certificate which will be released after completion of the work.( <b>“Completion” of work in this document mean: Test &amp; Commissioning of the Equipment ,Site Handover and User’s Inspection and ACCEPTANCE. )</b></p> <p>The 5% retention amount will be released after issuing of Practical Completion Certificate and expiry of the defects liability period of six months.</p> |
| 3.19.2           | <p>If unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution to Institution of Engineers of Kenya.</p>  |
| 3.22.1           | <p>The Project Manager is</p> <p>Name: <b>General Manager Planning &amp; Engineering Services</b></p>  |

|        |   |
|--------|---|
|        |   |
|        | The Start Date shall be the date when letter of Notice to Commence is issued.   |
|        | The Site Possession Date shall be: <i>To be Agreed</i>  |
|        | The Site is located at Jomo Kenyatta International Airport  |
|        | Warranty: Goods offered should be covered by manufacturer's warranty for at least 12 months from the date of delivery to the Purchaser and practical acceptance.  |
|        | The Supplier without any cost to the Purchaser will correct all defects within 30 days from the date of notice by Purchaser.  |
| 3.11   | The minimum insurance covers for works, Plant and Materials, Personnel injury or death, property shall be as stipulated in the contract Agreement with the Employer   |
|        |   |
| 3.10.1 | The Completion Period for the Works is: 8 months after site hand over.  |
|        | The rate of exchange for calculation of foreign currency payments is: <ul style="list-style-type: none"> <li>○ The source of official selling rate is Central Bank of Kenya</li> <li>○ The date of exchange rate is: Date of Proposal Submission</li> </ul> |

## SECTION VII - BILLS OF QUANTITIES

| NO    | ITEM/WORK DESCRIPTION   | UNIT | QTY | Rate Kshs | Amount Kshs |
|-------|---|------|-----|-----------|-------------|
| A     | <b>GOODS SUPPLY. Supply is DDP JOMO KENYATTA INTERNATIONAL AIRPORT broken down as follows</b>   |      |     |           |             |
| A1.1  | Supply new drag chain complete with bearings and accessories including bolts washers and spacers <b>(Samples to be provided during site visit)</b>                | LM   | 150 |           |             |
| A1.2  | Provide service parts for and service 2No.drive units and replace drive triplex chains  | No.  | 2   |           |             |
| A1.3  | Supply friction pads  | No.  | 500 |           |             |
| A1.4  | Provide materials including paints for spray painting carousel guards and side plates with two coats of high grade first drying gloss paint as per existing       | SM   | 50  |           |             |
| A1.5  | Supply pre-fabricated special U-channel track rails complete with bends and frames/flanges <b>(Actual diameters and other measurements subject to site visit)</b> | No.  | 40  |           |             |
| A1.6  | Supply key type emergency stop switches complete and recondition the switch mountings.  | No.  | 20  |           |             |
| A1.7  | Supply for Fema type weighing scale units and their associated accessories or equivalent.   | No   | 6   |           |             |
| A1.8  | <b>Sub total</b>  |      |     |           |             |
| A1.9  | Add applicable local import duties for all the items and associated components  |      |     |           |             |
| A1.10 | Add 14% VAT   |      |     |           |             |

|       |  |      |     |  |  |
|-------|--|------|-----|--|--|
| A1.11 | Add 1.5% Railway levy where applicable   |      |     |  |  |
| A1.12 | Add any other applicable taxes failure to which it shall be assumed that all taxes are included in the tender price<br>a).....<br>b).....<br>c).....<br>d).....  |      |     |  |  |
| A1.13 | <b>TOTAL DDP COST AT JKIA FOR ALL ITEMS REQUIRED FOR BAGGAGE CONVEYOR AND ASSOCIATED COMPONENTS</b>  |      |     |  |  |
|       |  |      |     |  |  |
| BI    | <b>INSTALLATION, TESTING AND COMMISSIONING</b><br><br><b>NB: Installation costs shall attract withholding tax at the applicable rate</b>   |      |     |  |  |
| BI.1  | Preliminary costs including setting up a site office (complete with laptop, printer, airtime for two supervisors), safety clothing and equipment, mobilization and demobilization of tools and equipment | item | sum |  |  |
| BI.2  | Install drag chain for 4No carousels and accessories accordingly to achieve smooth run   | item | sum |  |  |
| BI.3  | Service drive units  | No   | 4   |  |  |
| BI.4  | Install drive triplex chains   | iNo  | 2   |  |  |
| BI.5  | Install friction pads  | item | 500 |  |  |
| BI.6  | Spray painting labour for carousels and guards   | item | sum |  |  |
| BI.7  | Installation of trucking U channels and bends  | item | sum |  |  |



|              |   |      |      |  |  |
|--------------|---|------|------|--|--|
| BI.8         | Installation of emergency stop switches and reconditioning of mounting and ensure functionality of safety circuit   | No   | 16   |  |  |
| BI.9         | Install, and perform programming and calibration of FEMA type weighing scale display units complete with printed circuit board or equivalent. (Minimum load 2kg and max load 100kg with error deviation Plus/Minus of 0.1kg). The contractor to adhere to statutory required standards for calibrations for the weighing scales | No   | 6    |  |  |
| BI.10        | Testing ,commissioning and installation sundries  | item | sum  |  |  |
| BI.11        | SUB TOTAL INSTALLATION  |      |      |  |  |
| BI.12        | ADD 14% VAT   |      |      |  |  |
| BI.13        | Add any other applicable taxes failure to which it shall be assumed that all taxes are included in the tender price<br>a).....<br>b).....<br>c).....<br>d).....   |      |      |  |  |
| <b>BI.14</b> | <b>TOTAL INSTALLATION TESTING AND COMMISSIONING BAGGAGE CONVEYOR SYSTEM</b>   |      |      |  |  |
| CI           | <b>QUALITY CONTROL</b>  |      |      |  |  |
| CI.1         | Provide Two copies of operating and maintenance manuals for the Carousel part of the baggage system   | item | sum  |  |  |
| CI.2         | Allow Kshs.300,000 for supply of heavy duty Work Pro 450 Electro-mechanical Maintenance Tool Kit-Bidders to include the specs for the maintenance kit in the below schedule of specifications   | Item | item |  |  |

|          |   |  |  |  |  |
|----------|---|--|--|--|--|
| CI.3     | <b>SUB TOTAL</b>  |  |  |  |  |
|          | ADD 14%VAT  |  |  |  |  |
| CI.4     | <b>TOTAL QUALITY CONTROL COST</b>   |  |  |  |  |
| <b>D</b> | <b>TOTAL COSTS (AI.13+BI.14+CI.4) to be transferred to the Form of Tender</b> |  |  |  |  |

## **TECHNICAL SPECIFICATIONS**

### **5.1 GENERAL**

- 5.1.1. These specifications describe the basic requirements for equipment. Tenderers are requested to submit with their offers the detailed specifications, drawings, catalogues, etc. for the products they intend to supply.
- 5.1.2 Tenderers must indicate on the specifications sheets whether the equipment offered comply with each specific requirement.
- 5.1.3 All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any, shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. The procuring entity reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products
- 5.1.4 The tenderers are requested to present information along with their offers as follows;-
- (i) Shortest possible delivery period of each product
  - (ii) Information on proper representative and/or workshop for back-up service/repair and maintenance including their names and addresses

## A. GENERAL

All electrical works shall comply with Institute of Electrical and Electronic Engineers (IEEE)

The following general information will be applied in design, fabrication, assembly and installation of the mechanical/electrical equipment:

### A.1 ELECTRICAL PROVISIONS

Main three phase power will be 415 volt, 3 phase, and 50 hertz alternating current.

### B. Manufacturer's name

Where manufacturers name and catalogue references are given, they are so given for guidance to quality and standards only. Alternative manufacturer of equal quality will be accepted at the discretion of the Engineer.

## C. COMPLIANCE TO SPECIFICATIONS

The Supplier shall indicate compliance to specifications as indicated below

| <b>ITEM</b> | <b>DESCRIPTION</b>  | <b>BIDDERS' S OFFER</b> | <b>MAJOR DEVIATION</b> | <b>DELIVERY PERIOD 8 WEEKS</b> | <b>EMPLOYER'S COMMENTS</b> |
|-------------|---|-------------------------|------------------------|--------------------------------|----------------------------|
| 1.1         | Drag chain complete with bearings and accessories including bolts washers and spacers |                         |                        |                                |                            |
| 1.2         | Drive unit drive triplex chains   |                         |                        |                                |                            |
| 1.3         | Friction pads   |                         |                        |                                |                            |
| 1.4         | pre-fabricated special U-channel track rails complete with bends                      |                         |                        |                                |                            |
| 1.5         | Key type emergency stop switches  |                         |                        |                                |                            |

## **SECTION VIII - STANDARD FORMS**

*Notes on the Standard Forms:*

### **7.1 Form of Tender**

This form must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representative of the tenderer.

### **7.2 Confidential Business Questionnaire Form**

This form must be completed by the tenderer and submitted with tender documents

### **7.3 Tender Security Form**

When required by the tender document the tenderer shall provide the tender security either in the form included therein after or in another format acceptable to the procuring entity.

### **7.4 Contract Form**

The Contract form shall not be completed by the tenderer at the time of submitting the tenderer at the time of submitting the tender. The contract form shall be completed after contract award.

### **7.5 Performance Security form**

The performance security form should not be completed by the tenderer at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the sum provided herein or in another form acceptable to the procuring entity.

### **7.6 Bank Guarantee for Advance Payment.**

When there is an agreement to have Advance payment, this form must be duly completed.

### **7.7 Manufacturer's Authorization Form**

When required by the tender document, this form must be completed and submitted with the tender document. This form will be completed by the manufacturer of the goods where the tender is an agent.

7.1 **FORM OF TENDER**

Tender No. **CAA/OT/JKIA/0039/2020-2021**

To: Kenya Airports Authority

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. .... [insert numbers]. the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply deliver, install and commission ( ..... (insert equipment description) in conformity with the said tender documents for the sum of ..... (total tender amount in words and figures) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to 10% percent of the Contract Price for the due performance of the Contract , in the form prescribed by ..... ( Procuring entity).

4. We agree to abide by this Tender for a period of **120** days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us subject to signing of the Contract by both parties.

6. We understand that you are not bound to accept the lowest or any tender that you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign tender for an on behalf of \_\_\_\_\_

## 7.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part I and either Part 2(a), 2(b) or 2 (c ) whichever applied to your type of business

You are advised that it is a serious offence to give false information on this form

### Part I – General:

Business Name

.....

Location of business premises.

.....

Plot No..... Street/Road

.....

Postal Address ..... Tel No. .... Fax ..... E  
mail .....

Nature of Business

.....

Registration Certificate No.

.....

Maximum value of business which you can handle at any one time – Kshs.

.....

Name of your bankers ..... Branch

.....

### Part 2 (a) – Sole Proprietor

Your name in full ..... Age

.....

Nationality ..... Country of origin

.....

- Citizenship details

.....

.....

- 

### Part 2 (b) Partnership

Given details of partners as follows:

| Name    | Nationality | Citizenship Details |
|---------|-------------|---------------------|
| Shares  |             |                     |
| 1. .... | .....       | .....               |
| 2. .... | .....       | .....               |
| .....   |             |                     |
| 3. .... | .....       | .....               |
| .....   |             |                     |

4. ....  
.....

**Part 2 (c) – Registered Company**

Private or Public

.....  
.....

State the nominal and issued capital of company-

Nominal Kshs. ....

Issued Kshs. ....

Given details of all directors as follows

| Shares | Name  | Nationality | Citizenship Details |
|--------|-------|-------------|---------------------|
| 1      | ..... | .....       | .....               |
| 2      | ..... | .....       | .....               |
| 3      | ..... | .....       | .....               |
| 4      | ..... | .....       | .....               |
| 5      | ..... | .....       | .....               |

Date .....

Seal/Signature of Candidate .....



### 7.3 TENDER SECURITY FORM

Whereas ..... [name of the tenderer]  
(hereinafter called "the tenderer") has submitted its tender dated ..... [date of submission of tender] for the supply, installation and commissioning of ..... [name and/or description of the equipment]  
(hereinafter called "the Tender") ..... KNOW ALL PEOPLE by these presents that WE ..... of ..... having our registered office at ..... (hereinafter called "the Bank"), are bound unto ..... [name of Procuring entity] (hereinafter called "the Procuring entity") in the sum of ..... for which payment well and truly to be made to the said Procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

THE CONDITIONS of this obligation are:-

1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
2. If the tenderer, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:
  - (a) fails or refuses to execute the Contract Form, if required; or
  - (b) fails or refuses to furnish the performance security in accordance with the Instructions to tenderers;

We undertake to pay to the Procuring entity up to the above amount upon receipt of its first written demand, without the Procuring entity having to substantiate its demand, provided that in its demand the Procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This tender guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

\_\_\_\_\_  
[signature of the bank]

(Amend accordingly if provided by Insurance Company)

## 7.4 CONTRACT FORM

\_\_\_\_\_ THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ between ..... [*name of Procurement entity*] of ..... [*country of Procurement entity*] (hereinafter called “the Procuring entity”) of the one part and ..... [*name of tenderer*] of ..... [*city and country of tenderer*] (hereinafter called “the tenderer”) of the other part;

WHEREAS the Procuring entity invited tenders for [certain goods ] and has accepted a tender by the tenderer for the supply of those goods in the sum of ..... [*contract price in words and figures*] (hereinafter called “the Contract Price).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to:

2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz:

- (a) The Tender Form and the Price Schedule submitted by the tenderer
- (b) The Schedule of Requirements
- (c) The Technical Specifications
- (d) The General Conditions of Contract
- (e) The Special Conditions of contract; and
- (f) The Procuring entity’s Notification of Award

3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Procuring entity to provide the goods and to remedy the defects therein in conformity in all respects with the provisions of this Contract

4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provisions of the goods 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.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the tenderer in the presence of \_\_\_\_\_)

**7.5 PERFORMANCE SECURITY FORM**

To .....  
[name of Procuring entity]

WHEREAS ..... [name of tenderer] (hereinafter called “the tenderer”) has undertaken, in pursuance of Contract No. \_\_\_\_\_  
\_\_\_\_\_ [reference number of the contract] dated \_\_\_\_\_ 20 \_\_\_\_\_ to supply  
..... [description of goods] (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Tenderer’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of ..... [amount of the guarantee in words and figure] and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of ..... [amount of guarantee] as aforesaid, without you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signed and seal of the Guarantors

\_\_\_\_\_  
[name of bank or financial institution]

\_\_\_\_\_  
[address]

\_\_\_\_\_  
[date]

(Amend accordingly if provided by Insurance Company)

## 7.6 BANK GUARANTEE FOR ADVANCE PAYMENT

To .....  
[*name of Procuring entity*]

[*name of tender*] .....

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends the General Conditions of Contract to provide for advance payment, ..... [*name and address of tenderer*](hereinafter called “the tenderer”) shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract an amount of ..... [*amount of guarantee in figures and words*].

We, the ..... [*bank or financial institutions*], as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring entity on its first demand without whatsoever right of objection on our part and without its first claim to the tenderer, in the amount not exceeding ..... [*amount of guarantee in figures and words*]

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there-under or of any of the Contract documents which may be made between the Procuring entity and the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid in full effect from the date of the advance payment received by the tenderer under the Contract until ..... [*date*].

Yours truly,

Signature and seal of the Guarantors

---

[*name of bank or financial institution*]

---

[*address*]

---

[*date*]

## 7.7 MANUFACTURER'S AUTHORIZATION FORM

To [name of the Procuring entity] .....

WHEREAS .....[ name of the manufacturer] who are established and reputable manufacturers of ..... [name and/or description of the goods] having factories at ..... [address of factory] do hereby authorize ..... [name and address of Agent] to submit a tender, and subsequently negotiate and sign the Contract with you against tender No. .... [reference of the Tender] for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Tenders. We further guarantee availability of spare parts for the next ten (10) years after contract signing.

---

[signature for and on behalf of manufacturer]

**Note:** This letter of authority should be on the letterhead of the Manufacturer and should be signed by an authorized person.

**7.8. LETTER OF NOTIFICATION OF INTENTION TO ENTER INTO A CONTRACT**

Address of Procuring Entity

\_\_\_\_\_

\_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

\_\_\_\_\_

\_\_\_\_\_

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) \_\_\_\_\_

\_\_\_\_\_

SIGNED FOR ACCOUNTING OFFICER



**CERTIFICATE OF TENDERER’S VISIT TO SITE**

This is to certify that,.....

(Name of Tenderer or his representative) of the firm of,

.....

(Name of Firm Tendering)

In the company of,.....

(Name of Clients representative conducting the visit)

Visited the site in connection with Tender for

**REHABILITATION OF 2No.CAROUSELS AT TERMINAL 1C OF JOMO KENYATTA INTERNATIONAL AIRPORT**

Having studied the tender documents, I carefully examined the site.

1. I have made myself familiar with all the local conditions likely to influence the works and cost thereof.
2. I further certify that I am satisfied with the description of the work and the explanations given by the Client’s representative and that I understand perfectly the work to be done as specified and implied in the execution of the contract.

Signed..... (Tenderer or his representative)

Signed ..... (Signature of KAA representative)

Date.....

**SELF-DECLARATION FORM**

**ANTI-CORRUPTION DECLARATION**

We (insert the name of the company/supplier).....  
declare and guarantees that no offer, gift or payment consideration or benefit of any kind,  
which constitutes an illegal or corrupt practice, has been or will be made to anyone by our  
organization or agent, either directly or indirectly, as an inducement or reward for the award  
or execution of this procurement.

In the event the above is contravened we accept that the following to apply-

- a) The person shall be disqualified from entering into a contract for the procurement; or
- b) If a contract has already been entered into with the person, the contract shall be voidable at the option of KAA
- c) The voiding of a contract by the procuring entity under subsection (b) does not limit any other legal remedy that KAA may have

Name.....Signature.....Date.....

Company Seal/Business Stamp

**ANTI-FRAUDULENT PRACTICE DECLARATION**

We (insert the name of the company/supplier).....declares and guarantees that no  
person in our organization has or will be involved in a fraudulent practice in any  
procurement proceeding.

Name..... Signature..... Date.....

Company Seal/Business Stamp

**NON-DEBARMENT DECLARATION**

We (insert the name of the company/supplier).....declares and guarantees that no director or any  
person who has any controlling interest in our organization has been debarred from  
participating in a procurement proceeding.

Name.....Signature.....Date.....

Company Seal/Business Stamp



**SPECIAL CONDITIONS OF CONTRACT ON RISK, SAFETY AND HEALTH**

The bidder shall provide safety plans during the works.