



**PROVISION OF CLEANING SERVICES, FUMIGATION
AND PEST CONTROL SERVICES AT
MOI INTERNATIONAL AIRPORT**

**(Eligibility for duly registered Youth, Women &
People Living with Disability)**

TENDER NO. KAA/OT/MIA/0081/2020-2021

MARCH, 2021

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

**AIRPORT MANAGER,
MOI INTERNATIONAL AIRPORT,
P.O. BOX 93904-80115,
MOMBASA**

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SECTION I. INVITATION TO TENDER

TENDER NO: KAA/OT/MIA/0081/2020-2021 **DATE:** 16/03/2021

TENDER NAME: PROVISION OF CLEANING SERVICES, FUMIGATION
AND PEST CONTROL SERVICES AT
MOI INTERNATIONAL AIRPORT.

1.1 The Kenya Airports Authority invites tenders from **Duly Registered Youth, Women & People with Disability Owned Enterprises** for the **PROVISION OF CLEANING SERVICES, FUMIGATION AND PEST CONTROL SERVICES AT MOI INTERNATIONAL AIRPORT.**

1.2 Interested candidates 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 **1st April 2021** at **11.00 am**. Late bids shall be rejected.

- I.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.
- I.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.
- I.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**

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 relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 66 of the Act (PPADA 2015).
- 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 N/A
- 2.2.3 The Kenya Airports Authority shall allow the tenderer to view the tender document free of charge.

2.3 Contents of Tender Documents

- 2.3.1. The tender document comprises of the documents listed below and any addenda 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 Securing form
- xi) Performance security form
- xii) Performance security form
- xiii) 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 Documents

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**
- 2.10.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the appendix to 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 Kenya Airports Authority'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 form of a fully filled and signed Tender Securing Declaration Form.**
- 2.12.2 The tender security is required to protect the Kenya Airports Authority against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7

2.12.3 The tender security shall be denominated in 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

2.12.4 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

2.12.5 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 Kenya Airports Authority.

2.12.6 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.

2.12.7 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
 - i) In the case of a successful tenderer, *if* the tenderer fails: to sign the contract in accordance with paragraph 30
 - or**
 - ii) To furnish performance security in accordance with paragraph 31.
- b) 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” **1st April 2021 at 11.00 a.m..**

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 Kenya Airports Authority 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 Kenya Airports Authority at the address specified under paragraph 2.15.1 no later than **1st April 2021 at 11.00 a.m.**

2.16.2The Kenya Airports Authority 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 Kenya Airports Authority and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

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

2.17 Modification and Withdrawal of Tenders

2.17.1The 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 is received by the Kenya Airports Authority prior to the deadline prescribed for the submission of tenders.

2.17.2The 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.

2.17.3No 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 Kenya Airports Authority 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 Kenya Airports Authority 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

2.17.4The Kenya Airports Authority will open all tenders in the presence of tenderers' representatives who choose to attend immediately after 11.00 a.m. on **1st April 2021 at 11.00 a.m..**

- 2.18.1 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 Kenya Airports Authority, at its discretion, may consider appropriate, will be announced at the opening.
- 2.18.3 The Kenya Airports Authority 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 Kenya Airports Authority 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 Kenya Airports Authority in the Kenya Airports Authority's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderer/s tender.

2.20 Preliminary Examination and Responsiveness

- 2.20.1 The Kenya Airports Authority 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 Kenya Airports Authority 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 Kenya Airports Authority 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 Kenya Airports Authority'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 Kenya Airports Authority 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 Kenya Airports Authority 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 Kenya Airports Authority 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 Kenya Airports Authority'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 22.3 the following evaluation methods will be applied:

a) Operational Plan.

The Kenya Airports Authority 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 Kenya Airports

Authority'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 Kenya Airports Authority 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 Kenya Airports Authority

2.23.2 Subject to paragraph 2.19, no tenderer shall contact the Kenya Airports Authority on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.23.3 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 tenderer's tender.

2.24 Award of Contract

2.24.2 Post qualification

- a) In the absence of pre-qualification, the Kenya Airports Authority 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.

- b) 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 Kenya Airports Authority deems necessary and appropriate.
- c) 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 Kenya Airports Authority will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

2.24.3 Award Criteria

- a) Subject to paragraph 2.29 the Kenya Airports Authority 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.
- b) The Kenya Airports Authority reserves 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 Kenya Airports Authority's action. If the Kenya Airports Authority determines that none of the tenderers is responsive; the Kenya Airports Authority shall notify each tenderer who submitted a tender.
- c) 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 Kenya Airports Authority will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12.

2.26 Signing of Contract

2.26.2 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.

2.26.3 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Kenya Airports Authority.

2.26.4 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

2.27.2 Within thirty (30) days of the receipt of notification of award from the Kenya Airports Authority, 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 Kenya Airports Authority.

2.27.3 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 Kenya Airports Authority may make the award to the next lowest evaluated or call for new tenders.

2.28 Corrupt or Fraudulent Practices

2.28.2 The Kenya Airports Authority 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.

2.28.3 The Kenya Airports Authority 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;

2.28.4 Further, a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

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

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

APPENDIX TO INSTRUCTIONS TO TENDERERS

The following information for procurement of cleaning 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.

Instruction to tender reference	Particulars of Appendix to instructions to tenderers
2.1 Eligibility	Eligible tenderers shall be Duly Registered Youth, Women & People with Disability Owned Enterprises.
2.2.2 Cost of tendering	Tender document is accessible through the portal for free. Tender documents may be obtained by downloading from Kenya Airports Authority website (www.kaa.go.ke), ((https://www.kaa.go.ke/corporate/procurement/) or Public Procurement Information Portal (ppip.go.ke))
2.4 Clarification of tender Documents	The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives no later than three (3) days prior to the deadline for the submission of tenders. Contact person for any clarification is: - General Manager, Procurement and Logistics Kenya Airports Authority P.O. Box 19001-00501 Nairobi, Kenya Electronic mail address: tenders@kaa.go.ke
2.12.2 Tender Security	The tender security shall be in form of a dully filled and signed Tender Securing Declaration Form.
2.13 Tender Validity	Tenders shall remain valid for 120 days from the date of tender closing/opening.
2.14.1 & 2.15.1	This is an online bidding process. Completed Tender documents and its attachments must be submitted online before the closing/opening date. All relevant submission

<p>Sealing and Marking of Tenders</p>	<p>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</p>
<p>2.18 Opening of Tenders</p>	<p>The tender closing and opening date is on 1st April 2021 at 11.00 a.m. Thereafter, the tender opening register shall be sent via email to all the bidders who will have participated in the process.</p>
<p>2.27 Performance security</p>	<p>Performance security shall be valued at 1% of the total contract price, in the format provided and shall be in form of;</p> <ol style="list-style-type: none"> 1. Cash or banker’s cheque, or 2. A bank guarantee, or 3. Guarantee issued by a reputable insurance company approved by Public Procurement Regulatory Authority (PPRA) or 4. Letter of credit.

Pre-tender meeting/Site Visit

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.

PRELIMINARY EVALUATION REQUIREMENTS

Bidders shall submit the following mandatory requirements

No	Requirement	Compliance
1.	Attach copy of Registration of Business/Certificate of Incorporation	Must meet
2.	Duly filled Confidential Business Questionnaire	Must meet
3.	Valid Tax Compliance Certificate	Must meet
4.	Duly filled site visit certificate- The site visit will be based on prior booking where bidders will be required to request through the email address, tenders@kaa.go.ke	Must meet
5.	Duly filled and signed Self-declaration form	Must meet
6.	Duly filled, signed and stamped Form of Tender.	Must meet
7.	The service provider to indicate the minimum monthly wage rate inclusive of house allowance to pay each of the Two categories of staff as per the latest Government Gazette notice on minimum wage rates.	Must meet
8.	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
9.	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
10.	Copy of valid Business Permit for year 2021	Must meet
11.	Bidders to serialize their bidding documents from the first to the last page including all the attachments	Must meet
12.	Provide Current Compliance Certificate from National Social Security Fund and payment remittance advises for the months December 2020, January, 2021 and February 2021	Must meet

13.	Provide Current Compliance Certificate from National Hospital Insurance Fund and payment remittance advise for the months December 2020, January, 2021 and February 2021.	Must meet
14.	Provide a letter from the Ministry of Labour on compliance of meeting the minimum wages	Must meet
15.	Have you been a service provider to Kenya Airports Authority within the last three years- Yes or No? 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 reviews periods shall be disqualified at the preliminary stage irrespective of whether they have qualified or not;	Must meet
16.	Provide copies of staff payrolls for the months of December 2020, January 2021 and February 2021 duly certified by your bank confirming that salaries were remitted through the bank.	Must meet
17.	Provide copies of proof of current and valid Work Injury Benefits Insurance Cover	Must Meet
18.	Attach a current and 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
19.	Provide proof of existing account with a Bank or Financial Institution where the mandatory signatory is the youth, woman of person living with disability. Attach copies of signatories' national identification cards or passports.	Must Meet
20.	Duly Filled Tender Securing Form	Must Meet
21.	Provide a copy of a valid registration license with the Pest Control & Poisons Board.	Must meet

N/B: Failure to comply / submit any of the above requirements shall lead to automatic disqualification from further evaluation.

TECHNICAL EVALUATION

No	Requirement	Aspect	Compliance
1	Proof of experience in two (2) similar service in type and complexity undertaken as the principal service provider within the last three (3) years (minimum 2 No) with an average value of not less than Kenya shillings one million per annum; names and location of clients who may be contacted for clarification (Proof to be in a form of LPO or contract agreements).	Proof to be in form of LPO or contract agreements.	Must meet
2	One (1) Trained and Qualified Manager with a Diploma/Degree in House Keeping, Public Health, Environmental Management, Agriculture, Horticulture or related training ,	Academic Certificate	Must meet
	Four (4) Housekeeping Supervisors must have a minimum of six (6) months experience (Copies of Certificate in housekeeping or related training and recommendation letters from the previous/current employer must be provided)	Experience six (6) months)	Must meet
3	Bidders shall submit the following documents which shall be used to evaluate the above proposed staff: <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 	Must meet	Must meet

No	Requirement	Aspect	Compliance
	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.		
4	<p>Safety procedures</p> <p>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)</p>	A write up of not more than a page	Must meet
5	Must demonstrate access to the following key minimum equipment (owned, leased or hired) necessary to undertake the work. (Attach proof)	Proof	Must meet
A	Knapsacks or equivalent (Minimum 2 in number)	Proof	Must meet
B	Fogger or equivalent (Minimum 1 in number)	Proof	Must meet
C	Mist Blower (minimum 1 in number)	Proof	Must meet
D	Water sucking machine (minimum 1 in number)	Proof	Must meet
6	Average annual turnover of not less than Kshs.2 million per annum for the last three years as demonstrated by the submitted Audited Accounts for the years (2016, 2017 and 2018) or (2017, 2018 and	Provide audited accounts	Must meet

No	Requirement	Aspect	Compliance
	2019)		
7	<p>Tenderers' capacity to have access to line of credit/liquid assets of not less than Kshs.500,000.00 from a reputable bank. Copies of the following documents as proof of access to liquid assets of not less than Kenya Shillings Five hundred thousand or capacity to have a minimum cash flow of Kenya Shillings Five hundred thousand. This shall be evidenced by:</p> <ul style="list-style-type: none"> a) Letter of intent to grant a line of credit addressed to the Managing Director Kenya Airports Authority (specific to this tender) from an approved financial institution indicating that the institution will provide the bidder with a line of credit should the bidder be successful or b) Overdraft facility from a commercial bank specifically for this tender indicating the amount to be availed or c) Current bank statement for the last three calendar months- December 2020, January, 2021 and February 2021 with an average cash flow of Kenya Shillings five hundred thousand or d) A combination of any of the above. 	Must be provided	Must meet
	Tenderer must demonstrate availability or access to machinery, tools and equipment necessary for effective performance of the contract as stated below:	(Attach proof of ownership or lease agreement or purchase receipts/invoices of the said	Must meet

No	Requirement	Aspect	Compliance
	<ul style="list-style-type: none"> - Scrubbing incorporating buffing pads and scrubbing machines (minimum 2 in number) - Vacuum cleaners (minimum 2 in number) - Water sucking machines (minimum 2 in number) - All with Adequate extension cables in relation to the machines 	machinery/equipment or a financing commitment letter specific to this tender from the bank or credit institution equivalent to the cost of purchasing the machinery/equipment	

N/B: Failure to comply / submit any of the above requirements shall lead to automatic disqualification from further evaluation.

FINANCIAL EVALUATION:

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

NOTE:

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

The Authority will not accept and/ or respond to request for clarification from bidders received 3 days before the tender opening.

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) **“Days”** are calendar days;
- i) **“Months”** are calendar months.
- j) **“Equipment”** is the Contractor’s machinery and vehicles brought temporarily to the Site for the execution of the Services.
- k) **“Site”** means the place or places where the Services are to be carried out.
- l) **“KAA’s Representative”** is the person appointed by the Employer and notified to the Contractor for the purpose of supervision of the Services.
- m) **“Specification”** means the Specification of the Services included in the Contract.

- n) **“Agreement”** means this Agreement made between Kenya Airports Authority and the Contractor including the First and second schedules and to other document forming the Agreement;
- o) **“Effective Date”** means the date that the services shall commence as stipulated in the Agreement.
- p) **“Party”** means either KAA or the Contractor.
- q) **“Both Parties”** means KAA and the Contractor
- r) **“Rates”** means the costs and charges of the services the Contractor shall provide to KAA; as provided for in the Second Schedule of this Agreement;
- s) **“Cleaning Services”** means the Cleaning services, that will be provided to KAA by the Cleaning Company pursuant to this Agreement and includes any additional or incidental services that may be requested by KAA from time to time;
- t) **“Duties”** means providing, performing, actioning, executing, engaging and or obliging to a moral legal duty to provide services by the Contractor to KAA as provided for in the First and Second Schedule of this Agreement; or any other assignment directed on request by signing of a Temporary Works Order.

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 standards mentioned in the Schedule of requirements.

3.4 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.

3.5 Performance Security

3.5.1 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.

- 3.5.2 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.
- 3.5.3 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) Cash.
 - b) A bank guarantee.
 - c) Such insurance guarantee approved by the Authority.
 - d) Letter of credit.
- 3.5.4 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 has 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.

3.11 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 contract is terminated and the date on which such termination becomes effective.

For the remaining part of the contract after termination the Kenya Airports Authority may elect to cancel the services and pay to the contractor an 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 SECTION 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.

SECTION IV – SPECIAL CONDITIONS OF CONTRACT

4.1 These Special Conditions of contract shall apply in regard to this contract. Whenever there is a conflict between the ‘GCC’ and the ‘SCC’, the provision herein shall prevail and supersede over those in the ‘GCC’.

4.2 Contract Documents and Requirements

4.2.1 The following documents shall constitute the Contract documents and shall be interpreted in the following order of priority;

- a) Agreement,
- b) Contractors Tender
- c) Letter of Award and Acceptance,
- d) General Conditions of Contract and Special Conditions of contract
- e) Technical Specifications,
- f) Schedule of Rates
- g) Copy of Performance Bond
- h) Tenderer Statement of compliance
- i) Key Performance Indicators and Services Level Agreement as will be agreed by both parties

4.3 Employer’s Representative’s Decisions

4.3.1 Except where otherwise specifically stated, the Employer’s Representative will decide contractual matters between the Employer and the Contractor in the role representing the Employer.

4.4 Instructions

4.4.1 The Contractor shall carry out all instructions of the KAA’s Representative which are in accordance with the Contract.

4.4.2 All verbal instructions to the Contractor shall as soon as possible after such instructions have been made be confirmed in writing by the Airport Manager/ Representative.

4.5 Management Meetings

4.5.1 A Contract top management meeting shall be held quarterly and attended by the Employer’s Representative and the Contractor. Its business shall be to evaluate periodic performance of the work. The Employer’s Representative shall record the business of management meetings and provide copies of the record to those attending the meeting and the Employer. The responsibility of the parties for actions to be taken shall be decided by the Employer’s Representative either at the

top management meeting or after the management meeting and stated in writing to all who attend the meeting.

4.5.2 An informal meeting between the supervisor of the contract and KAA representative shall be held daily or when deemed necessary. Any results from this meeting shall reflect on the monthly evaluation and performance assessment as per clause 7.

4.5.3 Communication between parties shall be effective only when in writing.

4.6 Duration Of Contract

4.6.1 The resulting contract/Agreement would run for a period of one (3) years from the commencement date.

4.7 Provision and Standard of Service

4.7.1 The Contractor shall provide services of acceptable standards set by KAA in the performance of this Agreement and unacceptable performance shall be grounds for summary termination of the Agreement.

4.7.2 Frequent and inexcusable delays by the Contractor in the performance of its obligations hereunder shall give rise to sanctions and imposition of liquidated damages by KAA

4.7.3 If at any time during the performance of this Agreement the Contractor encounters conditions affecting timely provision of services, the contractor shall immediately and without any delay notify KAA in writing of the condition, its cause and duration and possible solution thereto and as soon as practicable KAA shall evaluate the condition and may, at its sole discretion, waive the contractor's obligations without the risk of sanctions impositions of liquidated damages and or the termination of this Agreement.

4.8 PERFORMANCE APPRAISAL

4.8.1 On a monthly basis the employer's representative(s) and the contractor shall on an agreed date and time conduct a comprehensive assessment/appraisal and record the findings in format as derived from the Bill of Quantities. Such records shall form part of subsequent deliberations and or action as stipulated in clause 8 & 9. The performance evaluation form is attached in appendix 2. This form will be customized to reflect the scope derived from the Bills of Quantities in the various locations and the cleaning standards for respective lots.

4.8.2 NON PERFORMANCE PENALTY

In the event that the Contractor does not administer the contract in whole or in part, KAA shall apply penalties as specified in this document. Any persistence beyond two months will call for termination proceedings to commence

4.9 Termination

4.9.1 KAA may without prejudice to any other remedy accruing to it terminate this Agreement in writing in whole or in part if:

a) **By Breach of Contract**

- i) The Contractor frequently fails to provide services of acceptable standards set by KAA in the performance of this Agreement and/
- ii) The Contractor fails to perform any other obligation under this Agreement.

b) **By Agreement**

Either party may terminate the Agreement by giving to the other party three (3) months' notice in writing or payment of three (3) months to offset fees and charges in lieu of such notice;

4.9.2 On termination of this Agreement, whosoever terminated, the Contractor shall be permitted to remove all its equipment which may have been placed by the Contractor upon the employer's premises.

4.10 Confidentiality

4.10.1 The Contractor, its Cleaning personnel, servants and agents shall not at any time during or after termination of this Agreement divulge or allow to be divulged to any person or third party any information relating to the business or affairs of KAA.

4.11 Assignment

4.11.1 The Contractor shall not assign or sub-contract any of its rights or duties under his Agreement

4.12 Sub-Contract

4.12.1 The contract shall not be sub-contracted under this agreement.

4.13 Payment Terms

4.13.1 The contractor will promptly be paid upon receipt of certified invoices, inspection and acceptance report and performance evaluation report confirming that the services have been delivered in accordance with the contract.

4.14 Staff Identification

4.14.1 The contractor shall provide uniforms and name tags which shall be worn all the time. The contractor shall provide to KAA a list of staff and the copies of their National Identity Cards and certificates of good conduct. Where there are changes in staffing KAA should be notified prior to deployment of the new staff; and must comply with the terms and conditions stipulated. All staff to be deployed shall also be issued with Airport Passes in line with the current security regulations (Kenya Civil Aviation Security Regulations, 2015).

4.14 Performance Security

4.14.1 The Contractor shall before executing this agreement furnish KAA with a Performance security whose value shall be equivalent to **one per cent (1%) of the annual Contract Value**. The performance security will have a validity of one year hence must be renewed one month before the expiry date for each year of the contract period.

4.14 Inducement/Payment of Commission and Corrupt Gifts

4.14.1 The Contractor shall not; Offer or give or agree to give to any person in the service of the Employer any gifts or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of this or any other contract with the Employer or for showing or forbearing to show favor or disfavor to any person in relation to this or any other contract with the Employer.

4.14.2 Any breach of this Condition by the Contractor or by anyone employed by him or acting on his behalf (whether with or without the knowledge of the Contractor) shall be an offence under the Laws of Kenya.

4.15 Probation Period

4.15.1 The Contractor shall provide the services to KAA on a probationary basis during the first Three (3) months of this Agreement and thereafter, subject to proper performance and evaluation thereof, the Agreement may be confirmed or terminated in writing at the discretion of KAA

4.16 Notice Addresses

4.16.1 Any notice to be served on either of the parties by the other shall be sent by prepaid recorded delivery or registered post to the address of the relevant party or by facsimile transmission or by Email and shall be deemed to have been received by the addressee within Three (3) days of posting or 24 hours if sent by facsimile transmission or by electronic mail.

4.17 Tender Prices

4.17.1 The contract price will be fixed during the term of contract and not subject to variation on any account.

4.18 Indemnity

4.18.1 The Contractor shall indemnify and keep indemnified KAA, its servants and agents against loss of or damage to property or bodily injury sustained by it or them by reason of any act, omission or neglect of the Contractor, its servants or agents whilst performing their duties under this Agreement and against the dishonesty of its Cleaning Officers whilst performing their duties hereunder and this shall include any loss, damage, injury or any consequential or indirect loss sustained by KAA, its servants or agents or third parties lawfully on the Premises by reason of any act or omission or neglect of the Contractor its servants or agents.

4.19 CLAIMS

4.19.1 Notice of all claims by KAA in respect of any loss damage or injury or consequential or indirect loss shall be given in writing to the Company giving details of such loss, damage or injury of consequential or indirect loss within Fourteen (14) days after the discovery of such damage loss or injury.

4.20 INSURANCE

4.20.1 The Contractor shall insure its Cleaning Officers engaged in the performance of this Agreement against injury sustained by them in the course of carrying out their duties in pursuance hereof and unless such injury shall be due to the act negligence or default of KAA, its servants or agents. The Contractor will indemnify KAA against all actions, claims and demands in respect of such injury.

4.20.2 The Contractor shall be required to produce the insurance policy from a reputable organization to ascertain that all the employees are covered in case of any accident when taking over the contract.

4.20.3 The Contractor shall be required by KAA to avail the Policy of Insurance in respect thereof and proof of payment of current premium.

4.21 Liquidated Damages

- 4.21.1 If the contractor fails to provide any or all of the services within the period(s) specified in the contract, KAA shall, without prejudice to its other remedies under the contract, deduct from the contract prices liquidated damages sum equivalent to the contract sum of the undelivered services until actual delivery of those services are met. After this KAA may consider terminating the contract
- 4.21.2 Storage **facilities** if required will be provided to the contractor at prevailing rental rates and terms to be specified by the Authority.

4.21 Salary Payment / Benefits

- 4.21.3 The successful tenderer shall pay cleaners a monthly salary on or before the 5th of each month and as per the government rates for Mombasa, will deduct and submit all statutory payments (NHIF, NSSF and PAYE) as outlined under the labour law.
- 4.21.4 Proof of payment shall be submitted to Kenya Airports Authority every month. Late payment shall not be tolerated under any circumstances.
- 4.21.5 The Contractor shall ensure that all staff receives one (1) month paid leave for every 1 year of employment.
- 4.21.6 KAA reserves the right to check that salaries to personnel working on this Contract are paid in full and on time. Failure to provide information and or failure to adhere to timely payment leading to industrial unrest may result in termination of this Contract.

4.22 Security Passes

Without limiting the generality of the foregoing, the following conditions apply to the issuance of security passes as required under airport regulations.

- 4.22.1 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.
- 4.22.2 The tenderer shall be responsible for ensuring that all Personnel under its control shall hold security passes and failure to perform the services in accordance with this contract shall be executed in the event that a pass is delayed, refused or withdrawn.
- 4.22.3 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.

4.22.4 All Contractor staff shall carry their staff ID Cards with them at all times.

4.22.5 Each person shall be responsible for the safe keeping of his/her pass. Passes which shall remain the property of KAA Security Dept. Any lost or stolen cards must be reported to KAA immediately, and all costs related to replacement of such cards shall be borne by the Contractor.

4.23 Uniform

4.23.1 Contractor shall provide and maintain a high standard of cleanliness to all Uniforms (including footwear), 2 pairs of uniform, reflector jacket, closed black leather shoes, pair of gumboot plus provide name tag and cardigan to be worn by Contractor personnel in performance of their respective duties under this Contract

4.23.2 KAA reserves the right to approve the design style, fabrics and colors for uniforms and quality of shoes to be provided by Contractor to his personnel providing services under this Contract.

4.23.3 Two (2) sets of uniform and two (2) pairs of safety shoes to be provided to each employee annually. Though they may be procured earlier if deemed necessary by KAA Representatives.

4.23.4 All uniforms shall be subject to regular inspection by KAA Representatives. Contractor's personnel shall ensure that the uniform is clean and his appearance is neat and tidy at all time while providing the services.

4.23.6 All Contractors personnel shall ware a name tag that will be styled and colored as approved by KAA. The name tag shall reflect workers true identity. All cost related to uniforms and safety shoes shall be borne by Contractor

4.24 Other Operation Cost

4.24.1 The successful bidder will meet the cost of

- a) Security and safety awareness course as currently in force and subject to review from time to time.
- b) Staff badges for his employees

4.25 LEAVE / ABSENTEEISM / TERMINATION / REPLACEMENT

- 4.25.1 The Contractor shall be responsible for the effective management of vacation leave; absences, sick- leave, special leave etc., and must ensure that sufficient systems and structures are in place to maintain the level of Service performance requirements under this Contract.
- 4.25.2 The Contractor from time to time shall provide vacation leave schedule of all his Personnel in a given year for Company's reference. In regard to planned leave the Contract shall have prior pre-trained personnel to replace the personnel going on leave. This person shall report one month before to be trained on the duties of the personnel to be replaced and familiarize themselves with the duties of the contract and regulation of the aerodrome.
- 4.25.3 Contractor shall not transfer, remove, or replace any of his personnel who are providing the Services without the prior written approval of KAA
- 4.25.4 Should KAA identify any Contractor's personnel deemed unacceptable due to misconduct, lack of cooperation, unacceptable hygiene standards, and incompetence or otherwise, then the Contractor shall replace these personnel at no cost to KAA.
- 4.25.5 Contractor shall ensure without fail that KAA is provided with the agreed number of workers each working day. Any absenteeism shall be reported immediately by Contractors Supervisor to KAA Representative. Planned leave should be advised giving at least one months' notice. Contractor shall provide suitable Company approved replacement personnel for any absentee due to planned leave or sick leave.
- 4.25.6 The Contractor shall ensure sufficient personnel are available to provide coverage for bi-annual leave, sick leave, special leave, etc. in order to maintain the level of Service performance.
- 4.25.7 Contractor personnel assigned to this Contract shall not work on any other Contract individual agreement be it temporary or part time basis at MIA.
- 4.25.9 Contractor agrees that the day shift crew is different to night shift crew. No day shift crew shall carry on working to the night shift and no night shift crew shall carry on working in the day shift.
- 4.26.1 The Contractor shall be required to issue recommendation letters to employees when needed.

4.26.2 The Contractor shall be required to issue employment letters before taking over the contract.

4.26.3 Letters sent to KAA from the contractor shall be signed by the Director.

4.26 Monthly Report, Meeting, and Performance Evaluation

4.26.1 Throughout the Contract duration, Contractor shall be responsible for producing monthly report including but not limited to the following important aspects:

4.26.2 Executive summary describing actual building/facilities cleaned vs required in the contract.

4.26.3 Status of cleaning equipment

4.26.4 Actual man-power histogram vs. planned number of personnel, absenteeism, replaced personnel, etc., this to be provided on monthly basis.

4.26.5 Areas of concern encountered during performance of the Services (i.e. access to work site, technical issue, etc.), this to be provided on monthly basis.

4.26.6 Any incidence/accidents shall be reported immediately to the concerned KAA Representative. Contractor's personnel shall fill incidence/accident forms to be provided by KAA highlighting any incidence/accident occurred. This shall also be reported in the monthly report for any incidence/accident taken place during that month.

4.26.7 Salary report stating that all salaries has been paid on time, this shall be submitted on monthly basis.

4.26.8 Other reports as requested by KAA Representative

4.27 Environmental Consideration

4.27.1 As a public organization, KAA shares the Government's commitment to Environmental Sustainability and in particular to sustainable procurement. The contractor is therefore required to be observing the following:

- Use of green products
- Energy reduction
- Use of renewable energy, e.g. solar power, wind power

- Use of environmental friendly materials
- Reduction of water usage
- Reduction of waste
- Use of 'green' energy efficient equipment

4.28 CONTRACTOR OBLIGATION

4.28.1 Notwithstanding the responsibility of Contractor to fulfill all the Contract obligations, the Contractor without being limited to the following shall provide:

4.28.6 Transportation for his employees to and from the Work site.

4.28.7 Safeguarding of Contractor's cleaning material stocks and well-being of cleaning equipment within the designated Contractor's work area in a safe and tidy manner, and the removal away from site of all unused cleaning materials on completion of the Services to the satisfaction of Company.

4.28.8 Report any and all maintenance defects or breakdowns encountered during the course of their duties to the Airport Representative immediately;

4.29 KAA OBLIGATIONS

Without limiting the responsibility of the Contractor in any way to complete the provision of the Services, the KAA will provide/assist the following:

1. Assist to obtain security passes.
2. Review/Approval of Contractor's cleaning material submittals
3. Review/Approval of Contractor's Cleaning, Fumigation and Pest Control Method Statements
4. Review/Approval of Contractor's cleaning Fumigation and Pest Control equipment
5. Periodic inspection and auditing of Contractor Services
6. Ad-hoc inspection of Contractor cleaning Fumigation and Pest Control equipment and personnel transport.
7. Prepare Key performance Indicators and Service Level Agreement in conjunction with the contractor

4.30 Unacceptable Methods

4.30.1 Methods of cleaning which would impair safe working arrangements or give rise to nuisance or damage to members of the public, private property or inconvenience to passenger are unacceptable. The Contractor shall, at the direction of the Airport Manager's representative, investigate all unacceptable methods reported to the Airport Manager's representative and, if appropriate, discipline any employee undertaking such methods or any dangerous practice.

4.31 Complaints

4.31.1 The Airport Manager's representative shall receive all complaints and any received directly by the Contractor will be redirected to the Airport Manager's representative forthwith.

4.31.2 The Airport Manager's representative shall notify the Contractor of any complaints requiring his attention. The Contractor shall deal with such complaints in a prompt, courteous and efficient manner and the Contractor shall notify the Airport Manager's representative forthwith of how and when the complaint was resolved.

4.31.3 Complaints received by or referred to the Airport Manager's representative shall be investigated by the Airport Manager's representative who, in appropriate cases, can invoke the default provision.

4.32 CLEANING WORKS ORDERS

4.32.1 The successful the Contractor representative in consultation with the Airport's Representatives shall provide in writing **specific cleaning works orders** within fourteen days from commencement of duties. (This timeframe must be strictly adhered to.)

4.32.2 Cleaning works orders must be accessible and available on site at all times. These site orders shall inter alia deal with the following issues:-

- The number of cleaning personnel required on site.
- The targets to be meet
- Uniform and dress standards
- General duties

- Required documentation: cleaning rosters, attendance registers, duty rosters and any other necessary documentation.
- Mandatory meetings
- Time for reporting for duties

4.32.3 Any signed cleaning works orders shall be deemed to be part of the Contract.

4.32.4 The successful Contractor shall ensure that every staff member understands and complies with the cleaning works orders.

4.33 Training

The successful bidder shall be required to conduct in-house training for all his operational staff every six months to cope with emerging trends in housekeeping standards required in various areas of an international airport. This training **MUST** be conducted by qualified resource persons.

4.35 Performance appraisal, inspections and Cleaning standards

4.35.1 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.

4.35.2 The tenderer shall be required to maintain the highest standards of cleaning services and decorum as is applicable to international airports **PROVIDED ALWAYS**, The services required shall be to the satisfaction of the Airport Manager.

4.35.3 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.

4.35.4 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.

4.35.5 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 labour and of the service for which the Contractor is in default and the Authority has had to rectify.

4.35.6 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.

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

90% and above	-	Excellent
80% and above	-	Good
Between 60% and 79%	-	Average
Between 50% and 59%	-	Poor
49 and below	-	Very Poor

4.35.8 In the event that the level of service provided is not satisfactory and falls within the brackets below, the Authority shall deduct from the applicable contract price in respect of the relevant month as follows:-

	Evaluated Performance	Deduction
i.	90% and above (Excellent)	
ii.	80 and above (Good)	Nil Deduction
iii.	60% to 79%	10% Deduction
iv.	50% to 59%	30% Deduction
v.	49% and below to be paid what they score	

- Performing below 79% consistently for three consecutive months within a six-month duration shall call for initiation of contract termination.

4.16 Subject to the Clause on Performance Management of the Special Conditions of Contract, percentage scores such as 90.9% or 79.99% will not be rounded off to the higher figure.

4.17 The Authority representative shall carry out annual performance review for the contractor and document the findings. Continuous underperformance will result in termination of the contract.

4.18 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.

4.35.9 The contractor in consultation with Kenya Airports Authority shall enter into a **Service Level Agreement (SLA)** which will be used to measure performance of the contractor. In the event that performance will not be met as articulated above then deductions will be effected. Whereas the performance will fall below 79% for three months consecutively within a period of six months, then termination proceedings will commence.

4.36 Injury to persons

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.

4.37 Damage to property

4.37.1 The tenderer shall be responsible for the safety 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.

4.37.2 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

4.38 Airport Standards, rules and regulations

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.

4.39 Insurance Cover and liability

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.

- 4.39.1** The contractor shall take out and maintain for the duration of this contract insurance protection from reputable insurance companies 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.
- 4.39.2** 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
- 4.39.3** 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.
- 4.39.4** Before commencing the execution of works, the contractor, but without limiting his/her 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
- 4.39.5** 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 polices of insurance and the receipts for payment of the current premiums.
- 4.39.6** 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 neither constitute acceptance by the Authority of the terms thereof nor be a waiver of the contractor's responsibility hereunder.

4.40 KAA and KCAA Act

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.

4.41 Airport Security Passes

Without limiting the generality of the foregoing, the following conditions apply to the issuance of security passes as required under airport regulations.

- 4.41.1 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 fulfillment of laid down requirements. The rates are subject to review from time to time.
- 4.41.2 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.
- 4.41.3 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.

4.42 Safety and Security

The tenderer its employees and agents shall at all times observe and comply with all security, safety 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.

- 4.42.1 The Contractor shall provide staff with appropriate protective wears and safety gadgets (gumboots, masks & hand gloves).

4.43 Labour Laws

The tenderer shall at all times diligently observe all labour laws in force and shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct by or amongst his/her staff and labour for the preservation of peace and protection of persons and property in the Airport.

4.43 Transfer of Contract

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.

4.44 Health Certificate

Due precautions shall be taken by the Contractor and at his own cost to ensure the safety of his staff and labour, 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 **its 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 equipment used in connection therewith.

4.45 PEST CONTROL AND FUMIGATION

The services of Pest Control and Fumigation will be executed and maintained in strict accordance with the contract to the satisfaction of the Head of Housekeeping, Head of KAA Wildlife and Bird Control manager (HOS) port Health and Ministry of Agriculture (Pest Control Section) as the case may be and shall comply with and adhere strictly their instructions and or directions.

4.45.1 The contractor shall perform the services in all the areas as specified in the bill of quantities herein.

4.45.2 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

4.45.3 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.

4.45.4 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.

4.45.5 The contractor shall research and establish bait stations in strategic areas of the Airport in conjunction with the relevant airport pest control stakeholders

4.45.6 MAIN TASKS

- a) Bait
- b) Spray

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

All the pests as applicable in each case.

4.46 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, KAA Bird and Wildlife Manager and Head of Housekeeping.

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

4.47 DETAILED PEST CONTROL SPECIFICATION

HIGH RISK AREAS	PESTS	SURFACE	TASK	FREQUENCY	APPARATUS	REMARKS
Terminal Building	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	Monthly	Knapsacks, sprayers, chemicals, transparent polythene bags, cloths, masks, gloves	
Freight Terminal	Rats, rodents, fleas, lice,	Offices, lockers, storages,	Baiting, safe	Monthly	Baits, sprayers, chemicals,	

	cockroaches	cable ducts, machines, cartons, boxes, containers, machine rooms, kitchens, Animal holding, animals, booths and sentries	disposal, collection		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	Monthly	Baits, sprayers, chemicals, traps, polythene bags, protective gear	
Drains and grease traps, stagnant waters	Rats, rodents, cockroaches,	Pipes, drains, gulley traps	Baiting, collection and safe disposal	Monthly	Baits, sprayers, chemicals, protective gear	
All shops, and concessionaire areas	Cockroaches, rats, rodents, fleas, lice, moths	Lockers, drawers, sinks, mosquitoes,	Spraying, collection and safe disposal	Monthly	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,	Monthly	Baits, sprayers, chemicals, protective gears, traps	
Business lounges, non-	Cockroaches, fleas, lice, mosquitoes	Bedrooms, drawers, lockers	Spraying, baiting,	Monthly	Sprays, chemical,	

smoking and smoking lounges, checking in counters, boarding gates, car rental kiosks		furniture, toilet facilities, counters, walls, ceiling			protective gears,	
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	Monthly	Baits, sprays, chemicals, protective gears	
State pavilion	Cockroaches, snakes, rats, rodents, mosquitoes, bees, moths, spiders, locusts, termites, grasshoppers, wasps	Bedrooms, stores, First aid rooms, offices, lounges, refuse areas, toilet facilities, drains, kitchen	Spraying, baiting, fuming, smoking, trapping, sucking, destroying at source	Monthly	Baits, traps, sprays, chemicals, protective gears	
Toilet facilities	Cockroaches, mosquitoes, rats, rodents, spiders, flies	Walls, ceilings, pantries, baby changers	Spraying, trapping, sucking, baiting	Monthly	Baits, traps, sprays, chemicals, protective gears	
Fire stations/Electrical stations/workshops/	Cockroaches, mosquitoes, rats, rodents, fleas, lice, moths,	Walls, ceilings, lockers, drawers, bedrooms, restrooms, stores, kitchens,	Trapping, spraying, sucking, baiting	Monthly	Baits, chemicals, protective gears, traps	

	termites, grasshoppers, locusts, spiders					
Substations (ALL)	Cockroaches, mosquitoes, rats, rodents, lice, fleas,	Walls, ceilings, kitchens, drawers, lockers, furniture	Trapping, baiting, spraying, collection and safe disposal	Monthly	Baits, chemicals, protective gear	
Indoor and external plants containers	Cockroaches	Plates, container	spraying	Quarterly	Chemicals, protective gears	
Apron/Airside	Cockroaches, mosquitoes, rats, rodents, fleas, lice, grasshoppers, locusts, worms ants termites	Offices, lockers, stores, restrooms, drawers, bedrooms, mattresses, walls, ceilings,	Spraying, sucking, trapping, baiting, safe disposal, destruction at source	Monthly	Chemicals, traps, sprayers, protective gears,	
Refuse areas	Rats, rodents, cockroaches, flies, worms	Grounds,	Spraying, trapping, baiting	Weekly	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	Monthly	Chemicals, sprayers, protective gears,	
OTHER AREAS						
Car parks,	Rats, rodents	Drains , parking areas	Baiting, collection and safe disposal	Quarterly	Chemicals, traps, baits, polythene bags	

Stairs	Cockroaches	Rails	Spraying, trapping	Quarterly	Traps	
Fire escape areas	Cockroaches	Stairs /rails	Spraying, trapping	Quarterly	Traps	
Fire equipment closets, equipment and plant rooms	Cockroaches, rats, rodents	Machines and equipment's	Spraying, trapping	quarterly	Chemicals, traps, polythene bags, protective gear	
Service passages	Mosquitoes	Walls, ceilings	Destruction at source	Rainy seasons, quarterly	Chemicals, protective gear	
Administration offices	Cockroaches,	kitchens, drawers, lockers, furniture	Spraying, trapping	Quarterly	Chemicals, traps, protective gears, sprayers	
Control rooms	Cockroaches, mosquitoes, fleas, lice	kitchens, drawers, lockers, furniture	Spraying, trapping,	Monthly	Chemicals, traps, protective gears, sprayers	
Environment	Rodents, rats, snakes, bees, locusts, grasshoppers, mosquitoes	Lawns, grass, trees, flower beds	Spraying, trapping, smoking, fuming, destruction at source, baiting	Monthly	Chemical, sprayers, protective gears, baits	
Security Check points	Mosquitoes, lice, fleas, cockroaches	Machines, furniture, walls, ceilings	Spraying, trapping,	Monthly	Chemicals, sprayers, protective gears	
Prayer areas	Mosquitoes, lice, fleas	Carpets, furniture	Spraying	Quarterly	Chemicals, protective gear	
P.I. rooms	Cockroaches, lice, fleas, mosquitoes,	Beds, drawers, lockers,	Spraying, baiting,	Monthly	Chemicals, protective gears	

		mattresses, furniture				
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4.48 Tendering Notes

- 4.48.1** The Tenderer is required to check the number of pages and should any be found to be missing or in duplicate or the figure or writing indistinct, they must inform the KAA at once and have the same rectified.
- 4.48.2 Should the Tenderer be in doubt about the prices, meaning of any item, word or figure for any reason whatsoever or observe any apparent omission of words or figures, they must inform the KAA in order that the correct meaning may be decided upon before the date for submission of the Tender.
- 4.48.3 No liability whatsoever will be admitted nor is claim allowed in respect of errors in the Tenderer's Tender due to mistakes which should have been rectified in the manner described above.
- 4.48.4 It is the sole responsibility of the tenderer to ensure all the documents submitted are well bounded and KAA shall not take any responsibility or liability for any loss or misplacement of loose documents.
- 4.48.5 The Tenderer shall not alter or otherwise qualify the text of this Tender Document. Any alteration or qualification made without authority will be ignored and the text of the Tender Document as printed will be adhered to.
- 4.48.6 The service will be carried out at Moi International Airport The locations at MIA where the cleaning service will take place includes:-
- a) Terminal building comprising unit 1 & 2 International arrivals and international departure
 - b) State pavilion
 - c) V.I.P Lounge
 - d) Fire Station
 - e) Freight Terminal
 - f) All the Parking Yards include
 - g) Apron
 - h) Others not mentioned above
 - i) Police Station
 - j) Tower gate
 - k) Tall station
 - l) Shell gate

SECTION V – SCHEDULE OF REQUIREMENTS/BILLS OF QUANTITIES

5.1 MINIMUM REQUIREMENTS FOR MATERIALS AND EQUIPMENT

The materials and equipment provided must be adequate to provide the service required to the required standard and must be available and in use on site for the duration of the contract. The equipment must be maintained in good working order at all times. Tools and equipment's shall include but not limited to the following:

Consumables'

1. Multipurpose detergent (heavy duty Approved by the Authority)
2. Disinfectants- (Approved by the Authority)
3. Portable Air fresheners – (Consistent smell approved by the Authority)
4. Super 10- Approved by the Authority
5. Floor maintainer- Approved by the Authority
6. Disinfectant – Approved by the Authority
7. Pledge – Approved by the Authority
8. Floor Stripper- Approved by the Authority
9. Floor Polishes – Approved by the Authority
10. Shampoo –Approved by the Authority
11. Leather cleaner- Approved by the Authority
12. Door wedges- Approved by the Authority
13. Transparent lining for the outside bins and small for the office bins- As per NEMA Requirement Approval
14. Stain removers – Approved by the Authority
15. Proper and decent warning signs i.e. cleaning in progress/ slippery floors with stands- Approved by the Authority
16. Windowlene or approved equivalent – Approved by the Authority
17. Jik or approved equivalent – Approved by the Authority
18. Scourers- Approved by the Authority
19. Hand sanitizers – Approved by the Authority
20. Rust off – Approved by the Authority
21. Disinfectants – Approved by the Authority
22. Detergents – Approved by the Authority)
23. Rust off – Approved by the Authority
24. Polishes – Approved by the Authority
25. Degreasers – Approved by the Authority
26. Portable Air fresheners – (Consistent scent approved by the Authority)
27. Transparent linings – As per the NEMA requirements Approval
28. Methylated spirit – Approved by the Authority
29. Window cleaners – Approved by Authority
30. Leather Polishes- Approved by the Authority

Tools and Equipment's

1. Mop Buckets(blue in color)
2. Dusting buckets
3. Pedal bins (**45pcs of 40 Liters each**) and office bins
4. Aluminum mop handles
5. Round and Kentucky mops
6. Floor squeegees
7. Window cleaners (telescopic)
8. Scrubbing//buffing machines(**minimum 7 in number pneumatic with all relevant brushes**)
9. Vacuum cleaners(4 in number)
10. Soft brooms/hand brooms
11. Feather dusters
12. Sweepers (15 in number)
13. Ladders (4 in number)
14. Deck scrubbers
15. Hand brushes
16. Yellow dusters and other dusting cloths(color Coded)
17. Ordinary dusters
18. Shining mops
19. Cobweb removers
20. Card box for every cleaner
21. Gumboots , gloves and dust masks
22. Caution signs
23. House keeper trolleys (minimum 12 in number)
24. Scaffolding (1 in number)
25. Pressure pump (1 in number plus its extension cable)
26. Trigger bottles
27. Cloth masks (two pairs each)

5.2 MANPOWER STRENGTH

On the basis of the site visit the contractor is expected to figure out deployment of personnel to execute the contract on the tasks required.

The deployment should have the following personnel:

Housekeeper (Manager) - 1

Supervisors - 4

Cleaners - 60

Fumigators - 4

Gardener - I

Contractor shall ensure that each person engaged in this contract is paid not less than the minimum government wage for each category in a timely manner but not later than the fifth working day of each month.

Kenya Airports Authority reserves the right to randomly check that salaries to personnel working on this Contract are paid in full and on time.

5.2.2 Organization structure

5.2.3 Staff qualifications and experience relevant to housekeeping services

- a) **Housekeeper (Manager)** - Diploma in housekeeping with certificate in pest control and fumigation and 5 years' experience in a busy environment or any other equivalent training or experience
- b) **Supervisor** - Certificate in housing keeping with 3 years' experience in a busy environment or any other equivalent training and experience
- c) **Cleaners** – Well trained with basic knowledge of housekeeping procedures
- d) **Fumigators** - Certificate in fumigation and pest control with basic knowledge on the same.
- e) **Gardener** – Certificate in gardening, horticulture or floriculture with basic knowledge on the same.

5.3 DURATION OF THE CONTRACT

The tenderer shall provide the service for duration of **3 (three)** 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 and subject to continuous satisfactory work performance.

5.4 OPERATIONS PLAN

The Tenderer is required to provide an operational plan showing the following: -

- a) Deployment of staff to cover 24 hours,
- b) Deployment of staff on daily, weekly and monthly basis,
- c) Distribution of equipment to achieve intended purpose in all areas.
- d) A detailed work plan showing allocation Of duties
- e) A Supervisor daily checklist board
- f) Emergency or contingency measures in terms of staffing, materials, equipment's for any eventuality i.e. water shortages, sewer bursts/ blockages, flooding, flight cancellations, flight delays and rainy seasons

- g) Distribution of machines and equipment's

5.5 CLEANING STANDARDS

The contractor will be required to maintain prestige standards of cleanliness and decorum with highest possible standards of cleaning method, appearance and infection control to the satisfaction of the Authority

5.5.1 PROVISION OF CLEANING SERVICES FOR GENERAL AREAS.

General areas includes passenger terminal 1, terminal 2, car parks, roads and pavements, cargo terminal, police station, tall gate, tower gate, shell gate and fire station

The contractor's obligation will include the following:-

- a) **Floors**
- i) **Carpeted**
 - Spot clean and shampoo the carpets as need arises
 - Hoover the carpets daily,
 - Mend the carpets before shampooing to avoid further tears
 - ii) **Concrete**
 - Scrub daily using scrubbing machines and stain removing detergent and to retain them clean at all times,
 - Apply floor seal suitable for the surface to enhance appearance
 - iii) **Tiled Floors**
 - Strip and polish weekly and buff daily to keep the tiled floors devoid of stains, stickers, litter and any form of dirt and to retain them shiny at all times,
 - iv) **Wooden Surfaces**
 - Clean to retain the clean and polish at all times,
- b) **Walls and Pillars**
- Clean thoroughly without removing (peeling) of original paint
 - Remove Cobwebs, dirt, ugly marks or stains
 - Remove bird nests and clean bird droppings
- c) **Stairs and Landings**

- Clean metal and wooden and polish them on daily basis
 - Clean all stairs, remove all dirt, litter, stains and spills,
- d) Glass walls, windows, doors and sign boards**
- Clean them and keep them devoid of dust or any marks
- e) Furniture, Counters, Booths, Desks**
- Clean and shampoo upholstered furniture on monthly basis
 - Dust plastic chairs daily and Scrub them on weekly basis to retain their original color,
 - Clean and dust tables and counters on daily basis
 - Arrange all furniture in an orderly manner.
 - Remove disused and broken furniture, collect and move it to designated areas
 - Transfer furniture when need arises
 - Mend minor tears to avoid further damage through washing.
- f) Skirting and Edges**
- Dump-dust daily and remove all dust, dirt and stains
 - Scrub to remove accumulated polish or traffic wax
- g) Refuse Collection Points**
- Sweep thoroughly, wash and dispose rubbish and food remains properly using plastic bags to designated areas
 - Wash the areas thoroughly and disinfect them daily
- h) Pavements, Car parks, Roads and Pathways**
- Scrub and spray clean pavements
 - Sweep and remove all litter from car parks
 - Uproot all weeds and grass in pavements, car parks and roads and dispose it. Also control growth of weeds using approved herbicides.
- i) Waste Bins and Ash Trays**
- Provide high quality waste bins and transparent color coded polythene linings in the entire airport
 - Collect and manage all refuse in the entire airport lounges, aprons, car parks, restaurants and offices including for all tenants, restaurants, shops and restrooms seal and transfer to designated refuse trolley area. Empty and clean all dustbins and ash-trays immediately
 - Clean and disinfect them daily
- j) Telephone heads**

- Damp-wipe with detergent solution and sanitizer daily
- k) Subways**
- Scrub daily with a degasser detergent and remove oil spills and stains
 - Remove cobwebs, dust, dirt and litter
- l) Conveyor belts, Check-in counters, boarding gate counters and Screening Machines, transfer desks**
- Collect all rubbish and papers, dust, damp-clean, remove all stains and stickers
 - Polish belts and metal rails
- m) Lifts and Escalators**
- Damp-clean and polish them to retain their original gloss
 - Clean the lift doors, car walls and roof and make it sparkling clean
 - Clean mirrors spotless clean
 - Clean the escalator daily devoid of dust deposit in the rubber
 - Report defective lifts and escalators to Housekeeping Department or Engineering.
- n) Passenger Boarding Bridges**
- Clean rubber mats and retain them smooth and shiny
 - Clean the equipment after every use removing dirt, litter, stickers and stains
 - Polish to develop a fine finish
 - Provide a daily cleaning schedule
- o) Roof Tops**
- Remove rubbish and clean the rooftops of the main buildings and all interior booths and offices.
 - Remove litter from gully traps and down pipes ensuring no litter enters into them.
- p) Pool**
- Clean and fill with water weekly retaining it clean at all times
- q) Apron**
- Sweep and collect all loose papers, litter and FOD's.
 - Clean and dry oil and fuel spillage and provide stone dust.
 - Remove cans, tins from drainage around the ring building
 - Remove and control weeds and grass, sweep loose stones from the taxiways, holding areas and loop,

- Clean areas around refuse trolleys
- Scrub the concrete floor adjacent to all offices
- Clean the walls
- Remove bird nests
- Remove cobwebs
- Manage **all refuse** for orderly collection by Garbage Contractor

r) V.I.P. Lounges

- Clean and maintain the lounges at very high standards and appearance
- Remove and Dry-clean curtains, towels, beddings, mats and upholstery.
- Water the flowers and plants
- Provide air fresheners
- Clean and polish furniture
- Hoover the carpets

5.5.2 Surface/areas defined to include:

- Floors, glasses
- Walls, pillars and exterior facades
- Signage
- Ceilings
- Elevators
- All partitions
- Staircases
- Door grills and
- Furniture
- Wire mesh
- Roof tops
- Equipment and installation (including but not limited to all signboards, displays, panels, ashtrays, bins, telephone booths, desks, counters, x-rays, conveyors, partitions and screens), removal of insects and nesting.

5.6 Identification

The contractor shall provide staff with appropriate protective wears and safety gadgets to enable them do required work. Also provide staff with nametags and uniforms as approved by the Authority.

5.7 Signage

Provide warning signs alerting airport users of impending danger where appropriate e.g. slippery, wet floors and cleaning in progress. These signs shall be neat and presentable and be marked and Painted in colors approved by the Authority.

Note: All equipment and tools to be used in the cleaning of general areas must be color coded Grey.

5.8 TENDERER'S STATEMENT FOR MATERIALS, EQUIPMENT AND PERSONNEL FOR CLEANING SERVICES

The materials and equipment provided must be adequate to provide the service required to the required standard and must be available and in use on site for the duration of the contract. The equipment must be maintained in good working order at all times. Bidders must indicate the tools, machines, materials and equipment as a minimum that they shall use in executing the contract

All tenderers must give a compliance statement that they will compliance to the minimum requirements for machines, consumables and personnel as indicated above.

In the event that the successful tenderers cannot provide the minimum number equipment for the execution of the contract, the following penalties will apply:-

Consumables

The following Penalties will be imposed on the Contractor for lack of consumable as given below:-

No.	Item	Recovery rate for lack/not enough consumables per day (in Kshs)
1	Polish	4,000
2	Liquid Disinfectant	450
3	Hand sanitizers	720
4	Air fresheners	83

5	Floor maintainer	700
6	Multipurpose detergent	720
7	Stripper	500
8	Scaffolding	600
9	Shampoo	200
10	Scotch brite	40
11	Cleaning dusters color coded	80
12	Scrubbing machine	1000
13	Hand gloves	800
14	Office dustbin	50
15	Transparent liners(small and big)	216
16	Mop single bucket	400
17	Aluminum mop handles	280
18	Caution signs	1,200
19	Pledge	240
20	Gumboots	1,330
21	Glass cleaner	500
22	Squeegees	800
23	Trigger bottle	80
24	Mop heads	583
25	Small buckets	100
26	Hand brush	30
27	Airwick	100

28	Jik	500
29	Stripping pads	400
30	Super 10	400
31	Leather cleaner	200
32	Buffing pads	400
33	Card box	200
34	Stain remover	50
35	Pedal bins	500
36	Dettol	50
37	Sweepers	200
38	Soft brooms	100
39	Hard brooms	100
40	dustpan	50
41	Cobweb remover	20
42	Telescopic aluminum handles for high roof cleaning	100
43	Ladders	100
44	Trolleys	600
45	Rust off	
46	Cloth Masks	200
	Other not specified but necessary for the performance of cleaning services	200

The contractor shall be required to deliver a two weeks supply stock for consumables and materials as indicated below :-

1.	Floor Polish	20jerricans of 20 ltrs
2.	Floor stripper	15 Jericans of 20ltrs
3.	Floor Maintainer	5jericans of 20 ltrs
4.	Disinfectant	5 Jericans of 20ltrs
5.	Scaffolding	2pcs
6,	Hand sanitizer	5 jericans of 20 ltrs
7.	Multipurpose	5 Jericans
8.	Airfershners	100pcs
9.	Uniform	All staff (2pairs)
10.	Vacuum cleaner	4pcs
11.	Scotch brite	100pcs
12.	Color coded cleaning dusters	170 pcs
13.	Sucking machines	2
14.	Hand gloves	50 pcs
15.	Office dustbin	60pcs
16.	Transparent liners	5 pkts of 25 pcs
17.	Aluminum mop handles	70pcs
18.	Mop heads	70pcs
19.	Caution signs	30pcs
20.	Buffing pads	14 pcs
21.	Gumboots	50pcs
22.	Glass cleaner	50 pcs
23.	Squeegees	30pcs
24.	Trigger bottles	150pcs
25.	Reflector jackets	70pcs
26.	Airwick	84 pcs
27.	Card box	50pcs
28.	Small buckets	50pcs
29.	Scrubbing machine	7 pcs (pneumatic)
30	Jik or approved equivalent	3 cartons
31	Striping pads	15 pcs
32	Stain remover	40 ltrs
33	Hand brushes	10pcs
34	Trolleys	12 pcs
35	Pedal bins	40pcs of 100 liters
36	Sweepers	20pcs
37	Aluminum cleaner	15pcs
38	Cobweb remover	20pcs

39	Dustpans	50pcs
40	Telescopic aluminum handles for high roof cobweb removing	6pcs 30 feet
41	Element ,masks	20pcs of each
42	Ladders	4pcs
43	Shampoo	100 ltrs
44	Microfiber mops	5pcs

5.9. BILLS OF QUANTITIES

The bill of quantities for Provision of Cleaning services, pest control and fumigation for general areas should be read in conjunction with the instructions to bidders, special conditions of contracts, the schedule of works and drawings.

5.9.1 This bill of quantities is the basis for payment of the cleaning services that are to be provided on a lump per square feet covered under the contract. The rates given by the bidder shall, except insofar as otherwise provided under the contract, include all equipment, labour, management/supervision, materials/consumables, insurance, profit, taxes and duties, together with all general risks, liabilities and obligations set out or implied in the contract.

5.9.2 Payment shall be made in accordance with the actual performance of the contractor and compliance with the Service Level to be entered between the contract and the KAA. Failure to meet the Service Levels will result in payment reductions in accordance with the special conditions of contract.

5.9.3 A unit rate or price shall be entered by the bidder against each item in the bill of quantities. The cost of the items against which the bidder has failed to enter a unit rate or price shall be deemed to be covered by other unit rates and prices entered in the bill of quantise.

5.9.4 General directions descriptions of works and materials are not repeated or summarised in the bill of quantities. Reference to the relevant sections of the contract documentation shall be made before entering the rates or prices against each item in the bill of quantities. Bidders are requested to give a breakdown of the lump sum per square feet to show the cost expense for materials, administrative salaries, profit and taxes which will enable the client to understand how the total cost for each lot was arrived at.

N.B. While submitting the bids, the tenderer is required to give the unit rates of cleaning, pest control and fumigating specific areas and as applied in the contract. These rates shall be applied where for expansion of work areas if need arises

PRICE SCHEDULES

Minimum Compliance Table

Description	Minimum No. of Staff	Indicate Minimum Salary per month Inclusive of House Allowance	Total Per Annum
Manager	1		
Supervisor	4		
Stewards	60		
Fumigators	4		
Gardener	1		

BILL NO I, A. PASSENGERS TERMINALS I

NO	AREA/LOCATION	DIMENSIONS	AREA IN SQ. FEET	ANNUAL RATE PER SQ.FT (KSH)	TOTAL (KSHS)
A	GROUND FLOOR Public Areas				
1	Main public concourse	Sq.m	3,139		
2	Check in Area	Sq.m	1,280		
3	Corridors and staff entrance	Sq.m	170		
4	Arrivals, Health and immigration Control Areas	Sq.m	1,300		
5	Domestic Arrivals Baggage Claim Area	Sq.m	988		

6	International Arrivals Baggage claim area	Sq.m	2,431		
7	Glass Partitions	Sq.m	362		
8	Awnings	Sq.m	420		

	OFFICES PRIVATE ROOMS				
9	KAA Security Office	Sq.m	11		

10	KAA Security Operations	Sq.m	19		
11	Duty managers Office	Sq.m	15		
12	Police Office	Sq.m	15		
13	Drivers Rest Room	Sq.m	4		
14	Information Desk	Sq.m	11		
	FIRST FLOOR PUBLIC AREAS				
15	Departure lounges and airside corridor	Sq.m	4701		
16	Gangways	Sq.m	1,791		
17	Nas Safari Lounge	Sqm	1034		
18	Glass partitions	Sq.m	444		

19	Prayer room	Sqm	36		
20	Staff Rest Room	Sq.m	19		
21	PABX Office	Sq.m	11		
22	Telephone Exchange Room	Sq.m	18		
23	Central Control Room	Sq.m	60		
24	Facilitation Office	Sq.m	13		
25	Apron Control room	Sq.m	28		
26	Apron control room Office	Sq.m	12		
27	Kitchen	Sq.m	12		

28	Conference room	Sq.m	37		
29	Marshalls Office 1	Sq.m	13		
30	Marshalls Office 2	Sq.m	19		
31	Landing fee Office	Sq.m	18		
32	Information Desk	Sq.m	8		
33	Airport Managers Office \$ Secretary	Sq.m	63		
34	Airport Engineers \$ Airport managers waiting lounge	Sq.m	46		

35	Escalators, Staircases	Sum			
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36	Elevators	Sum			
37	Passenger Boarding Bridges	Sum			
38	Aluminium Frames	Sum			
	Carried To Collection, Brought Forward From P/1, P/2				
B	BILL NO. 2 PASSENGER TERMINAL 2				
	GROUND FLOOR PUBLIC CONCOURSE				
38	Main public concourse and check in area	Sq.m	3,563		
39	Departure Area, Elevator room area	Sq.m	2989		
40	Arrival Area	Sq.m	570		
41	Arrivals Baggage Claim Area	Sq.m	670		
42	Domestic Arrivals Baggage Claim Area	Sq.m	576		
43	Airside Passage	Sq.m	320		
44	Glass Partitions	Sq.m	654		
45	Basement and Ramp Area	Sqm	990		
	OFFICES, PRIVATE ROOMS				
46	PVC Tiled Floor	Sq.m	614		
47	Carpeted Floor	Sq.m	1,077		

48	Waving Base public concourse	Sq.m	684		
48	Flights of staircases	NO	3		
49	Old Simba Restaurant	Sq.m	252		
50	Aluminium Frames	SUM			
C	BILL NO 3 GENERAL AVIATION TERMINAL BUILDING TERMINAL 3				
51	External Areas	Sqm	50		
52	Corridors	Sq.m	172		
53	Reception Area	Sq.m	102		
54	Glass Partitions \$ windows	Sq.m	45		
55	Offices Private Rooms	Sq.m	24		
D	BILL NO 4 FREIGHT TERMINAL , POLICE STATION AND TOLL STATION	UNIT	QUANTITY	RATE PER YEAR	RATE PER YEAR
1	External Areas	Sq.m	225		
2	First floor corridor	Sq.m	71		
3	Second floor corridor	Sq.m	71		
4	Reception Area	Sq.m	41		

5	Flights of staircases including windows	Sq.m	3		
	Offices				
5	Statistics Office	Sq.m	4		
6	Security Offices	Sq.m	22		
7	Toll Station Offices	Sq.m	440		
8	Police station	Sq.m	6,237		
	TOTAL CARRIED TO SUMMARY				

E	FIRE STATION					
NO	LOCATION	UNITY		QUANTITY	RATE PER YEAR	TOTAL PER YEAR
1	Public Areas Corridor	Sq.m	75			
2	Flights of Staircases	NO	1			
3	Windows	Sum				
4	Offices, private Rooms Watch Tower	Sq.m	10			

5	Duty Office	Sq.m	20		
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1	Inspector mechanical Office	Sq.m	20		
	Station Officers Office	Sq.m	38		
2	Mess Room	Sq.m	42		
	Lecture Room	Sq.m	40		
3	Locker Room	Sq.m	35		
NO F	LOCATION	UNIT	QUANTITY	RATE PER YEAR	TOTAL PER YEAR
1	STATE PAVILION Lounge	Sq.m	392		
2	Awning	Sq.m	437		
3	First Class Lounge	Sq.m	118		
4	Terminal 2 VIP Lounge	Sq.m	135		
NO.G	AREA/LOCATION	UNITY	QUANTITY	RATE PER YEAR	TOATL PER YEAR
1	Roof Tiles	Sq.m.	435		
2	Sky Lights	S.q.m	256		
3	Sun Breakers	Sq.m	320		
4	Pompeii Clay Tiles	S.q.m			
5	Flower Pots	S.q.m	200		
H.	CARPRKS AND APRON AREAS				

1	Apron parking areas including all service roads at Airside Mechanical/ manual sweeping Removal of foreign objects from the pavement surface Collection of loose papers from the apron surrounding	S.qm	1,273		
2	Apron stands and ground freight Road Dusting of minor spillage of fuel and oil on rigid pavement by use of stone quarry dust.	Sq.m	2,520		
3	Equipment parking area Collection of foreign objects Manual sweeping of loose particles Removal of Fuel and Oil Spillage From the flexible pavement	Sq.m	4,900		
4	General Aviation Car park area Mechanical and manual sweeping of all loose particles	Sq.m	2,035		
5	Freight Terminal Land and Airside Mechanical/manual sweeping of soil deposits and loose objects Collection of loose papers	Sq.m	6,638		

6	Terminal one and two drop off zone road in	S.qm	7,433		
7	Senior Staff residential quarters Mechanical/Manual sweeping of loose particles Spray Vegetation growth	Sq.m	2,983		
8	Car Wash Area Mechanical/manual sweeping of loose particles	Sq.m	3,530		
9	State pavilion car park and parade ground Mechanical/manual sweeping of loose particles Collection of loose objects	Sqm	6,762		
10	Public car park at terminal 1 \$ 2. Mechanical / manual sweeping of loose particles Collection of foreign objects from pavement surrounding.	Sqm	11,426		
11	Sub- station B area. Mechanical/ manual sweeping of loose particles Collection of scattered litters.	Sqm	368		
	Subtotal				
	Add 16% VAT				
	Grand Total to Summary of Bill of Quantities				

Note: Bidders are advised to ensure that the quoted total cost covers the staff salaries and a reasonable profit. Where salaries indicated under compliance table above do not meet the minimum government wage rate as gazetted or you have costed your bid below the indicated salary (basic plus house allowance) to be paid to each of the categories of staff, the bid shall not be considered as responsive irrespective of having met all the other requirements.

ENVIRONMENTAL MANAGEMENT ON PAVED AREAS

Item	Description	Area M2	Rate Ksh./M2 / Month	Total ksh. P.A
12	Terminal I parking area – Airside. Mechanical / manual sweeping of loose particles. Removal of fuel and oil spillage. Collection of scattered litter.	454.2		
	Subtotal			
	Add 16% VAT			
	Grand Total to Summary of Bill of Quantities			

GARBAGE COLLECTION

NO	Location	Unit	Quantity	Rate per year	Total per year
	Garbage Collection from all buildings to a Central Location including all KAA Staff quarters	SUM			
	Subtotal				
	Add 16% VAT				
	Grand Total to Summary of Bill of Quantities				

Note: Bidders are advised to ensure that the quoted total cost covers the staff salaries and a reasonable profit. Where salaries indicated under compliance table above do not meet the minimum government wage rate as gazetted or you have costed your bid below the indicated salary (basic plus house allowance) to be paid to each of the categories of staff, the bid shall not be considered as responsive irrespective of having met all the other requirements.

PEST CONTROL AND FUMIGATION

The pest control and fumigation services will include but will not be limited to, the fumigation and pest control of cockroaches, wasps, mosquitoes, wasps, fleas, bedbugs, rodents, lice, grasshoppers, armyworms, spiders.

BILL NO 2

NO	AREAALOCATION	DIMENSION	AREA IN SQFT	PESTS	RATE PER MONTH QUARTER KSH	RATE PER YEAR KSH
	ARRIVALS AND RELATED AREAS					
	Screening areas/machines/conveyors workshops and offices	292*282	82,344	Cockroaches, rodents, mosquitoes		
	International arrivals concourse including banks, dispensers boots, restaurants, offices e.g. immigration, customs and furniture's	119*438	52,122	Cockroaches, rodents, fleas, mosquitoes, bees and wasps		
	Immigration international arrivals including first aid room, boots and customs office	131*18)*2	24,235	Cockroaches, rodents, fleas, mosquitoes		
	Managers office, exchange, PABX, engineers office, tea room and staff changing room	158*138	6,004	Cockroaches, rodents, fleas, mosquitoes, and wasps		
	Domestic departures plus shops and nurse area including bridge NO4	88*93	8,184	Cockroach, fleas, mosquitoes		
	international departures plus duty free shops nurse area including bridge no 1,2 and 3	105*424	4,452	Cockroaches, rodents, fleas, mosquitoes,		

	All toilets	8*14)		Cockroaches, mosquitoes		
	Terminal2 departures including counters, machines, boots and restaurants	77*10 4	8,008	Cockroaches, wasps ,fleas, mosquitoes,		
	KAA offices, old Simba restaurant, waving base, police offices, C.I.D offices	380*1 34	11,122	Cockroaches rodents, fleas ,mosquitoes		
	Terminal 2 public concourse including KQ offices ,skyward offices, KCB, taxi offices	380*2 28	86,640	Wasps and cockroaches		
	corridor to concourse1 and concouse2	31*14 6	45,626	Wasps and cockroaches		
	State pavilion	101*4 3	4,526	Cockroaches, fleas, mosquitoes		
	Corridor between terminal2 to state pavilion plus airline offices, machines, immigration counters	17*28 0	4760	cockroaches, fleas, bed bugs and mosquitoes		
	Corridors connecting domestic arrivals to V.I.P lounge	146*2 1	30,066	Cockroaches		
	Marshalls landing fee office	66*59	3894	Cockroaches, fleas, bed bugs, rodents, mosquitoes		
	General aviation including all offices	295*4 8	14,160	cockroaches		
	OTHER AREAS					
	General aviation car park	90*20	1,800	Cockroaches, mosquitoes, wasps		
	Fire station stores	102*1 5	1,530	cockroaches, fleas, bed bugs, lies and mosquitoes		
	Fire station parking	146*1 43	4851	cockroaches, ants, mosquitoes		
	Fire station offices	85*36	3,600	cockroaches, ants, bed		

				bugs, lies and mosquitoes		
	Police station	231*2 7	6,237	cockroaches, bed bugs, lies and mosquitoes		
	Tall station	44*10	440	cockroaches, fleas, mosquitoes		
	Maintenance yard	142*6 5	9,230	cockroaches, fleas, mosquitoes		
	Freight terminal general floor	178*1 51	26,878	cockroaches, fleas, bed bugs, mosquitoes		
	Freight terminal 1 st and 2 nd floor	151*5 6	10,872	cockroaches, fleas, rodents ,cats, bed bugs, mosquitoes		
	Garbage cute	14*12	168	cockroaches, rodents ,cats, bed bugs, mosquitoes		
	Check in area, conveyor belts ,airlines offices machines ,boots, furniture ,escalators, lifts	80*4	320	Fleas, mosquitoes, cockroaches, bed bugs		
	Local arrivals, conveyors, taxi desks	70*2	140	Cockroaches, rodents, fleas mosquitoes, bed bugs		
	V.I.P lounge and toilets	31*1	62	Cockroaches, mosquitoes		
	TERMINAL I CONCOURSE AREA					
	Police office Post office Customer care desk Security office Liase restaurant Air Rwanda All toilets	331*2	662	Cockroaches, bees, fleas .mosquitoes, bees, wasps		
	Sub Station B	62*2	124	Moths, grass hoppers, lice,		

				mosquitoes, bed bugs, cockroaches		
	Tower gate office, toilets	4*2	8	Mosquitoes, ants, cockroaches		
	Watch towers	3*2	6	Mosquitoes, cockroaches, wasps, ants		
	Terminal two arrivals Conveyors, machines, counters	140*2	280			
	TOILETS		175cubi cles			
	Total cost					
	Add 16% VAT					
	Grand Total to Summary of Bill of Quantities					

Note: Bidders are advised to ensure that the quoted total cost covers the staff salaries and a reasonable profit. Where salaries indicated under compliance table above do not meet the minimum government wage rate as gazetted or you have costed your bid below the indicated salary (basic plus house allowance) to be paid to each of the categories of staff, the bid shall not be considered as responsive irrespective of having met all the other requirements.

SUMMARY OF BILLS OF QUANTITIES

Having examined and priced the bills of quantities for the above services, inspected and surveyed the premises, obtained necessary information and read the general terms and conditions of tender and agreement terms I/we hereby tender the under mentioned charges.

NO.	AREA	AMOUNT (IN KSHS)
A.	PASSENGER TERMINAL 1	
B.	PASSENGER TERMINAL 2	
C.	GENERAL AVIATION	
D.	FREIGHT TERMINAL, MAITENANCE YARD AND TALL STATION	
E.	FIRE STATION	
F.	V.I.P LOUNGES	
G.	CAR PARKS, APRON	
H	FUMIGATION AND PEST CONTROLL	
I	ENVIRONMENTAL MANAGEMENT ON PAVED AREAS	
J	GARBAGE COLLECTION FROM ALL BUILDINGS TO A CENTRAL LOCATION INCLUDING ALL KAA STAFF QUARTERS	
K.	OTHER AREAS	
	Total Add 16% V.A.T	
	GRAND TOTAL TO BE TRANSFERRED TO THE FORM OF TENDER	

Note: Bidders are advised to ensure that the quoted total cost covers the staff salaries and a reasonable profit. Where salaries indicated under compliance table

above do not meet the minimum government wage rate as gazetted or you have costed your bid below the indicated salary (basic plus house allowance) to be paid to each of the categories of staff, the bid shall not be considered as responsive irrespective of having met all the other requirements.

SECTION VI- 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.

FORM OF TENDER

Tender No. KAA/OT/MIA/0081/2020-2021

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 provide **Provision of Cleaning Services, Fumigation, Pest Control Services at Moi International Airport** in conformity with the said tender documents for the sum of Kenya Shillings _____ (figures) _____ (in words) [*total tender amount in words and figures*] inclusive of all taxes 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 a performance guarantee/bond in a sum equivalent to one (1%) percent of the Contract Price for the due performance of the Contract, in the form prescribed by KAA.
4. We agree to abide by this Tender for a period of one twenty [*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 _____

Signature of tenderer _____

Note: In case of discrepancy between total price and the price stated on form of tender, the price on form of tender shall prevail.

TENDER SECURING DECLARATION FORM

Date: [_____]

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 *12 months* starting on the proposed commencement date of the contract, 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*]

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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.....

Email.....

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

Name	Nationality	Citizenship details	Shares
1.			
2.			
3.			
4.			

Conflict of Interest I/We, the undersigned state that I / We have no conflict of interest in relation to this procurement:

- a)
- b).....
- c)
- d)

For and on behalf of M/s

In the capacity of

Interest in the Firm: Is there any person / persons in KAA or any other public institution who has interest in the Firm? Yes / No? (Delete as necessary)

Name: Title:

Date.....Signature of Candidate.....

Company Official Rubber Stamp.....

TENDER SECURING DECLARATION FORM

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 12 months starting on the proposed commencement date of the contract, 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]

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)

SELF-DECLARATION FORM

ANTI-CORRUPTION DECLARATION

We (*insert the name of the company / supplier*)----- declares 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.

NameSignature.....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.

NameSignature.....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.

NameSignature.....Date
.....

Company Seal / Business Stamp

DETAILS OF TENDERER

Name of firm / entity / enterprise	
Trading as (if different from above)	
PIN registration no	
VAT registration no.	
NHIF Employer Registration No.	
NSSF Employer Registration No.	
Any other registration applicable to this Industry	
Postal address	Postal Code _____
Physical address	
Contact details of the Person signing the Tender	Name: _____ Telephone: _____ Fax: _____ Cellular Telephone: _____ e-mail address: _____ _____
Tenderer's proposed SUPERVISOR who will represent the tenderer in the EXECUTION AND IMPLEMENTATION PROCESSES	Name: _____ Telephone: _____ Fax: _____ Cellular Telephone: _____ e-mail address: _____ _____

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 FOR CLEANING SERVICES FUMIGATION AND PEST CONTROL SERVICES FOR MOI 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.....

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/CEO

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 _____.

RISK, SAFETY AND HEALTH REQUIREMENTS

SPECIAL CONDITIONS OF CONTRACT ON RISK, SAFETY AND HEALTH

1. Risk Assessment

The contractor shall prepare and submit a risk assessment prior to commencing the works under the contract. The risk assessment form shall be used to record the risk assessment and risk control methods to be employed by the contractor. The completed risk assessment shall be submitted to the KAA for review and approval prior to commencement of works under the contract.

2. Health and safety plan


Prior to commencing the works under the contract, the contractor shall submit to KAA a health and safety plan specific to the contract and works. The contractor shall complete the health and safety plan in conformance with requirements set out in the KAA's guidelines for preparing health and safety plans. The health and safety plan shall consider and respond to the specific hazards and issues relevant to the contract works and shall document the systems and methods to be implemented for the term of the contract. The KAA shall review the health and safety plan and formal approval to commence the contract shall be provided subject to acceptance of the health and safety plan.

3. Incident notification

The contractor must notify KAA within 24 hours of any accident, injury, property or environmental damage that occurs during the duration of the contract. The contractor must provide a report of any such incident within three days, giving complete details of the incident, including results of investigations into its cause, and any recommendations or strategies for prevention in the future. This requirement is in addition to, and independent of, any incident notification duty required by law

4. Non compliance

If, during the performance of works under the contract, KAA informs the contractor that it is the opinion of KAA that the contractor is: not conducting the work in compliance with the contractor's health and safety plan, relevant legislation or health and safety procedures provided by KAA from time to time, or conducting the work in such a way as to endanger the health and safety of contractors' employees or the authority's or its contractors' and subcontractors' employees, airport users, operators, members of public, plant, equipment or materials, the contractor shall remedy that breach of health and safety promptly.

	HEALTH AND SAFETY MANUAL – HSM	Document Reference:
	VERSION 01.	CAA/CON/SHE/001
CONTRACTOR SAFETY, HEALTH & ENVIRONMENTAL QUESTIONNAIRE.		

Notice!

This questionnaire forms part of Kenya Airports Authority tender evaluation process and is to be completed by Tenderers and submitted with their tender offer. The objective of the questionnaire is to provide an overview of the status of the Tenderers Safety, Health and Environment Management System. Tenderers will be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity for relevant matters.


CONTRACT No. :

CONTRACT DESCRIPTION :

RESPONSIBLE PERSON :


CONTRACTOR :

DATE :

 <p>KAA Kenya Airports Authority</p>	<p>HEALTH AND SAFETY MANUAL – HSM</p> <p>VERSION 01.</p>	<p>Document Reference:</p> <p>KAA/CON/SHE/001</p>
<p>CONTRACTOR SAFETY, HEALTH & ENVIRONMENTAL QUESTIONNAIRE.</p>		

Tenderer Safety, Health and Environmental Questionnaire		Yes	No
1.0	SHE Policy & Management.		
1.1	Is there a written company Safety, Health and Environmental Policy?		
1.2	If yes provide a copy of this Policy		
2.0	Does the company have a SHE Management System certified by recognized independent authority e.g. ISO 18001, ISO 14001?		
2.1	If yes provide details		
3.0	Is there a company SHE Management System manual or plan?		
3.1	If yes provide a copy of the content page (S)		
4.0	Are Safety, Health & Environment responsibilities clearly identified for all levels of management and staff?		
4.1	If yes provide details		
5.0	Are there documented Safety Work Practices and Procedures for the normal work done by the company?		

6.0	Has the company prepared safe operating procedures or specific safety instructions relevant to its operations?		
6.1	If yes provide a summary listing of procedures or instructions.		
7.0	Is there a register of injury document?		
7.1	If yes provide details.		
8.0	Is there a documented incident investigation procedure?		
8.1	If yes provide a copy of a standard incident report form.		
9.0	Are there procedures for maintaining, inspecting and assessing the hazards of plant operated /owned by the company?		
9.1	If yes provide details.		
10.0	Are there procedures for storing and handling hazardous substances?		
10.1	If yes provide details.		
11.0	Are there procedures for identifying, assessing and controlling risks associated with manual handling?		

 <p>KAA Kenya Airports Authority</p>	HEALTH AND SAFETY MANUAL – HSM	Document Reference:
	VERSION 01.	KAA/CON/SHE/001
CONTRACTOR SAFETY, HEALTH & ENVIRONMENTAL QUESTIONNAIRE.		

11.1	If yes provide details		
12.0	SHE Training		
12.1	Describe how Safety, Health and Environmental training is conducted in your company.		
12.2	Is a record maintained of all training and induction programs undertaken for employees in your company?		
12.3	If yes provide examples of Safety Training records.		
13.0	Safety, Health and Environmental Workplace Inspection		
13.1	Are regular Safety, Health & Environmental Inspections at Worksites undertaken?		
13.2	If yes provide details.		
13.3	Is there a procedure by which employees can report hazards at workplaces?		
13.4	If yes provide details.		
14.0	Safety, Health & Environmental Consultations		

14.1	Is there workplace Safety, Health & Environmental Committee?		
14.2	Are there employees involved in decision making over SHE matters?		
14.3	If yes provide details		
14.4	Are there employee elected Safety, Health and Environmental representatives?		
15.0	SHE Performance Monitoring		
15.1	Is there a system of recording and analyzing Safety, Health and Environmental performance statistics including number and type of injuries and incidents.		
15.2	If yes provide details		
15.3	Are employees regularly provided with information on company Safety, Health and Environmental performance?		
15.4	If yes provide details		
15.5	Has the company ever been convicted of an occupational Safety, Health and Environmental offence?		
15.6	If yes provide details		
16.0	Company Reference		
16.1	Provide the following information for the three (3) most recent contracts completed by the company.		
Other Comments:			

GENERAL AREAS, PEST CONTROL AND FUMIGATION

SERVICE LEVEL AGREEMENT

1. All dustbins will be placed straight and will have liners of clear color at all times
2. Dustbins will be emptied as soon as full.
3. All dustbin liners will be changed as soon as full no recycling of liners
4. Standing ashtrays will be emptied as soon as full.
5. All floors will be cleaned buffed daily to give the shine look.
6. All windows glass works will be clear and no smudges done on a daily basis .
7. All light will be free of dust/ dirty – daily.
8. All chairs will be dusted daily and stains removed and arranged daily after working on the floor
9. All chairs legs will be shine and the metal bar where chairs mounted will
10. All wall hanging will be free of and dusted daily be dusted daily
11. All doors / door frame will be dusted daily
12. All furniture and furnishing will be spotless and well-arranged daily.
13. All repairs will be reported and attended too daily
14. All carpets will be Hovered and spot staining done daily.
15. All carpets will shampooed once a month and when need be
16. Store floor (concourse areas) will be scrubbed twice a month
17. Conveyor belt to polished once a month
18. Conveyor belts to be dusted and stickers removed daily
19. All air vents, conditioners speakers on the ceiling will be dusted daily
20. All skirting boards will be dusted daily
21. All stainless still will be polished on a daily basis
22. Air bridges to be swept and buffed daily
23. Air bridges to be stripped and polished once a month
24. Meet and greet to be stripped and polished every two months and when need be (high human traffic three cots to be applied)
25. Silvo and braso shall be applied once a week to the silver and gold platted areas so to maintain their shine.
26. Leather cleaner shall be used to clean the seats at the lounges only and no other cleaning agent
27. Pompeii clay tiles to be cleaned once a week and when need be
28. All cleaners shall be required to put on black low shoes for comfort
29. Walk thorough carpets shall always be kept clean always and free from mad
30. The contractor shall be required to use trolleys to store cleaning materials
32. All curtains will be clean and well hanged
33. All potted plants and indoor plants will be watered cleaned on daily basis.
34. All flower beds will be weeded plants pruned dead plants replaced and withered plants removed.
35. All lamp shades will be cleaned and dusted daily

36. All lights will be working and blown off lights reported and follow up on replacement done as soon as possible.
37. All switches and sockets will be clean, firmly fixed and in good condition.
38. All ceiling fans will be clean and in good working condition.
39. The contractor will ensure that all areas have been fumigated as stipulated in the contract to the satisfaction of the airport manager or his representatives through the use of the approved checklist.
40. The contractor shall have the right equipment to undertake the work
41. There shall be no use of hazardous chemical to treat infected area
42. Fumigation should not interfere with the operations of the airport
43. Identify potential pests species found and determine a control strategy.
44. Apply pesticides as necessary to cracks and other harborage points
45. KAA will evaluate the performance of the services by the contractor and at its absolute discretion grade the service levels in respect of each month.
46. Contractor shall avail all chemicals for use all the time 24/7
47. A daily Log book shall be signed by a KAA representative to ensure that the right number of staff, are on ground

HOUSEKEEPING COVID 19 PANDEMIC

TOUCH PROTOCOLS.

1. CLEANING PERSONNEL :

- Ensure all cleaning personnel have appropriate and adequate PPEs.
- Ensure all cleaning personnel observe social distance at all times.
- Ensure cleaning and disinfection is done using approved detergents.
- Ensure cleaning staff report any pertinent, or incident including possibly sick travelers.
- Ensure provided precautions are adhered to in mixing /dilution of detergents.

2. TRAYS

- Ensure all trays are cleaned and sanitized after use.
- Ensure sanitization of trays is done by use of approved disinfectants.
- Ensure after check –in of passengers all trays must be sanitized and arranged neatly at the screening points.
- Ensure shoes and personal effects trays are arranged separately.

3. SCREENING POINTS.

- Ensure frequent sanitization of door knobs, security search tables and screening rollers.
- Ensure sanitizer dispensers are replenished as necessary.

4. QUEUE STANDS

- Ensure frequent sanitization of stainless steel metal bar.

5. CHECK-IN COUNTERS/IMMIGRATION.

- Ensure frequent sanitization of counter surfaces with the approved disinfectant.
- Ensure alcohol based sanitizers are placed in each and every counter.
- Damp clean and sanitize the conveyer belts.
- Ensure sanitizer dispensers are replenished as necessary.

6. GENERAL WASTE BINS

- Ensure litter bins are cleaned and disinfected after emptying.
- Ensure the bin is lined with a liner to avoid leakage of fluids.

7. INFECTIOUS BINS

- Ensure proper and frequent emptying of highly infectious waste is done under close supervision
- Ensure the infectious bins are frequently cleaned and disinfected.
- Ensure the waste is well secured and confined in red liner bags to avoid spilling

8. BOARDING GATES

- Ensure the lounges are cleaned daily and disinfected after every use at all times or when required.

9. VIP LOUNGE

- Ensure sanitizer dispensers are replenished as necessary
- Ensure the lounges are cleaned daily and disinfected after every use at all times.

10. SEATS

- Ensure to damp wipe and disinfect seats after use.

11. AIRBRIDGES

- Ensure they are cleaned and frequently sanitized after boarding.

12. LIFTS/ESCALATORS/STAIRCASES

- Ensure the escalator rails are frequently damp cleaned and sanitized.
- Ensure the surfaces are damp wiped and frequently sanitized.
- Ensure the staircase holding wooden /metallic rails are cleaned and frequently sanitized.

13. PARKING AREAS

- Ensure wash hand points are provided with water and approved detergents at all times.

14. BAGGAGE TROLLEYS

- Ensure the trolleys are cleaned and sanitized after every single use.
- Ensure sanitized trolleys are neatly arranged at the trolley parks.
- Ensure trolley park area are sanitized frequently.

15. WASHROOMS

- Ensure all cleaning personnel have appropriate and adequate PPEs.
- Ensure all cleaning personnel observe social distance at all times.
- Ensure cleaning and disinfection is done using approved detergents.
- Ensure cleaning staff report any pertinent, or incident including possibly sick travelers.
- Ensure provided precautions are adhered to in mixing /dilution of detergents.
- Ensure frequent disinfection of door knob.

16. FLOORS

- Ensure floors are regularly cleaned and disinfected with approved detergents.
- Deep disinfection of floors and terminal will as per the guidelines of PORT HEALTH.