



**PROVISION OF PEST CONTROL AT JOMO KENYATTA
INTERNATIONAL AIRPORT AND KAA HEADQUARTERS**

TENDER NO. KAA/OT/JKIA/0038/2020-2021

NOVEMBER, 2020

**RESERVED FOR YOUTH, WOMEN AND
PEOPLE LIVING WITH DISABILITY**

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

**THE AIRPORT MANAGER
JOMO KENYATTA INT'L. AIRPORT
P.O. BOX 19087-00501
NAIROBI**

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SECTION I. INVITATION TO TENDER

CONTRACT NO: KAA/OT/JKIA/0038/2020-2021 DATE: 3rd NOVEMBER 2020

CONTRACT NAME: PROVISION OF PEST CONTROL SERVICES AT JOMO KENYATTA INTERNATIONAL AIRPORT AND KAA HEAD QUARTERS

- 1.1 Kenya Airports Authority invites competent firms to submit sealed bids for the Provision of Pest Control Services at Jomo Kenyatta International (JKIA) and KAA Headquarters.
- 1.2 Interested candidates who are duly registered under AGPO may obtain further information and inspect tender documents at the office of the General Manager (Procurement & Logistics), 2nd Floor, Kenya Airports Authority Headquarters complex, P. O. Box 19001-00501 Nairobi, during normal working hours.

A complete set of Tender documents are downloadable from the KAA supplier login screen using the link <https://suppliers.kaa.go.ke/irj/portal>.

- 1.3 Upon accessing the tender documents, interested bidders shall submit their response 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 for login credentials early enough and not later than 3 days before tender closing date. 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.
- 1.4 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/>.
- 1.5. The tender shall be submitted **online** on or before **11th November 2020 at 11.00 am**. Late bids shall be rejected.
- 1.6. Tenders will be opened **online** immediately thereafter at the Conference Room, 1st Floor, Kenya Airports Authority Headquarters complex building. The procuring entity will provide a copy of the tender opening register to bidders who will have submitted their tender documents.

- 1.7 Any additional information, addendums or clarifications in respect to this tender will be available in our KAA website <https://kaa.go.ke/corporate/procurement/> portal. You are advised to regularly check the website during the bidding period
- 1.8 There shall be a site visit which will be based on prior booking and bidders will be required to request through the email address, tenders@kaa.go.ke .

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

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SECTION II INSTRUCTIONS TO TENDERERS

2.1 Eligible tenderers

- 2.1.1. This Invitation to tender is open to all tenderers eligible as described in the instructions to tenderers. Successful tenderers shall provide the services for the stipulated duration from the **date** of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2. The Kenya Airports Authority's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.1.3. Tenderers shall provide the qualification information statement that the tenderer (including all members, of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Kenya Airports Authority to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.
- 2.1.4. Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of tendering

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the Kenya Airports Authority, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The price to be charged for the tender document is not applicable
- 2.2.3 The Kenya Airports Authority shall allow the tenderer to review the tender document free of charge before purchase.

2.3 Contents of tender documents

- 2.3.1 The tender document comprises of the documents listed below and addendum issued in accordance with clause 6 of these instructions to tenders
- i) Instructions to tenderers
 - ii) General Conditions of Contract
 - iii) Special Conditions of Contract
 - iv) Schedule of Requirements
 - v) Details of service
 - vi) Form of tender
 - vii) Price schedules
 - viii) Contract form
 - ix) Confidential business questionnaire form

- x) Tender security form
- xi) Performance security form
- xii) Declaration form

2.3.2. The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

2.4 Clarification of Documents

2.4.1. A prospective candidate making inquiries of the tender document may notify the Kenya Airports Authority in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. The Kenya Airports Authority will respond in writing to any request for clarification of the tender documents, which it receives no later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the Kenya Airports Authority. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have received the tender documents”

2.4.2. The Kenya Airports Authority 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

2.5 Amendment of documents

2.5.1. At any time prior to the deadline for submission of tenders, the Kenya Airports Authority, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.

2.5.2. All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.

2.5.3. In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Kenya Airports Authority, at its discretion, may extend the deadline for the submission of tenders.

2.6 Language of tender

2.6.1. The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Kenya Airports Authority, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

2.7 Documents Comprising the Tender

The tender prepared by the tenderer shall comprise the following components:

- a) A Tender Form and a Price Schedule completed in accordance with paragraph 9, 10 and 11 below.
- b) Documentary evidence established in accordance with Clause 2.11 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- c) Tender security furnished is in accordance with Clause 2.12
- d) Confidential business questionnaire

2.8 Form of Tender

2.8.1 The tenderers shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the services to be performed.

2.9 Tender Prices

2.9.1 The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.

2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable:

2.9.3 Prices quoted by the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. **A** tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22.

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

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

2.9.6 Price variation requests shall be processed by the Kenya Airports Authority within 30 days of receiving the request.

2.10 Tender Currencies

2.9.7 Prices shall be quoted in Kenya Shillings unless otherwise specified in the appendix to in Instructions to Tenderers

2.11 Tenderers Eligibility and Qualifications.

2.11.1 Pursuant to Clause 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.

2.11.2 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to the procuring entity's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

2.12 Tender Security

2.12.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Invitation to tender.

2.12.2 The tender security shall be in the amount not exceeding 2% of the tender price.

2.12.3 The tender security is required to protect the procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7.

2.12.4 The tender security shall be denominated in a Kenya Shillings or in another freely convertible currency and shall be in the form of:

- a) A bank guarantee.
- b) Cash
- c) Such insurance guarantee approved by the authority
- d) Letter of credit

2.12.5 Any tender not secured in accordance with paragraph 2.12.1 and 2.12.3 will be rejected by the Kenya Airports Authority as non responsive, pursuant to paragraph 2.20

2.12.6 Unsuccessful tenderer's security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the procuring entity.

2.12.7 The successful tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30.

2.12.8 The tender security may be forfeited:

- a) If a tenderer withdraws its tender during the period of tender validity specified by the Kenya Airports Authority on the Tender Form; or
- b) In the case of a successful tenderer, *if* the tenderer fails:
 - i. to sign the contract in accordance with paragraph 30

or

ii. to furnish performance security in accordance with paragraph 31.

c) If the tenderer rejects, correction of an error in the tender.

2.13 Validity of Tenders

2.13.1 Tenders shall remain valid for 90 days or as specified in the invitation to tender after date of tender opening prescribed by the Kenya Airports Authority, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Kenya Airports Authority as non-responsive.

2.13.2 In exceptional circumstances, the Kenya Airports Authority may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

2.14 Format and Signing of Tender

2.14.1 The tenderer shall prepare two copies of the tender, clearly / marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy between them, the original shall govern.

2.14.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.

2.14.3 The tender shall have no interlineations, erasures, or overwriting 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.

2.15 Sealing and Marking of Tenders

2.15.1 The tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope. The inner and outer envelopes shall:

(a) be addressed to the Kenya Airports Authority at the address given in the invitation to tender

(b) Bear, tender number and name in the invitation to tender and the words: "DO NOT OPEN BEFORE 11th November 2020 at 11.00 am

2.15.2 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared "late".

2.15.3 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the procuring entity will assume no responsibility for the tender's misplacement or premature opening.

2.16 Deadline for Submission of Tenders

2.16.1 Tenders must be received by the procuring entity at the address specified under paragraph 2.15.2 no later than **11th November 2020 at 11.00 am**

2.16.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 6, in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

2.16.3 Bulky tenders which will not fit in the tender box shall be received by the procuring entity as provided for in the appendix.

2.17 Modification and withdrawal of tenders

2.17.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tender's is received by the procuring entity prior to the deadline prescribed for the submission of tenders.

2.17.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.15. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

2.17.3 No tender may be modified after the deadline for submission of tenders.

2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.7.

2.17.5 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.17.6 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.18 Opening of Tenders

2.18.1 The procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at **11th November 2020 at 11.00 am** and

in the location specified in the invitation to tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.

2.18.2 The tenderers' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as the procuring entity, at its discretion, may consider appropriate, will be announced at the opening.

2.18.3 The procuring entity will prepare minutes of the tender opening, which will be submitted to the tenderers that signed the tender opening register and will have made the request.

2.19 Clarification of tenders

2.19.1 To assist in the examination, evaluation and comparison of tenders the procuring entity may at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted.

2.19.2 Any effort by the tenderer to influence the procuring entity in the procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.20 Preliminary Examination and Responsiveness

2.20.1 The procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished whether the documents have been properly signed, and whether the tenders are generally in order.

2.20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

2.20.3 The procuring entity may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.

2.20.4 Prior to the detailed evaluation, pursuant to paragraph 23, the procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one, which conforms to all the terms and conditions of the tender documents without material deviations. The procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

2.20.5 If a tender is not substantially responsive, it will be rejected by the procuring entity and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

2.21 Conversion to a single currency

2.21.1 Where other currencies are used, the procuring entity will convert those currencies to Kenya shillings using the selling exchange rate on the date of tender closing provided by the central bank of Kenya.

2.22 Evaluation and comparison of tenders.

2.22.1 The procuring entity will evaluate and compare the tenders, which have been determined to be substantially responsive, pursuant to paragraph 2.20

2.22.2 The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.

2.22.3 The procuring entity's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.4 and in the technical specifications:

(a) Operational plan proposed in the tender;

(b) Deviations in payment schedule from that specified in the Special Conditions of Contract;

2.22.4 Pursuant to paragraph 2.2.3 the following evaluation methods will be applied:

a) *Operational Plan.*

The procuring entity requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenders offering to perform longer than the procuring entity's required delivery time will be treated as non-responsive and rejected.

b) *Deviation in payment schedule.*

Tenderers shall state their tender price for the payment on a schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. The procuring entity may consider the alternative payment schedule offered by the selected tenderer.

2.22.5 The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.

2.22.6 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.

2.23 Contacting the procuring entity

2.23.1 Subject to paragraph 2.19, no tenderer shall contact the procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.23.2 Any effort by a tenderer to influence the Kenya Airports Authority in its decisions on tender evaluation tender comparison or contract award may result in the rejection of the tenderers tender.

2.24 Award of Contract

a) Post qualification

2.24.1 In the absence of pre-qualification, the procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.24.2 The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.1.2, as well as such other information as the procuring entity deems necessary and appropriate.

2.24.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the procuring entity will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

b) Award Criteria

2.24.4 Subject to paragraph 2.29 the procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

- 2.24.5 The procuring entity the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the procuring entity's action. If the procuring entity determines that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.
- 2.24.6 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.

2.25 Notification of award

- 2.25.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.
- 2.25.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the Kenya Airports Authority pursuant to clause 2.29. Simultaneously the other tenderers shall be notified that their tenders have not been successful.
- 2.25.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 31, the procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

2.26 Signing of Contract

- 2.26.1 At the same time as the Kenya Airports Authority notifies the successful tenderer that its tender has been accepted, the Kenya Airports Authority will simultaneously inform the other tenderers that their tenders have not been successful.
- 2.26.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the procuring entity.
- 2.26.3 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.

2.27 Performance Security

- 2.27.1 Within thirty (30) days of the receipt of notification of award from the procuring entity, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the procuring entity.
- 2.27.2 Failure of the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and

forfeiture of the tender security, in which event the procuring entity may make the award to the next lowest evaluated or call for new tenders.

2.28 Corrupt or Fraudulent Practices

- 2.28.1 The procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.
- 2.28.2 The procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- 2.28.3 Further, a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

Appendix to instructions to tenderers

The following information for procurement of services shall complement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provisions 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 Reference

2.1.1. Eligibility is for local bidders who meet the requirements in the tender document.

2.4 The address for the purpose of clarification of tender document is as follows:

General Manager
Procurement and Logistics
Kenya Airports Authority
P.O. Box 19001
00501 Nairobi
Kenya
Email: tenders@kaa.go.ke

The procuring entity will respond in writing to any request for clarification of the tender documents which it receives not later than three days prior to the deadline for the submission of tenders.

2.12.2 Bidders will be required to submit a Tender Securing Declaration Form securing form in the format as provided

2.13 The tender shall be valid for a period of 120 days from the date of opening/closing.

2.14 and 2.15

This is an online bidding process. Completed Tender documents and its attachments must be submitted online before the closing/opening 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/>. The scanned documents must be legible. Submission of illegible scanned documents shall lead to disqualification

2.24.2 Prior to award the authority may conduct due diligence so as to confirm and verify the qualifications of the lowest evaluated bidder.

2.27 Performance security

After 14 days of the receipt of Notification of Award from the procuring entity, the successful tenderer shall furnish KAA with the Performance Security. The amount of performance

security shall be 1% of the Contract Price in order to cover the Procuring entity's warranty obligations and shall be in the form of either:

- 1 Cash or bankers cheque or
- 2 A bank guarantee or
- 3 Guarantee issued by a reputable insurance company approved by the Public Procurement Regulatory Authority (PPRA).

a) Preliminary Requirements

Bidders shall submit the following mandatory requirements:

No	Requirement	Compliance
1	Copy of Certificate of Registration/Incorporation	Must meet
2	Copy of Current KRA Tax Compliance Certificate	Must meet
3	Provide Current Compliance Certificate from National Social Security Fund	Must meet
4	Provide Current Compliance Certificate from National Hospital Insurance Fund (NHIF).	Must meet
5	Copy of valid business permit	Must meet
6	The bidder shall provide copy of CR-12. Where one or more of the shareholders is a company (beneficial ownership), the CR-12 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
7	Duly filled and signed Form of Tender. The tender validity period of 120 days from the date of opening.	Must meet
8	Duly filled Tender Securing Declaration Form in the format as provided	Must meet
9	Duly filled Confidential Business Questionnaire form	Must meet
10	Signed certificate of site visit	Must meet
11	Duly filled Self Declaration form	Must meet
12	Provide a copy of a valid registration license with the Pest Control & Poisons Board.	Must meet

13	Attach a valid AGPO/YAGPO Certificate from National Treasury for enterprise registered under the preferences and reservation regulations 2013 - Registered Youth Group, Women Group or People Living with Disability Group Category	Must meet
14	The service provider to indicate the minimum monthly wage rate inclusive of house allowance to pay each of the three categories of staff as per the latest Government Gazette notice on minimum wage rates.	Must meet
15	A written declaration that the service provider shall comply with all labour laws and the minimum wage regulations during the entire period of the contract. Failure to meet this requirement during the contract period will be a ground for cancellation of the contract. The indicators for these are Payment of salaries in time- there should be no complaints from your staff of delayed salaries.	Must meet
16	Have you been a service provider to Kenya Airports Authority within the last three years- Yes or No.	Must State

(Failure to meet any of the above MANDATORY criteria will result in automatic disqualification and bidder shall not be eligible for technical or financial evaluation)

Note:

Bidders whose contracts have been terminated by Kenya Airports Authority within the last three years due to poor performance or have been given a rating of poor performance in three consecutive performance review periods shall be disqualified at the preliminary stage irrespective of whether they have qualified or not.

b). Technical Requirement

Evaluation Matrix

No	Requirements	Aspect
1	Proof of similar works experience in similar works in pest control at least one running contract with a value of not less than Kshs.500,000 per annum. (Proof to be in form of contract agreements or LPOs/LSO)	Must meet
2	One (1) Trained and Qualified Supervisor with a Diploma/Degree in Public Health, Environmental Management, Agriculture, Horticulture or related training that one can demonstrate that they undertook a course in entomology and have a minimum of two years' experience	Must meet

	<p>Bidders shall submit the following documents which shall be used to evaluate:</p> <ul style="list-style-type: none"> • Certified copies of academic certificates; • Certified copies of professional certificates; • Curriculum vitae signed by the nominee; • Recommendation letter from current or previous employer; • A written undertaking signed by the nominee confirming his/her availability to carry out the assignment upon winning the bid. The written undertaking shall be addressed to MD/CEO Kenya Airports Authority and must be specific to this tender. 	Must meet
3	<p>Provide at least three applicators with experience in pest control for a minimum of one (1) year.</p> <ul style="list-style-type: none"> • Curriculum vitae signed by the nominee; • Recommendation letter from current or previous employer; • A written undertaking signed by the nominee confirming his/her availability to carry out the assignment upon winning the bid. The written undertaking shall be addressed to MD/CEO Kenya Airports Authority and must be specific to this tender. 	Must meet
4	<p>Safety procedures</p> <ol style="list-style-type: none"> 1. Correct use of Caution signs, 2. Correct use of PPEs e.g.(, reflective jackets, safety boots, nose masks) 3. Working at heights 4. Safety procedures (use of correct chemicals) 	A write up of not less than a page
5	<p>Must demonstrate access to the following key minimum equipment (owned, leased or hired) necessary to undertake the work. (Attach proof)</p>	Proof
	Knapsacks or equivalent (Minimum 2 in number)	Proof
	Fogger or equivalent (Minimum 1 in number)	Proof
	Mist Blower (minimum 1 in number)	Proof
	Water sucking machine (minimum 1 in number)	Proof
6	<p>Tenderers' capacity to have access to line of credit/liquid assets of not less than Kshs.500,000.00 from a reputable bank.</p> <p>Proof of access to line of credit/liquid assets may be in form of letter of credit from the bank specific to this tender, or bank overdraft facilities or current bank statements for the last three calendar months.</p>	Must meet

NB: Bidders who do not meet any of the above requirements will be disqualified and shall not be evaluated further.

Financial Evaluation Criteria

The financial evaluation will be based on the lowest evaluated price.

NOTE:

Bidders are hereby notified that due diligence may be carried out on the information provided by the bidder. Any false information provided will lead to automatic disqualification.

A site visit will be based on prior booking where bidders will be required to request through the email address, tenders@kaa.go.ke .

SECTION III GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

In this contract the following terms shall be interpreted as indicated:

- a) “The contract” means the agreement entered into between the Kenya Airports Authority 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 services” means services to be provided by the contractor including materials and incidentals which the tenderer is required to provide to the Kenya Airports Authority under the Contract.
- d) “The Kenya Airports Authority” means the organization sourcing for the services under this Contract.
- e) “The contractor means the individual or firm providing the services under this Contract.
- f) “GCC” means general conditions of contract contained in this section
- g) “SCC” means the special conditions of contract
- h) “Day” means calendar day

3.2 Application

These General Conditions shall apply to the extent that they are not superseded by provisions of other part of contract.

3.3 Standards

- 3.3.1 The services provided under this Contract shall conform to the 7 standards mentioned in the Schedule of requirements

3.5 Patent Right's

The tenderer shall indemnify the Kenya Airports Authority against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof.

3.6 Performance Security

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

3.6.2 The proceeds of the performance security shall be payable to the Kenya Airports Authority as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.

3.6.3 The performance security shall be denominated in the currency of the Contract or in a freely convertible currency acceptable to the Kenya Airports Authority and shall be in the form of a bank guarantee.

3.6.4 The performance security will be discharged by the Kenya Airports Authority and returned to the candidate not later than thirty (30) days following the date of completion of the tenderer's performance of obligations under the contract, including any warranty obligations under the contract.

3.7 Inspections and Tests

3.7.1 The Kenya Airports Authority or its representative shall have the right to inspect and/or to test the services to confirm their conformity to the Contract specifications. The Kenya Airports Authority shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.

3.7.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Kenya Airports Authority.

3.7.3 Should any inspected or tested services fail to conform to the Specifications, the Kenya Airports Authority may reject the services, and the tenderer shall either replace the rejected services or make alterations necessary to meet specification requirements free of cost to the Kenya Airports Authority.

3.7.4 Nothing in paragraph 3.7 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.8 Payment

3.8.1 Payment will be on a monthly basis on submission of an invoice after certification by an authorized officer of the Authority that services have been offered

3.9 Prices

Prices charged by the contractor for services performed under the Contract shall not, vary from the prices by the tenderer in its tender or in the Kenya Airports Authority's request for tender validity extension as the case may be. No variation in or modification to the terms of the contract shall be made except by written amendment signed by the parties.

3.10 Assignment

The tenderer shall not assign, in whole or in part, its obligations to perform under this contract, except with the Kenya Airports Authority's prior written consent.

3.10 Termination for Default

The Kenya Airports Authority 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 provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Kenya Airports Authority.
- b) If the tenderer fails to perform any other obligation(s) under the Contract.
- c) If the tenderer, in the judgment of the Kenya Airports Authority has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

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

3.12 Termination of insolvency

The Kenya Airports Authority may at any time terminate the contract by giving written notice to the contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not produce or affect any right of action or remedy, which has accrued or will accrue thereafter to the Kenya Airports Authority.

3.13 Termination for convenience

The Kenya Airports Authority by written notice sent to the contractor may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the Kenya Airports Authority convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

3.13.2 For the remaining part of the contract after termination the Kenya Airports Authority may elect to cancel the services and pay to the contractor on agreed amount for partially completed services.

3.14 Resolution of disputes

The Kenya Airports Authority and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.

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 to an arbitrator to be agreed upon by both parties **PROVIDED ALWAYS THAT THE PROVISIONS OF S. 33** of the KAA Act shall prevail.

3.15 Governing Language

The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.

3.16 Force Majeure

The contractor 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.

3.17 Applicable Law.

The contract shall be interpreted in accordance with the laws of Kenya unless otherwise specified in the SCC

3.18 Notices

Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by fax or E-mail and confirmed in writing to the other party's address as may be specified by both parties.

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

SPECIAL CONDITIONS OF CONTRACT

Special Conditions of contract shall supplement the General Conditions of contract. Whenever there is a conflict, the provision herein shall prevail over those in the general conditions of contract

- 2.1 Payment will be on a monthly basis on submission of an invoice after certification by an authorized officer of the Authority that services has been offered.
- 2.2 The contracted firm will be required to purchase for its staff the uniform prescribed by the Authority without any deviation of the fabric or color.
- 2.3 The successful bidder will meet the cost of
- 2.4 Access passes for his employees,
- 2.5 Toll and parking charges and
- 2.6 Port health training as currently in force and subject to review from time to time.
- 2.7 The successful tenderer shall pay the staff a monthly salary as per the government rates for Nairobi and will avail copies of his or her payroll quarterly to KAA to verify compliance. Salary/wages (remuneration) of the completed month should be paid by the 5th day of the next month.
- 2.8 Failure to pay remuneration on time will be factored in the weekly evaluation.
- 2.9 The successful tenderer shall provide transport to and from the airport for his or her staff on daily basis
- 2.10 Any customer complaint received by the Authority in respect of decline of standards in the contracted areas will be forwarded to the contractor and a written report on the remedial action taken, and the cause of the lapse explained and replied within 24 hours from the time of receipt.
- 2.11 Storage facilities if required will be provided to the contractor at rent and other terms to be specified by the Authority.
- 2.12 The services shall be executed and maintained in strict accordance with the contract to the satisfaction of the Airport Manager and shall comply with and adhere strictly to the Airport Manager's (or his representative's) instructions and directions.
- 2.13 The tenderer shall be required to maintain the highest standards of pest control services and decorum as is applicable to international airports **PROVIDED ALWAYS**, The services required shall be to the satisfaction of the Airport Manager.
- 2.14 The tenderer shall permit free and unfettered access to and provide such assistance as the Authority may require to the Authority's representatives or other persons authorized or engaged

by the Authority, for purposes of determining the standards or services or compliance with this contract, to inspect, audit or conduct a survey of the contract areas, equipment, materials, records, work methods or any other aspect related to the services.

2.15 The Kenya Airports Authority shall carry out routine and random inspection of the contract areas as specified in the scope of work and bills of quantities.

2.16 Where the inspection or survey indicates that the Tenderer has not performed the services to the specified standards, the Authority shall deduct from the contract price, the cost of materials and labor and of the service for which the Contractor is in default and the Authority has had to rectify.

2.17 The Kenya Airports Authority shall evaluate the performance of the services by the tenderer and at its absolute discretion grade the service levels in respect of each month.

2.18 Grading for performance standards attained in each month shall be made in the following manner.

2.18.1.	90% and above	-	Excellent
2.18.2.	80% and above	-	Good
2.18.3.	70% and above	-	Average
2.18.4.	Between 60% - 69.9%	-	Below Average
2.18.5.	Between 50% - 59.9%	-	Poor
2.18.6.	49.9 % and below	-	Very poor

2.19 In the event that the level of service provided is not satisfactory, the Authority may deduct from the applicable contract price in respect of the relevant month on the following percentages:-

<u>Evaluated Performance</u>	<u>Deduction</u>
• 70 % to 79.9 (average)	5%
• 60% to 69.9% (Below Average)	10%
• 50% to 59.9 % (Poor)	20%
• 49.9% and below (very Poor)	30%

Note:-There is no rounding off of figures to the nearest figure.

2.19.1. Note:-Underperformance of less than 80% for three consecutive months leads to termination of the contract

- 2.20** The Authority shall not be liable for any injury to the tenderer, his servants or licensees caused in the course of/or consequential upon the performance of the services contracted herein.
- 2.21** The tenderer shall be responsible for the safety and security of the Authority's property of whatever description in the contract areas and shall ensure that they are secure at all times from theft by its servants and all kinds of risks which may occasion loss and or damage.
- 2.22** The tenderer shall not do or suffer to be done anything on the Airport grounds which may render any increased or extra premium payable for the insurance of the Airport or which may make void or voidable any policy for such insurance for the time being held by the Authority and in the event of breach of this covenant, shall:
- a) Repay the Authority all sums paid by way of increased premium and all expenses incurred in or about the renewal or modification of any such policy by reason of such breach or
 - b) Compensate the Landlord for any claims in respect of such policy thereby rendered void or voidable.
- 2.23** Any servant and/or agent of the tenderer misconducting himself/herself whether due to insobriety or otherwise or conducting himself/herself in a manner prejudicial to the security and good image of the Airport shall be liable to instant removal from the Airport and the Authority may directly impose such conditions as it may deem necessary for his re-admission of the Airport.
- 2.24** The tenderer, his servants and/or agent shall at all times comply with all regulations and directives, which may be issued from time to time in connection with the operations of the Airport by the Authority.
- 2.25** The Contractor shall be liable for and shall indemnify and hold harmless, the Authority, including for this purpose any employee or agent of the Authority, in respect of any loss, liabilities, damage, claim or proceedings suffered or incurred by the Authority, its employees, tenants, customers or other users of the Airport or any third parties arising from or in connection with any neglect or wrongful omissions or willful default of the Contractor, its employees, agents or sub-contractors, arising from or in connection with the performance of the services.
- 2.26** The contractor shall take out and maintain for the duration of this contract insurance protection from reputable insurance companies or levels approved by the Authority to cover the Contractor's liability to the Authority, its employees, tenants, customers and other users of the Airport or any third party arising in connection with the performance of the services.
- 2.27** Notwithstanding the generality of the foregoing, the Contractor shall take out coverage for the following risks:
- i) Workmen's Compensation and Group Personal Accident Insurance.
 - ii) Third Party or Public Liability Insurance including an "indemnity to Principals" clause, covering death or injury to person and loss of or damage to property of the Authority, its customers, employees, tenants and other users of the Airport or any third party subject to as may be required by the Authority.
- 2.28** Third Party or Public liability covers shall be endorsed for the Insurer to provide the Authority with at least thirty (30) days prior written notice of cancellation or adverse material alteration.

- 2.29** Before commencing the execution of works, the contractor, but without limiting his obligations and responsibilities as specified shall insure against any damage, loss of injury which may occur to any property including that of the Authority or to any person including any employee of the Authority by or arising out of the execution of the works or temporary works or in the carrying out of the Contract
- 2.30** Such insurance shall be effected with an insurer and in terms approved by the Authority (which approval shall not be unreasonably withheld) and or at least the amount stated in the Tender and the Contractor shall whenever required produce to the Managing Director or Managing Director's Representative the policy or policies of insurance and the receipts for payment of the current premiums.
- 2.31** The tenderer shall deposit with the Authority upon request evidence of the policies and that premiums therefore have been paid **PROVIDED THAT** neither inspection nor receipt of such evidence shall be deemed to constitute acceptance by the Authority of the terms thereof nor be a waiver of the contractor's responsibility hereunder.
- 2.32** Subject to the provisions of the Civil Aviation and the Kenya Airports Authority Acts or any re-enactment or amendment thereof for the time being in force or any other Regulations, directives, orders or instructions that may be issued in connection of the operation of the Airport, the Authority shall grant to the Tenderer, its employees, servants or agents full access to and from the contract areas for purposes of performance of the services under this contract upon fulfillment of set requirements.
- 2.33** Without limiting the generality of the foregoing, the following conditions apply to the issuance of security passes as required under airport regulations.
- 2.33.1. The tenderer shall pay the prescribed fees for access passes for his employees or agents and also for access to car parks for his vehicles at the prescribed rates during the contract period upon fulfilment of laid down requirements. The rates are subject to review from time to time.
- 2.33.2. The tenderer shall be responsible for ensuring that all Personnel under its control shall hold security passes and no failure to perform the services in accordance with this contract shall be executed in the event that a pass is delayed, refused or withdrawn.
- 2.34** The tenderer shall ensure the removal from contract areas and prevent the presence or threat or entry thereto of any of its employees, servants or agents in respect of whom the right of access has been withdrawn.
- 2.35** The tenderer it's employees and agents shall at all times observe and comply with all security, safety, health, environment and operational regulations, instructions or rules from time to time promulgated, issued, laid down or required by the Authority to be observed or complied with and shall indemnify the Authority for any loss or damages incurred by the Authority's as a result of

the Contractor's or its employees' or agents' failure to observe or comply with such requirements.

- 2.36** The Contractor shall keep the Authority indemnified against all costs, claims, demands and expenses whatsoever arising in connection with the performance of the services by the Contractor without prejudice to the Contractor's obligation to indemnify the Authority as aforesaid, the contractor shall during the continuance of this agreement, be responsible for its employees agents or invitees in relation to the performance of the services and shall take out and maintain such insurance as the contractor shall consider necessary to cover its liability in respect of personal injuries or death of such employees agent of invitees. The Contractor shall at the request of the Authority produce for inspection copies of the relevant policy or policies of insurance together with receipts in respect of premiums paid under such policy or policies.
- 2.37** The tenderer shall at all times diligently observe all labor laws in force and shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct by or amongst his staff and labor for the preservation of peace and protection of persons and property in the Airport.
- 2.38** The Contractor shall not assign its rights, obligations and/or benefits under its contract or sub-contract any services herein. Any allotment or transfer of shares by the contractor, which substantially alters or affects the ownership or control by the Contractor shall for the purposes of this clause be deemed an assignment or transfer of this agreement.
- 2.39** Due precautions shall be taken by the Contractor and at his own cost to ensure the safety of his staff and labor, and in collaboration with and to the requirements and due satisfaction of the Port Health and at all times to comply with all standard health requirements in and around the Airport which the Authority may from time to time promulgate and allow the designated representation or agent of the Authority including **medical officer of Port Health** at all reasonable times to inspect the operations of the contract relating to the provisions of the services and all materials, equipments, disinfectants and detergents used in connection therewith.

THE SCOPE OF WORK / SPECIFICATIONS FOR PEST CONTROL

The Items in the Bills of Quantities shall be read in conjunction with the specifications.

1.1 LOCATION OF WORKS

The services, offered by a duly licensed pest control service provider and by qualified certified staff will be performed at the Jomo International Airport, which is located at the city of Nairobi.

1.2 DETAILED WORKS

- 1.2.1** The services will be executed and maintained in strict accordance with the contract to the satisfaction of the Airport Manager representative, Wildlife and Bird Control Manager, Port Health (Vector Control Section) as the case may be and shall comply with and adhere strictly their instructions and or directions.
- 1.2.2** The contractor shall perform the services in all the areas as specified in the bill of quantities herein.
- 1.2.3** The contractor shall provide the services in the contract areas in accordance with Pest Control Products Act Cap 346, Laws of Kenya, Kenya Airports Authority Pest Control Policy and Public Health Act
- 1.2.4** All works shall be executed in a way that it does not interfere with the normal operations of the Airport such as flow of passengers, personnel movements and shall comply with the Airport Regulations, uphold the Principals of World Health Organization (WHO) regarding the Chemical usage and their effects on human health, Environmental preservation and ILO regulations on occupational hazards and Biosafety Protocol compliance.
- 1.2.5** Without limiting the generality of Articles above, the Contractor shall accord all the stakeholders full opportunity to inspect any work and satisfy themselves as to the quality and quantity of works.
- 1.2.6** Contractors are strongly recommended to be members of Agrochemicals Association of Kenya.
- 1.2.7** The contractor shall research and establish bait stations in strategic areas of the Airport in conjunction with the relevant airport pest control stakeholders

1.3 PUBLIC HEALTH CONCERNS:

- Adequate storage facility within the Airport.
- Possession of adequate protective clothing.
- Provision of adequate pest control equipment and materials.

- Adhering to washing the equipment/hands with free running water.
- Chemicals to be adequate, standard and approved by the Pests Control Board.
- Provide the public health office with materials Safety Data Sheet.
- The staff must undergo health and Safety training matters relevant to pest control every six months and report submitted to Customer Service Manager and Bird and Wildlife Manager or Airport Manager's Representative.
- Monthly/ weekly/ daily/ random supervision and audit of the pest control contractor output
- Make provision for contingency measures in the event of emergencies.
- Provide work schedule on monthly basis with reevaluation on a weekly basis depending on pest invasion.
- In the event there is an invasion of vectors and pests at unmanageable level Port health and KAA Wildlife Department will intervene in the situation.

I.4 QUALIFICATION OF STAFF:

- Should have Knowledge of Pests control, usage of chemicals and certification of the same.
- Should be adequate and skilled.

I.5 MAIN TASKS

Do all that appertains to prevention and control of infestation of pests at the airport to acceptable levels .The acceptable methods are but not limited to the following:

- a) Bait
- b) Spray
- c) Flush
- d) Fume
- e) Smoke
- f) Trap
- g) Suck
- h) Collect
- i) Dispose
- j) Clean
- k) Destroy at source

I.6 SOURCE OF PRODUCTS

All the chemicals and apparatus used shall be of the kinds currently registered and or licensed by Kenya Pharmaceuticals and Poisons Licensing Board, Pest Control Products Board and duly approved by Port Public Health Officer, Wildlife and Bird Control Manager and Airport Manager representative

The Contractor shall show or prove the Product name, active ingredients and their percentage of the chemical, dilution ratio, product Registration Number of the chemical, Quantity of the product to be applied per given area and manufacture and expiry dates of the product

DETAILED PEST CONTROL SPECIFICATION

HIGH RISK AREAS	PESTS	SURFACE	TASK	APPARATUS	REMARKS
Terminal Buildings	Cockroaches, fleas, moths spiders, bees, snakes, locusts, grasshoppers, termites, mosquitoes	Drawers, lockers, ceiling, counters, desks, signage, offices, sewage and cable ducts, garbage area, lounges, lifts, machine rooms and machines.	Spraying, baiting, sucking, smoking, fuming, collection and safe disposal, destruction at source	Knapsacks, sprayers, chemicals, transparent polythene bags, cloths, masks, gloves	
Cargo Freight Terminal and Cargo village	Rats, rodents, fleas, lice, cockroaches	Offices, lockers, storages, cable ducts, machines, cartons, boxes, containers, machine rooms, kitchens, Animal holding, animals, booths and sentries	Baiting, safe disposal, collection	Baits , sprayers, chemicals, traps, transparent polythene bags, protective gear,	
Restaurants and kitchens	Rats, rodents, cockroaches, fleas, lice	Cupboards, cookers, furniture, sinks, walls, ceilings, drawers, boxes, counters, food and beverage stores, other stores	Baiting, collection and safe disposal	Baits, sprayers, chemicals, traps, polythene bags, protective gear	
Drains and grease traps, stagnant waters	Rats, rodents, cockroaches,	Pipes, drains, gully traps	Baiting, collection and safe disposal	Baits, sprayers, chemicals ,protective gear	
All shops , saloons and concessionaire areas	Cockroaches, rats, rodents, fleas, lice, moths	Lockers, drawers, sinks, mosquitoes,	Spraying, collection and safe disposal	Baits, sprayers, chemicals, protective gears	
Restrooms Stores and machine rooms	Cockroaches, rats, rodents, fleas, lice , mosquitoes, flies	Lockers, mattresses, furniture, drawers, walls, ceilings, machines	Spraying, baiting, fuming,	Baits, sprayers, chemicals, protective gears, traps	
Business lounges, non	Cockroaches, fleas, lice,	Bedrooms, drawers, lockers	Spraying, baiting,	Sprays, chemical, protective gears,	

smoking and smoking lounges, checking in counters, boarding gates, car rental kiosks	mosquitoes	furniture, toilet facilities, counters, walls, ceiling			
Conveyor belts, lifts, Air bridges, escalators,	Cockroaches, rats, rodents, moths, locusts and grasshoppers, wasps	Lifts and lift rooms, conveyor rooms and beneath	Spraying, baiting, collection and safe disposal	Baits, sprays, chemicals, protective gears	
State pavilion and VVIP lounges	Cockroaches, snakes, rats, rodents, mosquitoes, bees, moths, spiders, locusts, termites, grasshoppers, wasps, lizards	Bedrooms, stores, First aid rooms, offices, lounges, refuse areas, toilet facilities, drains, kitchen	Spraying, baiting, fuming, smoking, trapping, sucking, destroying at source	Baits, traps, sprays, chemicals, protective gears	
Toilet and pantry facilities	Cockroaches, mosquitoes, rats, rodents, spiders, flies, moths	Walls, ceilings, pantries, baby changers	Spraying, trapping, sucking, baiting	Baits, traps, sprays, chemicals, protective gears	
Fire stations/Electrical stations/workshops/Substation	Cockroaches, mosquitoes, rats, rodents, fleas, lice, moths, termites, grasshoppers, locusts, spiders, Nairobi fly	Walls, ceilings, lockers, drawers, bedrooms, restrooms, stores, kitchens,	Trapping, spraying, sucking, baiting	Baits, chemicals, protective gears, traps	
Training Schools	Cockroaches, mosquitoes, rats, rodents, lice, fleas,	Walls, ceilings, kitchens, drawers, lockers, furniture	Trapping, baiting, spraying, collection and safe disposal	Baits, chemicals, protective gear	
Indoor and external plants containers	Cockroaches	Plates, container	Spraying	Chemicals, protective gears	
Apron/Airside	Cockroaches, mosquitoes,	Offices, lockers, stores,	Spraying, sucking,	Chemicals, traps, sprayers, protective gears,	

	rats, rodents, fleas, lice, grasshoppers, locusts, worms ants termites	restrooms, drawers, bedrooms, mattresses, walls, ceilings,	trapping, baiting, safe disposal, destruction at source		
Refuse areas	Rats, rodents, cockroaches, flies, worms, Snakes	Grounds,	Spraying, trapping, baiting	Chemicals, traps, sprayers, protective gear	
Police stations	Rats, rodents, cockroaches, fleas, lice, mosquitoes, moths	kitchens, drawers, lockers, furniture	Spraying, trapping, baiting, collecting and safe disposal	Chemicals, sprayers, protective gears,	
OTHER AREAS					
Car parks/parking garage and envrions	Rats, rodents, Grasshoppers	Drains , parking areas	Baiting, collection and safe disposal	Chemicals, traps, baits, polythene bags	
Stairs	Cockroaches	Rails	Spraying, trapping	Traps	
Fire escape areas	Cockroaches	Stairs /rails	Spraying, trapping	Traps	
Fire equipment closets, equipment and plant rooms	Cockroaches, rats, rodents	Machines and equipment	Spraying, trapping	Chemicals, traps, polythene bags, protective gear	
Service passages	Mosquitoes	Walls, ceilings	Destruction at source	Chemicals, protective gear	
Administration and operational offices	Cockroaches,	kitchens, drawers, lockers, furniture	Spraying, trapping	Chemicals, traps, protective gears, sprayers	
Control rooms	Cockroaches, mosquitoes, fleas, lice, rats,	kitchens, drawers, lockers, furniture	Spraying, trapping,	Chemicals, traps, protective gears, sprayers	
Environment	Rodents, rats, snakes, bees, locusts, grasshoppers, mosquitoes, Worms	Lawns, grass, trees, flower beds	Spraying, trapping, smoking, fuming, destruction at source, baiting	Chemical, sprayers, protective gears, baits	
Security Check points	Mosquitoes, lice, fleas ,	Machines, furniture, walls,	Spraying, trapping,	Chemicals, sprayers, protective gears	

	cockroaches	ceilings			
Prayer areas	Mosquitoes, lice, fleas, rats	Carpets, furniture	Spraying	Chemicals , protective gear	
P.I. rooms	Cockroaches, lice, fleas, mosquitoes, rats	Beds, drawers, lockers, mattresses, furniture	Spraying, baiting,	Chemicals, protective gears	
KAA Head office	Mosquitoes, lice, fleas , cockroaches	Machines, furniture, walls, ceilings	Spraying, trapping,	Chemicals, sprayers, protective gears	

DURATION OF THE CONTRACT

The tenderer shall provide the service for duration of 2 (two) years from the date of commencement of this Contract (hereinafter referred to as “**the term**”). This contract shall be deemed to have commenced immediately on signing by both parties. The term may be extended, terminated or renewed upon agreement by both parties

BILLS OF QUANTITIES FOR PROVISION OF PEST CONTROL AT JKIA AND KAA HEAD QUARTERS

NO	AREA/LOCATION	AREA IN SQ FT (OR FT where applicable)	PESTS	RATE PER MONTH IN KSH	RATE PER YEAR KSH
A.	PARKING GARAGE AND RELATED AREAS (Parking garage floor basement,1,2 and 3 ,related offices ,shops, Tour Company’s ,washrooms ,All staircases and Terraces etc,etc.)	536,707.33	Cockroaches, rodents, fleas, mosquitoes, bedbugs, locust, grass hopper ,wasps, beetle ,mites, ticks lice, cats, Bees, among others		
B.	TERMINAL IA ARRIVALS, DEPARTURES AND RELATED AREAS (Package 2A,3A,Washrooms, BHS area ,open drainages, Baby changing areas, manholes ,Food courts, shops, Tour Company’s ,Janitors, Restaurant e.t.c.	289,471.68	Cockroaches, rodents, fleas, mosquitoes, bedbugs, locust, grass hopper ,wasps, beetle ,mites, ticks lice, cats, Bees, among others		

C.	TERMINAL I B,C D AND RELATED AREAS (Departure Lounges ,All Gates , Duty Free shops, counters, forex bureaus, restaurants, furniture, baby changing area, lifts , machines, escalators, lifts ,all air bridges stairs, Pantries, washrooms, offices etc,etc)	917,063	Cockroaches, rodents, fleas, mosquitoes, bedbugs, locust, grass hopper ,wasps, beetle ,mites, ticks lice, cats, Bees, among others		
D.	Roof tops Terminal I B,C and D	771.52			
E.	All VIP lounges and State Pavilion	569,862.22	Cockroaches, rodents, fleas, mosquitoes, bedbugs, locust, grass hopper ,wasps, beetle ,mites, ticks lice, cats, Bees, among others		
F.	Police stations, Telephone Exchange, M-station and So gene area	134,491.667	Cockroaches, rodents, fleas, mosquitoes, bedbugs, locust, grass hopper ,wasps, beetle ,mites, ticks lice, cats, Bees, among others		
G.	Head Quarters, PMO, Old and New Training school, parking's and surrounding environment	183,065.256	Cockroaches, rodents, fleas, mosquitoes, bedbugs, locust, grass hopper ,wasps, beetle ,mites, ticks lice, cats, Bees, among others		
H.	Cargo village including rented offices and empty office spaces and Duty Free stores ,washrooms among others	2,800	Cockroaches, rodents, fleas, mosquitoes, bedbugs, locust, grass hopper ,wasps, beetle ,mites, ticks lice, cats, Bees, among others		

I.	Cargo Terminal including warehouses, K AHL offices, rented offices, KAA and KRA offices, Postal Offices, empty office spaces, KAPU offices, canteens, shops, banks, Animal holding area, washrooms etc,etc	126,997.33	Cockroaches, rodents, fleas, mosquitoes, bedbugs, locust, grass hopper ,wasps, beetle ,mites, ticks lice, cats, Bees, among others		
J.	All fire stations , washrooms and related areas	46,480	Cockroaches, rodents, fleas, mosquitoes, bedbugs, locust, grass hopper ,wasps, beetle ,mites, ticks lice, cats, Bees, among others		
K.	Apron /Airside(Airline and Ground handlers offices, stores, rest rooms , toilets , crew rooms, KAA offices, restaurants, meteorological department, main waste disposal site and temporary garbage collection points etc,etc)	2,200,000	Cockroaches, rodents, fleas, mosquitoes, bedbugs, locust, grass hopper ,wasps, beetle ,mites, ticks lice, cats, Bees, among others		
L.	All car parks, roads, pavements, flood lights and Bill boards ,main access drive way among others and garbage collection points .	959,217.3	Cockroaches, rodents, fleas, mosquitoes, bedbugs, locust, grass hopper ,wasps, beetle ,mites, ticks lice, cats, Bees, among others		
M.	All open/closed drainages exterior and interior of the perimeter fence, manholes etc.				
MI	Maintain the open storm water drain (lined and earth drains) from open channel of width ranging from 1M to 4M and depth ranging from 1M to 4M	65,616 feet	Cockroaches, rodents, fleas, mosquitoes, bedbugs, locust, grass hopper ,wasps, beetle ,mites, ticks lice, cats, Bees, among others		

M2	Lined invert block drains of depth not exceeding 1M for storm water	65, 616 feet	Cockroaches, rodents, fleas, mosquitoes, bedbugs, locust, grass hopper ,wasps, beetle ,mites, ticks lice, cats, Bees, among others		
M3	Culverts and underground drainage lines of various types and sizes	4,921.2 feet	Cockroaches, rodents, fleas, mosquitoes, bedbugs, locust, grass hopper ,wasps, beetle ,mites, ticks lice, cats, Bees, among others		
M4	Closed slotted drains for storm water	22,965.6 feet	Cockroaches, rodents, fleas, mosquitoes, bedbugs, locust, grass hopper ,wasps, beetle ,mites, ticks lice, cats, Bees, among others Bees, etc,		
M5	Gulley traps and kerb inlet drains	19,684.8 feet	Cockroaches, rodents, fleas, mosquitoes, bedbugs, locust, grass hopper ,wasps, beetle ,mites, ticks lice, cats, Bees, among others		
N.	KAA – JKIA Vehicles and All Fire Engines	3,690 Sq. ft	Cockroaches, rodents, fleas, mosquitoes, bedbugs, locust, grass hopper ,wasps, beetle ,mites, ticks lice, cats, Bees, among others		
O.	Interior/Exterior Security booths.	405	Cockroaches, rodents, fleas, mosquitoes, bedbugs, locust, grass hopper ,wasps, beetle ,mites, ticks lice, cats, Bees, among others		
	Total cost per annum exclusive of				

	14%VAT				
	Total cost for two (2) years inclusive of 14% VAT to be transferred to the form of tender				

NB//

- **The frequency of fumigation will be provided in the schedules of work**
- **The operation manager on site must have knowledge and skills of different chemicals in use and their ratios.**

SECTION VII- STANDARD FORMS

Notes on standard forms

1. The tenderer shall complete and submit with its tender the form of tender and price schedules pursuant to instructions to tenderers clause 9 and in accordance with the requirements included in the special conditions of contract.
2. When requested by the appendix to the instructions to tenderers, the tenderer should provide the tender security, either in the form included herein or in another form acceptable to the Kenya Airports Authority pursuant to instructions to tenderers clause 12.3
3. The contract form, the price schedules and the schedule of requirements shall be deemed to form part of the contract and should be modified accordingly at the time of contract award to incorporate corrections or modifications agreed by the tenderer and the Kenya Airports Authority in accordance with the instructions to tenderers or general conditions of contract.
4. The performance security and bank guarantee for advance payment forms should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance/entity and bank guarantee for advance payment forms in accordance with the forms indicated herein or in another form acceptable to the Kenya Airports Authority and pursuant to the – conditions of contract.

SECTION VI - STANDARD FORMS

1. Form of tender
2. Price schedules
3. Contract form
4. Confidential Questionnaire form
5. Tender Securing Declaration form
6. Performance security form
7. Self-Declaration form
8. Tender Securing Form

FORM OF TENDER

Tender No. **CAA/OT/JKIA/0038/2020-2021**

To **Kenya Airports Authority**

Gentlemen and/or Ladies:

- 1. Having examined the tender documents including Addenda Nos... *[Insert numbers, the of which is hereby duly acknowledged, wed, the undersigned, offer to provide. **[Provision of Pest Control Services at JKIA & KAA HQ]** 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 provide the services in accordance with the services schedule specified in the Schedule of Requirements.
- 3. If our Tender is accepted, we will obtain the tender guarantee in a sum equivalent to **1%** percent of the Contract Price for the due performance of the Contract, in the form prescribed by (Kenya Airports Authority).
- 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. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this _____ day of _____ 20
[signature] *[In the capacity of]*

Duly authorized to sign tender for and on behalf of _____

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

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2 (c) and 2 (d) whichever applies to your type of business.

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

Part 1 – General

Business Name _____

Location of business premises; Country/Town _____

Plot No _____ Street/Road _____

Postal Address _____ Tel No _____

Nature of Business _____

Current Trade Licence No _____ Expiring date _____

Maximum value of business which you can handle at any time: Ksh _____

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

Give details of partners as follows:

	<i>Name in full</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.....				
2.....				
3.....				

Part 2(c) – Registered Company:

Private or public.....

State the nominal and issued capital of the Company-

Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows:

Name in full . Nationality. Citizenship Details*. Shares.

- 1.
- 2.
- 3.
- 4.

Part 2(d) – Interest in the Firm:

Is there any person / persons in(Name of Employer) who has interest in this firm? Yes/No.....(Delete as necessary)

I certify that the information given above is correct.

.....
(Title)	(Signature)	(Date)

* Attach proof of citizenship

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

PROVISION OF PEST CONTROL SERVICES AT JOMO KENYATTA INTERNATIONAL AIRPORT AND KAA HEAD QUARTERS

Having previously studied the Contract 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)

Witnessed.....

(Signature of Client’s representative)

Date.....

TENDER SECURING DECLARATION FORM

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

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

Tender No.....

To: Kenya Airports Authority

We, the undersigned, declare that:

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

Signed:*[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Bid Securing Declaration]*

Name:*[insert complete name of person signing the Tender Securing Declaration]*

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

CONTRACT FORM

THIS AGREEMENT made the ___day of _____20___between.....[name of procurement entity] of[country of Procurement entity](hereinafter called “the Kenya Airports Authority”) of the one part and[name of tenderer] of[city and country of tenderer](hereinafter called “the tenderer”) of the other part.

WHEREAS the Kenya Airports Authority invited tenders for certain materials and spares. Viz.....[brief description of materials and spares] and has accepted a tender by the tenderer for the supply of those materials and spares in the sum of[contract price in words and figures]

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) Letter of Notification of Award.
3. In consideration of the payments to be made by the Kenya Airports Authority to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Kenya Airports Authority to provide the materials and spares and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Kenya Airports Authority hereby covenants to pay the tenderer in consideration of the provision of the materials and spares 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 Kenya Airports Authority)

Signed, sealed, delivered by _____ the _____ (for the tenderer)

In the presence of _____.

PERFORMANCE SECURITY FORM

To:

[Name of the Kenya Airports Authority]

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 services](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 figures],

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 your 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

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

(Amend accordingly if provided by Insurance Company)

QUALIFICATION INFORMATION FORMAT

I.1 Name of tenderer-----

Principal place of business _____

I.2 Total annual volume of work performed in the last three years

Year	Volume
2017	
2018	
2019	
Note: Audited accounts for 2017, 2018 and 2019 must be attached	

I.3 Work performed of a similar nature (2 No) currently being undertaken

Project Name:	Name of Client:	Contact Person	Start Date (Month/Year):	Completion Date (Month/Year)	Value of Services (Kshs)
Note: tenderers must attached proof in the form of letters of award or contract agreements					

I.4 Major items of tenderer's equipment proposed for carrying out the Works. Fill in all information requested below for the lot or lots being tendered for.

No.	Equipment Type	Minimum Number required	Remarks

Note: Proof of ownership, leased or hired must be submitted together with the bid. (This must be in the form of log books, lease/hire agreements or/contracts duly signed)			

1.5 Qualifications and experience of key personnel proposed for administration and execution of the Contract. Attach Certificate and CV (CV to be provided as per the format provided in appendix I)

Position	Name	Years of experience	Qualification

1.6 Evidence of access to liquid assets as specified for different lots. Proof should be in the form of cash in hand, letter of credit/ bank overdraft, attach supportive documents.

LETTER OF NOTIFICATION OF INTENTION TO ENTER INTO A CONTRACT

Address of Kenya Airports Authority

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) _____

MANAGING DIRECTOR

NOTE: Technical requirements MUST be submitted as per the qualification information format

**Appendix I
Resume of Proposed Personnel**

Name of Bidder

Position		
Personnel information	Name	Date of birth
	Professional qualifications	
Present employment	Name of employer	
	Address of employer	
	Telephone	Contact (manager / personnel officer)
	Fax	E-mail
	Job title	Years with present employer

Summarize professional experience, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience