



# **PROVISION OF CLEANING FOR GENERAL AREAS, TOILETS AND ENVIRONMENTAL SERVICES AT MIGORI AIRSTRIP**

*(Eligibility is reserved for Duly Registered Youth, Women Enterprise & Persons Living with Disability (PWD))*

**TENDER NO: KAA/OT/MIGORI/0217/2022-2023**

**JUNE, 2023**

---

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

**AIRPORT MANAGER, KIA/Western Region  
KISUMU INTERNATIONAL AIRPORT  
P.O. BOX 13, 40100  
KISUMU**

## TABLE OF CONTENTS

<b>PREFACE.....</b>	<b>iv</b>
<b>APPENDIX TOTHE PREFACE.....</b>	<b>vi</b>
<b>GUIDELINES FOR PREPARATION OF TENDER DOCUMENTS.....</b>	<b>vi</b>
1. GENERAL.....	vi
2. PART I - TENDERING PROCEDURES.....	vi
3. PART 2 – PROCUREMENT ENTITY'S REQUIREMENTS.....	vii
4. PART 3 – CONDITIONS OF CONTRACT ANDCONTRACTFORMS.....	vii
<b>INVITATION TOTENDER .....</b>	<b>ix</b>
<b>PART I –TENDERING PROCEDURE.....</b>	<b>I</b>
Section I - Instructions to Tenderers.....	I
<b>A. General.....</b>	<b>I</b>
1. Scope of Tender.....	I
2. Unfair Competitive Advantage.....	I
3. Fraud and Corruption.....	I
4. Eligible Tenderers .....	I
5. Qualification of the Tenderer .....	3
<b>B. Contents of Tendering Document .....</b>	<b>3</b>
6. Sections of Tendering Document.....	3
PART I: Tendering Procedures.....	3
PART 2: Procuring Entity's Requirements.....	4
PART3: Contract.....	4
7. Site Visit.....	4
8. Pre-Tender Meeting and a pre-arranged pretender visit of the site of the works .....	4
9. Clarification of Tender Document, Site Visit, Pre-Tender Meeting.....	4
10. Amendment of Tendering Documents .....	5
<b>C. Preparation of Tenders .....</b>	<b>5</b>
11. Cost of Tendering.....	5
12. Language of Tender.....	5
13. Documents Comprising the Tender.....	5
14. Form of Tender and Activity Schedule.....	6
15. Alternative Tenders.....	6
16. Tender Prices and Discounts.....	6
17. Currencies of Tender and Payment.....	6
18. Documents Establishing Conformity of Services .....	6
19. Documents Establishing the Eligibility and Qualifications of the Tenderer .....	7
20. Period of Validity of Tenders.....	8
21. Tender Security .....	8
22. Format and Signing of Tender .....	9
<b>D. Submission and Opening of Tenders .....</b>	<b>9</b>
23. Sealing and Marking of Tenders .....	9
24. Deadline for Submission of Tenders .....	10
25. Late Tenders .....	10
26. Withdrawal, Substitution and Modification of Tenders.....	10
27. Tender Opening .....	10

## E.

<b>Evaluation and Comparison of Tenders .....</b>	<b>11</b>
28. Confidentiality.....	11
29. Clarification of Tenders.....	11
30. Deviations, Reservations, and Omissions.....	11
31. Determination of Responsiveness.....	12
32. Correction of Arithmetical Errors.....	12
33. Conversion to Single Currency .....	12
34. Margin of Preference and Reservations .....	34
35. Evaluation of Tenders.....	34
37. Abnormally Low Tenders and Abnormally High Tenders .....	34
38. Unbalanced and/or Front-Loaded Tenders .....	14
39. Qualification of the Tenderer .....	14
40. Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders .....	15
<b>F. Award of Contract .....</b>	<b>15</b>
41. Award Criteria.....	15
42. Notice of Intention to enter into a Contract.....	15
43. Standstill Period.....	15
44. Debriefing by the Procuring Entity .....	15
45. Letter of Award .....	15
46. Signing of Contract.....	16
47. Performance Security.....	16
48. Publication of Procurement Contract.....	16
48. Adjudicator.....	16
49. Procurement Related Complaint.....	16
<b>SECTION II - TENDER DATASHEET (TDS).....</b>	<b>17</b>
<b>SECTION III - EVALUATION AND QUALIFICATION CRITERIA.....</b>	<b>21</b>
1. General Provision .....	21
2. Preliminary examination for Determination of Responsiveness .....	21
3. Tender Evaluation (ITT 35).....	21
4. Multiple Contracts.....	21
5. Alternative Tenders (ITT 14.1) .....	22
6. MARGIN OF PREFERENCE.....	22
7. Post qualification and Contract ward (ITT 39), more specifically .....	22
<b>SECTION IV-TENDERING FORMS .....</b>	<b>24</b>
<b>I. FORM OF TENDER.....</b>	<b>24</b>
i) TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE.....	27
ii) CERTIFICATE OF INDEPENDENT TENDER DETERMINATION .....	29
iii) SELF-DECLARATION FORM.....	30
iv) APPENDIX I- FRAUD AND CORRUPTION.....	33
<b>2. TENDERER INFORMATION FORM.....</b>	<b>35</b>
<b>OTHER FORMS .....</b>	<b>36</b>
3. FORM OF TENDER SECURITY - DEMAND BANK GUARANTEE.....	36
4. FORM OF TENDER SECURITY(TENDER BOND) .....	37
5. FORM OF TENDER-SECURING DECLARATION.....	38
<b>QUALIFICATION FORMS.....</b>	<b>40</b>
6. FOREIGN TENDERERS 40% RULE.....	40
7. FORM EQU: EQUIPMENT .....	41
8. FORM PER - I .....	42

<b>9.</b>	<b>FORM PER-2 .....</b>	<b>44</b>
	<b>TENDERERS QUALIFICATION WITHOUT PREQUALIFICATION .....</b>	<b>46</b>
<b>10.</b>	<b>FORM ELI -1.1 .....</b>	<b>46</b>
<b>11.</b>	<b>FORM ELI -1.2 .....</b>	<b>47</b>
<b>12.</b>	<b>FORM CON- 2.....</b>	<b>48</b>
<b>13.</b>	<b>FORM FIN- 3.1 .....</b>	<b>50</b>
<b>14.</b>	<b>FORM FIN- 3.2 .....</b>	<b>52</b>
<b>15.</b>	<b>FORM FIN- 3.3 .....</b>	<b>52</b>
<b>16.</b>	<b>FORM FIN- 3.4 .....</b>	<b>53</b>
<b>17.</b>	<b>FORM EXP- 4.1 .....</b>	<b>54</b>
<b>18.</b>	<b>FORM EXP- 4.2(a) .....</b>	<b>55</b>
<b>19.</b>	<b>FORM EXP- 4.2(b).....</b>	<b>56</b>
	<b>SCHEDULE FORMS.....</b>	<b>58</b>
<b>1.</b>	<b>Method Statement .....</b>	<b>61</b>
<b>2.</b>	<b>Work Plan.....</b>	<b>62</b>
<b>3.</b>	<b>Others –Time Schedule .....</b>	<b>63</b>
	<b>CONTRACTFORMS .....</b>	<b>64</b>
<b>1.</b>	<b>NOTIFICATION OF INTENTIONTOAWARD.....</b>	<b>64</b>
<b>2.</b>	<b>NOTIFICATION OF AWARD - FORMOFACCEPTANCE .....</b>	<b>66</b>
<b>3.</b>	<b>FORM OF CONTRACT .....</b>	<b>67</b>
<b>4.</b>	<b>FORM OF TENDER SECURITY (Bank Guarantee).....</b>	<b>69</b>
<b>5.</b>	<b>FORM OF TENDER SECURITY(TENDERBOND) .....</b>	<b>70</b>
<b>6.</b>	<b>FORM OFTENDER-SECURING DECLARATION.....</b>	<b>71</b>
	<b>PART II – PROCURING ENTITY’S REQUIREMENTS .....</b>	<b>72</b>
	<b>SECTION VII – ACTIVITY SCHEDULE.....</b>	<b>73</b>
<b>1.</b>	<b>Objectives.....</b>	<b>73</b>
<b>2.</b>	<b>Day work Schedule.....</b>	<b>73</b>
<b>3.</b>	<b>Provisional Sums.....</b>	<b>73</b>
<b>4.</b>	<b>PERFORMANCE SPECIFICATIONS AND DRAWINGS.....</b>	<b>74</b>
	<b>PART III – CONDITIONS OF CONTRACT ANDCONTRACTFORMS .....</b>	<b>75</b>
	<b>SECTION VIII - GENERAL CONDITIONS OF CONTRACT .....</b>	<b>76</b>
<b>A.</b>	<b>General Provisions .....</b>	<b>76</b>
<b>1.</b>	<b>Definitions .....</b>	<b>76</b>
<b>2.</b>	<b>Commencement, Completion, Modification, and Termination of Contract.....</b>	<b>77</b>
<b>3.</b>	<b>Obligations of the Service Provider.....</b>	<b>79</b>
<b>4.</b>	<b>Service Provider's Personnel .....</b>	<b>82</b>
<b>5.</b>	<b>Obligations of the Procuring Entity .....</b>	<b>82</b>
<b>6.</b>	<b>Payments to the Service Provider .....</b>	<b>82</b>
<b>7.</b>	<b>Quality Control .....</b>	<b>84</b>
<b>8.</b>	<b>Settlement of Disputes .....</b>	<b>84</b>
<b>B.</b>	<b>SECTION IX - SPECIAL CONDITIONS OF CONTRACT .....</b>	<b>88</b>
<b>C.</b>	<b>APPENDICES.....</b>	<b>91</b>
	<b>Appendix A - Description of the Services.....</b>	<b>91</b>
	<b>Appendix B - Schedule of Payments and Reporting Requirements .....</b>	<b>91</b>
	<b>Appendix C - Breakdown of Contract Price.....</b>	<b>91</b>
	<b>Appendix D - Services and Facilities Provided by the Procuring Entity .....</b>	<b>91</b>

<b>D..... SECTION X –CONTRACT FORMS.....</b>	<b>92</b>
FORM NO. 1 - PERFORMANCE SECURITY – (Unconditional Demand Bank Guarantee).....	92
FORM No. 2 - PERFORMANCE SECURITY OPTION 2– (Performance Bond) .....	93
FORM NO. 3 - ADVANCE PAYMENT SECURITY [Demand Bank Guarantee] .....	95

## INVITATION TO TENDER

**TENDER NO: KAA/OT/MIGORI/0217/2022-2023**

**DATE: 27<sup>th</sup> June, 2023**

**TENDER NAME: PROVISION OF CLEANING SERVICES FOR GENERAL AREAS, TOILET'S AND ENVIRONMENTAL MANAGEMENT SERVICES AT MIGORI AIRSTRIP. (Eligibility Is Reserved for Duly Registered Youth, Women Enterprise & Persons Living with Disability (PWD)).**

1. The Kenya Airports Authority invites tenders from **Duly Registered Youth, Women & People with Disability Owned Enterprises (PWD)** for the **PROVISION OF CLEANING SERVICES FOR GENERAL AREAS, TOILET'S AND ENVIRONMENTAL MANAGEMENT SERVICES AT MIGORI AIRSTRIP.**
2. Tendering will be conducted under Open Tender Process using a standardized tender document
3. The invited firms and any other qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours from 8.00 am to 5.00 pm local time, Monday to Friday except lunch time between 1.00 pm and 2.00 pm and on public holidays at the address given below.
4. A complete set of Tender documents are downloadable from the KAA supplier login screen using the link <https://kaa.go.ke/corporate/procurement/>. Tender documents obtained electronically will be free of charge.
5. Tender documents may be viewed and downloaded for free from the website (([www.kaa.go.ke](http://www.kaa.go.ke))). Tenderers who download the tender document must forward their particulars immediately to [tenders@kaa.go.ke](mailto:tenders@kaa.go.ke) to facilitate any further clarification or addendum. *No other communication channel shall be used except through this email address.*
6. The Tenderer shall chronologically serialize all pages of the tender documents submitted including any attachments.
7. The tender shall be submitted online on or before **12<sup>th</sup> July, 2023 at 11.00 am.** Interested bidders who are not in KAA system and therefore do not have login credentials should contact KAA procurement through email: [tenders@kaa.go.ke](mailto:tenders@kaa.go.ke) for login credentials early enough and not later than three (3) days before tender closing date. All relevant submission documents must be attached on the login submission screen (*On submission screen, click technical Rfx Response tab which will lead you to the second screen (Cfolder) where the system creates a folder specific to you for uploading your technical tender response documents. Here you click "Tech Bid" subfolder and create attachments. "Caution Do not attach your documents on the collaboration folder"*). For Financial Proposal, use the submission financial screen for inputting the Price and related financial attachments on Notes and attachments. A step by step manual/guide is available for downloading using the link <https://www.kaa.go.ke/corporate/procurement/manuals/>. Bidders should note that documents submitted for purposes of registration for login credentials do not form part of the tender document.
8. All Prices quoted should be inclusive of all costs and taxes; and must be in Kenya shillings and shall remain valid for **126 days** from the closing date of Tender.
9. Tenders will be opened online immediately on **12<sup>th</sup> July 2023 at 11.00 am** at the Conference

Room, 2<sup>nd</sup> Floor, Kenya Airports Authority Headquarters complex building. A virtual link shall be provided to those tenderers who shall have submitted their interest to submit their tenders online and would wish to participate in the tender opening. Tenderers shall therefore be required to submit their email address to [tenders@kaa.go.ke](mailto:tenders@kaa.go.ke) to enable them access this link during the tender opening.

10. Bidders shall not have access to the eProcurement system after the official closing time.

11. The addresses referred to above are:

**Address for obtaining further information**

- i. Name of Procuring Entity – KENYA AIRPORTS AUTHORITY
- ii. Physical address - Kenya Airports Authority Headquarters complex building, Jomo Kenyatta International Airport, Airport North Road, 2<sup>nd</sup> Floor, Procurement & Logistics Department
- iii. Postal Address – P.O Box 19001 – 00501 Nairobi
- iv. Officer to be contacted. – General Manager, Procurement and Logistics,
- v. Email: [tenders@kaa.go.ke](mailto:tenders@kaa.go.ke)

**[Authorized Official (name, designation, Signature and date)]**

Name; General Manager (Procurement & Logistics)

## **PART I - TENDERING PROCEDURE**

## SECTION I -INSTRUCTIONS TO TENDERERS

### A. General

#### I. Scope of Tender

- 1.1 This tendering document is for the delivery of Non-Consulting Services, as specified in Section V, Procuring Entity's Requirements. The name, identification and number of this tender are specified in the **TDS**.

#### 2. Throughout this tendering document:

The terms:

- a) The term “in writing” means communicated in written form (e.g., by mail, e-mail, fax, including if specified **in the TDS**, distributed or received through the electronic- procurement system used by the Procuring Entity) with proof of receipt;
  - b) if the contexts or esquires, “singular” means “plural” and vice versa; and
  - c) “Day” means calendar day, unless otherwise specified as “Business Day”. A Business Day is any day that is an official working day of the Procuring Entity. It excludes the Procuring Entity's official public holidays.
- 2.2 The successful Tenderer will be expected to complete the performance of the Services by the Intended Completion Date provided **in the TDS**.

#### 3. Fraud and Corruption

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

Entity shall check whether the owners or controllers of the Tenderer are same as those that provided consulting services. The Procuring Entity shall, upon request, make available to any tenderer information that would give such firm unfair competitive advantage over competing firms.

#### **4. Eligible Tenderers**

- 4.1 A Tenderer may be a firm that is a private entity, a state-owned entity or institution subject to ITT 4.6, or any combination of such entities in the form of a Joint Venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a Form of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Tendering process and, in the event the JV is awarded the Contract, during contract execution. Members of a joint venture may not also make an individual tender, be a sub contract or in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the **TDS**.
- 4.2 Public Officers, of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse in which they have a substantial or controlling interest shall not be eligible to tender or be awarded contract. Public Officers are also not allowed to participate in any procurement proceedings.
- 4.3 A Tenderer shall not have a conflict of interest. Any Tenderer found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest for the purpose of this Tendering process, if the Tenderer:
- a Directly or indirectly controls, is controlled by or is under common control with another Tenderer; or
  - b Receives or has received any direct or indirect subsidy from another Tenderer; or
  - c has the same legal representative as another Tenderer; or
  - d has a relationship with another Tenderer, directly or through common third parties, that puts it in a position to influence the Tender of another Tenderer, or influence the decisions of the Procuring Entity regarding this Tendering process; or
  - e or any of its affiliates participated as a consultant in the preparation of the Procuring Entity's Requirements (including Activities Schedules, Performance Specifications and Drawings) for the Non-Consulting Services that are the subject of the Tender; or
  - f or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity or Procuring Entity for the Contract implementation; or
  - g would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the project specified in the TDS ITT 2. I that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or
  - h has a close business or family relationship with a professional staff of the Procuring Entity or of the project implementing agency, who:
    - i are directly or in directly involved in the preparation of the tendering document or specifications of the contract, and/or the Tender evaluation process of such contract; or
    - ii Would be involved in the implementation or supervision of such contract

unless the conflicts teeming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the procurement process and execution of the Contract.

- 4.4 A firm that is a Tenderer (either individually or as a JV member) shall not participate in more than one tender, except for permitted alternative Tenders. This includes participation as a subcontractor. Such participation shall result in the disqualification of all Tenders in which the firm is involved. A firm that is not a Tenderer or a JV member may participate as a sub-contractor in more than one Tender.
- 4.5 A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT 4 .9.
- 4.6 A Tenderer that has been sanctioned by PPRA or are under a temporary suspension or a debarment imposed by any other entity of the Government of Kenya shall be ineligible to be pre-qualified for, initially selected for, tender for, propose for, or be awarded a contract during such period of sanctioning. The list of debarred firms and individuals is available at the PPRA Website [www.ppra.go.ke](http://www.ppra.go.ke)
- 4.7 Tenderers that are state-owned enterprises or institutions in Kenya may be eligible to compete and be awarded a Contract(s) only if they can establish that they: (i) are legally and financially autonomous; (ii) operate under Commercial law; and (iii) are not under supervision of the Procuring Entity.
- 4.8 Firms and individuals may be ineligible if (a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country, or (b) by an act of compliance with a decision of the United Nations Security Council take under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person or entity in that country.
- 4.9 A Tenderer shall be deemed to have the nationality of a country if the Tenderer is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or sub consultants for any part of the Contract including related Services.
- 4.10 Foreign tenderers are required to source at least forty (40%) percent of their contract inputs (in supplies, subcontracts and labor) from national suppliers and contractors. To this end, a foreign tenderer shall provide in its tender documentary evidence that this requirement is met. Foreign tenderers not meeting this criterion will be automatically disqualified. Information required to enable the Procuring Entity determine if this condition is met shall be provided in for this purpose is be provided in “SECTION III-EVALUATION AND QUALIFICATION CRITERIA, Item 9”.
- 4.11 Pursuant to the eligibility requirements of ITT 4.10, a tender is considered a foreign tenderer, if the tenderer is not registered in Kenya or if the tenderer is registered in Kenya and has less than 51 percent ownership by Kenyan citizens. JVs are considered as foreign tenderers if the individual member firms are not registered in Kenya or if are registered in Kenya and have less than 51 percent ownership by Kenyan citizens. The JV shall not sub contract to foreign firms more than 10 percent of the contract price, excluding provisional sums.
- 4.12 The Competition Act of Kenya requires that firms wishing to tender as Joint

Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Competition Act, 2010. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for tender, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from the Competition Authority of Kenya may be accessed from the website [www.cak.go.ke](http://www.cak.go.ke)

4.13 A Tenderer may be considered ineligible if he/she offers goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

4.14 A Kenyan tenderer shall be eligible to tender if it provides evidence of having fulfilled his/her tax obligations by producing a valid tax compliance certificate or tax exemption certificate is sued by the Kenya Revenue Authority.

## **5 Qualification of the Tenderer**

5.1 All Tenderers shall provide in Section IV, Tendering Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

5.2 In the event that pre-qualification of Tenderers has been undertaken as stated in ITT 18.3, the provisions on qualifications of the Section III, Evaluation and Qualification Criteria shall not apply.

## **B. Contents of Tendering Document**

### **6 Sections of Tendering Document**

6.1 The tendering document consists of Parts I, 2, and 3, which include all the sections indicated below and should be read in conjunction with any Addenda issued in accordance with ITT 10.

#### **PART I: Tendering Procedures**

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

#### **PART 2: Procuring Entity's Requirements**

- v) Section V-Procuring Entity's Requirements

#### **PART 3: Contract**

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

6.2 The Invitation to Tender (ITT) notice or the notice to pre-qualify Tenderers, as the case may be, issued by the Procuring Entity is not part of this tendering document.

6.3 Unless obtained directly from the Procuring Entity, the Procuring Entity is not responsible for the completeness of the document, responses to requests for

clarification, the Minutes of the pre-Tender meeting (if any), or Addenda to the tendering document in accordance with ITT 10. In case of any contradiction, documents obtained directly from the Procuring Entity shall prevail.

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

## **7. Site Visit**

- 7.1 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine and inspect the Site of the Required Services and its surroundings and obtain all information that may be necessary for preparing the Tender and entering in to a contract for the Services. The costs of visiting the Site shall be at the Tenderer's own expense.

## **8 Pre-Tender Meeting**

- 8.1 The Procuring Entity shall specify in the **TDS** if a pre-tender conference will be held, when and where. The Procuring Entity shall also specify in the **TDS** if a pre-arranged pretender site visit will be held and when. The Tenderer's designated representative is invited to attend a pre-arranged pretender visit of the site of the works. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 8.2 The Tenderer is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **TDS** before the meeting.
- 8.3 Minutes of the pre-Tender meeting and the pre-arranged pre tender visit of the site of the service, if applicable, including the text of the questions asked by Tenderers and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Tenderers who have acquired the Tender Documents in accordance with ITT6.3. Minutes shall not identify the source of the questions asked.
- 8.4 The Procuring Entity shall also promptly publish anonymized (*no names*) Minutes of the pre-Tender meeting and the pre-arranged pretender visit of the site of the service at the web page identified **in the TDS**. Any modification to the Tender Documents that may become necessary as a result of the pre-Tender meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to ITT10 and not through the minutes of the pre-Tender meeting. Nonattendance at the pre-Tender meeting will not be a cause for disqualification of a Tenderer.

## **9 Clarification of Tender Documents**

- 9.1 A Tenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity's address specified in the TDS or raise its enquiries during the pre-Tender meeting and the pre-arranged pretender visit of the site of the Service if provided for in accordance with ITT 8.4. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received no later than the period specified in the **TDS** prior to the deadline for submission of tenders. The Procuring Entity shall forward copies of its response to all tenderers who have acquired the Tender Documents in accordance with ITT 6.3, including a description of the inquiry but without identifying its source. If so specified in the **TDS**, the Procuring Entity shall also promptly publish its response at the webpage identified in the **TDS**. Should the clarification result in changes to the essential elements of the Tender Documents,

the Procuring Entity shall amend the Tender Documents appropriately following the procedure under ITT 8.4.

## **10 Amendment of Tender Documents**

- 10.1 At any time prior to the deadline for submission of Tenders, the Procuring Entity may amend the Tendering document by issuing addenda.
- 10.2 Any addendum issued shall be part of the tendering document and shall be communicated in writing to all who have obtained the tendering document from the Procuring Entity in accordance with ITT 6.3. The Procuring Entity shall also promptly publish the addendum on the Procuring Entity's web page in accordance with ITT 8.4.
- 10.3 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Procuring Entity shall extend, as necessary, the deadline for submission of Tenders, in accordance with ITT 24.2 below.

## **C. Preparation of Tenders**

### **11 Cost of Tendering**

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

### **12 Language of Tender**

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

### **13 Documents Comprising the Tender**

- 13.1 The Tender shall comprise the following:
  - a **Form of Tender** prepared in accordance with ITT 14;
  - b **Schedules:** priced Activity Schedule completed in accordance with ITT 14 and ITT 16;
  - c **Tender Security or Tender-Securing Declaration** in accordance with ITT 21.1;
  - d **Alternative Tender:** if permissible in accordance with ITT 15;
  - e **Authorization:** written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 22.3;
  - f **Qualifications:** documentary evidence in accordance with ITT 19 establishing the Tenderer's qualifications to perform the Contract if its Tender is accepted;
  - g **Tenderer's Eligibility:** documentary evidence in accordance with ITT 19 establishing the Tenderer's eligibility to Tender;
  - h **Conformity:** documentary evidence in accordance with ITT 18, that the Services conform to the tendering document; and
  - i Any other document required in the **TDS**.

The Tenderer shall chronologically serialize pages of all tender documents submitted.

- 13.2 In addition to the requirements under ITT 13.1, Tenders submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a Form of intent to execute a Joint Venture Agreement in the event of a successful Tender shall be signed by all members and submitted with the Tender, together with a copy of the proposed Agreement.
- 13.3 The Tenderer shall furnish in the Form of Tender information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Tender.

#### **14 Form of Tender and Activity Schedule**

- 14.1 The Form of Tender and priced Activity Schedule shall be prepared using the relevant forms furnished in Section IV, Tendering Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITT 22.3. All blank spaces shall be filled in with the information requested.
- 14.2 The Tenderer shall furnish in the Form of Tender information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Tender.

#### **15 Alternative Tenders**

- 15.1 Unless otherwise indicated **in the TDS**, alternative Tenders shall not be considered. If alternatives are permitted, only the technical alternatives, if any, of the Best Evaluated Tender shall be considered by the Procuring Entity.
- 15.2 When alternative times for completion are explicitly invited, a statement to that effect will be included **in the TDS** and the method of evaluating different time schedules will be described in Section III, Evaluation and Qualification Criteria.
- 15.3 When specified **in the TDS**, Tenderers are reemitted to submit alternative technical solutions for specified parts of the Services, and such parts will be identified **in the TDS**, as will the method for their evaluating, and described in Section VII, Procuring Entity's Requirements.

#### **16. Tender Prices and Discounts**

- 16.1 The prices and discounts (including any price reduction) quoted by the Tenderer in the Form of Tender and in the Activity Schedule (s) shall conform to the requirements specified below.
- 16.2 All lots (contracts) and items must be listed and priced separately in the Activity Schedule(s).
- 16.3 The Contract shall be for the Services, as described in Appendix A to the Contract and in the Specifications (or Terms of Reference), based on the priced Activity Schedule, submitted by the Tenderer.
- 16.4 The Tenderer shall quote any discounts and indicate the methodology for their application in the Form of Tender in accordance with ITT 16.1.
- 16.5 The Tenderer shall fill in rates and prices for all items of the Services described in the Specifications (or Terms of Reference), and listed in the Activity Schedule in Section VII, Procuring Entity's Requirements. Items for which no rate or price is

entered by the Tenderer will not be paid for by the Procuring Entity when executed and shall be deemed covered by the other rates and prices in the Activity Schedule.

- 16.6 All duties, taxes, and other levies payable by the Service Provider under the Contract, or for any other cause, as of the date 30 days prior to the deadline for submission of Tenders, shall be included in the total Tender price submitted by the Tenderer.
- 16.7 If provided for **in the TDS**, the rates and prices quoted by the Tenderer shall be subject to adjustment during the performance of the Contract in accordance with and the provisions of Clause 6.6 of the General Conditions of Contract and / or Special Conditions of Contract. The Tenderer shall submit with the Tender all the information required under the Special Conditions of Contract and of the General Conditions of Contract.
- 16.8 For the purpose of determining the remuneration due for additional Services, a breakdown of the lump-sum price shall be provided by the Tenderer in the form of Appendices D and E to the Contract.

## **17 Currencies of Tender and Payment**

- 17.1 The currency of the Tender and the currency of payments shall be Kenya Shillings.

## **18 Documents Establishing Conformity of Services**

- 18.1 To establish the conformity of the Non-Consulting Services to the tendering document, the Tenderer shall furnish as part of its Tender the documentary evidence that Services provided conform to the technical specifications and standards specified in Section VII, Procuring Entity's Requirements.
- 18.2 Standards for provision of the Non-Consulting Services are intended to be descriptive only and not restrictive. The Tenderer may offer other standards of quality provided that it demonstrates, to the Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section VII, Procuring Entity's Requirements.
- 18.3 Tender to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a Service provider or group of service providers, qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between tenderers, and thereby help to prevent any corrupt influence in relation to the procurement processor contract management.
- 18.4 The purpose of the information described in ITT 18.3 above, overrides any claims to confidentiality which a tenderer may have. There can be no circumstances in which it would be justified for a tenderer to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for a Tenderer's failure to disclose, or failure to provide required information on its ownership and control.
- 18.4 The Tenderer shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and

control which information on any changes to the information which was provided by the tenderer under ITT18.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.

- 18.6 All information provided by the tenderer pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Tenderer shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.
- 18.7 If a tenderer fails to submit the information required by these requirements, its tenderer will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by a tenderer pursuant to these requirements, then the tender will be rejected.
- 18.8 If information submitted by a tenderer pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the tenderer in relation to the procurement or contract management process, then:
- i) If the procurement process is still on going, the tenderer will be disqualified from the procurement process,
  - ii) if the contract has been awarded to that tenderer, the contract award will be set aside, pending the outcome of (iii),
  - iii) The tenderer will be referred to the relevant law enforcement authorities for investigation of whether the tenderer or any other persons have committed any criminal offence.
- 18.9 If a tenderer submits information pursuant to these requirements that is in complete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 18.9 will ensue unless the tenderer can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error or which was not attributable to the intentional act, negligence or recklessness of the tenderer.

## **19 Documents Establishing the Eligibility and Qualifications of the Tenderer**

- 19.1 To establish Tenderer's their eligibility in accordance with ITT4, Tenderers shall complete the Form of Tender, included in Section IV, Tendering Forms.
- 19.2 The documentary evidence of the Tenderer's qualification stopper form the Contract if its Tender is accepted shall establish to the Procuring Entity's satisfaction that the Tenderer meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.
- 19.3 All Tenderers shall provide in Section IV, Tendering Forms, a preliminary description of the proposed methodology, work plan and schedule.
- 19.4 In the event that pre-qualification of Tenderers has been undertaken, only Tenders from prequalified Tenderers shall be considered for award of Contract. These qualified Tenderers should submit with their Tenders any information updating their original pre-qualification applications or, alternatively, confirm in their Tenders that

the originally submitted pre-qualification information remains essentially correct as of the date of Tender submission.

- 19.5 If pre-qualification has not taken place before Tendering, the qualification criteria for the Tenderers are specified- in Section III, Evaluation and Qualification Criteria.

## **20 Period of Validity of Tenders**

- 20.1 Tenders shall remain valid for the Tender Validity period specified in the TDS. The Tender Validity period starts from the date fixed for the Tender submission deadline date (as prescribed by the Procuring Entity in accordance with ITT 24.1). A Tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.
- 20.2 In exceptional circumstances, prior to the expiration of the Tender validity period, the Procuring Entity may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing. If a Tender Security is requested in accordance with ITT20, it shall also be extended for a corresponding period. A Tenderer may refuse the request without forfeiting its Tender Security. A Tenderer granting the request shall not be required or permitted to modify its Tender.

## **21 Tender Security**

- 21.1 The Tenderer shall furnish as part of its Tender, either a Tender-Securing Declaration or a Tender security, as specified **in the TDS**, in original form and, in the case of a Tender Security, in the amount and currency specified **in the TDS**.
- 21.2 A Tender Securing Declaration shall use the form included in Section IV, Tendering Forms.
- 21.3 If a Tender Security is specified pursuant to ITT 21.1, from a reputable source, and an eligible country and shall be in any of the following forms at the Tenderer's option:
- i) cash;
  - ii) a bank guarantee;
  - iii) a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Authority; or
  - iv) a guarantee issued by a financial institution approved and licensed by the Central Bank of Kenya,
- 21.4 If a Tender Security is specified pursuant to ITT 20.1, any Tender not accompanied by a substantially responsive Tender Security shall be rejected by the Procuring Entity as non-responsive.
- 21.5 If a Tender Security is specified pursuant to ITT 21.1, the Tender Security of unsuccessful Tenderers shall be returned as promptly as possible upon the successful Tenderer's signing the contract and furnishing the Performance Security pursuant to ITT 46. The Procuring Entity shall also promptly return the tender security to the tenderers where the procurement proceedings are terminated, all tenders were determined non-responsive or a bidder declines to extend tender validity period.

- 21.6 The Tender Security of the successful Tenderer shall be returned as promptly as possible once the successful Tenderer has signed the Contract and furnished the required Performance Security.
- 21.7 The Tender Security may be forfeited or the Tender-Securing Declaration executed:
- a. If a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer in the Form of Tender, or any extension thereof provided by the Tenderer; or
  - b. if the successful Tenderer fails to:
  - c. sign the Contract in accordance with ITT 46; or
  - d. Furnish a performance security in accordance with ITT 47.
- 21.8 Where tender securing declaration is executed, the Procuring Entity shall recommend to the PPRA that PPRA debar the Tenderer from participating in public procurement as provided in the law.
- 21.9 The Tender Security or Tender-Securing Declaration of a JV must be in the name of the JV that submits the Tender. If the JV has not been legally constituted into a legally enforceable JV at the time of Tendering, the Tender security or Tender-Securing Declaration shall be in the names of all future members as named in the Form of intent referred to in ITT 4.1 and ITT 13.2.
- 21.10 A tenderer shall not issue a tender security to guarantee itself.

## **22 Format and Signing of Tender**

- 22.1 The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT 13, bound with the volume containing the Form of Tender, and clearly marked "Original. "In addition, the Tenderer shall submit copies of the Tender, in the number specified **in the TDS**, and clearly marked as "Copies. "In the event of discrepancy between them, the original shall prevail.
- 22.2 Tenderers shall mark as "CONFIDENTIAL "information in their Tenders which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.
- 22.3 The original and all copies of the Tender shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation as specified **in the TDS** and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Tender where entries or amendments have been made shall be signed or initialed by the person signing the Tender.
- 22.4 In case the Tenderer is a JV, the Tender shall be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.
- 22.5 Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Tender.

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

### **23 Sealing and Marking of Tenders**

- 23.1 Depending on the sizes or quantities or weight of the tender documents, a tenderer may use an envelope, package or container. The Tenderer shall deliver the Tender in a single sealed envelope, or in a single sealed package, or in a single sealed container bearing the name and Reference number of the Tender, addressed to the Procuring Entity and a warning not to open before the time and date for Tender opening date. Within the single envelope, package or container, the Tenderer shall place the following separate, sealed envelopes:
- a. in an envelope or package or container marked “ORIGINAL”, all documents comprising the Tender, as described in ITT13; and
  - b. in an envelope or package or container marked “COPIES”, all required copies of the Tender; and
  - c. if alternative Tenders are permitted in accordance with ITT15, and if relevant:
    - i. in an envelope or package or container marked “ORIGINAL– ALTERNATIVE TENDER”, the alternative Tender; and
    - ii. in the envelope or package or container marked “COPIES- ALTERNATIVE TENDER”, all required copies of the alternative Tender.

The inner envelopes or packages or containers shall:

- a) Bear the name and address of the Procuring Entity.
- b) Bear the name and address of the Tenderer; and
- c) Bear the name and Reference number of the Tender.

- 23.2 If an envelope or package or container is not sealed and marked as required, the *Procuring Entity* will assume no responsibility for the misplacement or premature opening of the Tender. Tenders misplaced or opened prematurely will not be accepted.

### **24 Deadline for Submission of Tenders**

- 24.1 Tenders must be received by the Procuring Entity at the address and no later than the date and time specified **in the TDS**. When so specified **in the TDS**, Tenderers shall have the option of submitting their Tenders electronically. Tenderers submitting Tenders electronically shall follow the electronic Tender submission procedures specified **in the TDS**.

- 24.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders by amending the tendering document in accordance with ITT9, in which case all rights and obligations of the Procuring Entity and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

### **25 Late Tenders**

- 25.1 The Procuring Entity shall not consider any Tender that arrives after the dead line for submission of Tenders, in accordance with ITT 24. Any Tender received by the Procuring Entity after the deadline for submission of Tenders shall be declared late, rejected, and returned un opened to the Tenderer.

### **26 Withdrawal, Substitution and Modification of Tenders**

- 26.1 A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted by sending a written notice, duly signed by a n authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance

with ITT 21.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Tender must accompany the respective written notice. All notices must be:

- a) Prepared and submitted in accordance with ITT 21 and ITT 22 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” or “MODIFICATION;” and
- b) Received by the Procuring Entity prior to the deadline prescribed for submission of Tenders, in accordance with ITT 23.

26.2 Tenders requested to be withdrawn in accordance with ITT 25.1 shall be returned unopened to the Tenderers.

26.3 No Tender may be withdrawn, substituted, or modified in the interval between the deadline for submission of Tenders and the expiration of the period of Tender validity specified by the Tenderer on the Form of Tender or any extension thereof.

## **27 Tender Opening**

27.1 Except as in the cases specified in ITT 23 and ITT 25.2, the Procuring Entity shall, at the Tender opening, publicly open and read out all Tenders received by the deadline at the date, time and place specified **in the TDS** in the presence of Tenderers' designated representatives and anyone who choose to attend. Any specific electronic Tender opening procedures required if electronic tendering is permitted in accordance with ITT 23.1 shall be as specified **in the TDS**.

27.2 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding Tender shall not be opened, but returned to the Tenderer. If the withdrawal envelope does not contain a copy of the “power of attorney” confirming the signature as a person duly authorized to sign on behalf of the Tenderer, the corresponding Tender will be opened. No Tender withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Tender opening.

27.3 Next, envelopes marked “SUBSTITUTION” shall be opened and read out and exchanged with the corresponding Tender being substituted, and the substituted Tender shall not be opened, but returned to the Tenderer. No Tender substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Tender opening.

27.4 Next, envelopes marked “MODIFICATION” shall be opened and read out with the corresponding Tender. No Tender modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening.

27.5 Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Tenderer and whether there is a modification; the total Tender Prices, per lot (contract) if applicable, including any discounts and alternative Tenders; the presence or absence of a Tender Security or Tender-Securing Declaration, if required; and any other details as the Procuring Entity may consider appropriate.

27.6 Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall be considered further. The Form of Tender and the priced Activity Schedule are to be initialed by representatives of the Procuring Entity attending Tender opening in the manner specified **in the TDS**.

27.7 The Procuring Entity shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT25.1).

- 27.8 The Procuring Entity shall prepare a record of the Tender opening that shall include, as a minimum:
- a) The name of the Tenderer and whether there is a withdrawal, substitution, or modification;
  - b) The Tender Price, per lot (contract) if applicable, including any discounts; and
  - c) any alternative Tenders;
  - d) The presence or absence of a Tender Security or Tender-Securing Declaration, if one was required.
  - e) Number of pages of each tender document submitted

27.9 The Tenderers' representatives who are present shall be requested to sign the record. The omission of a Tenderer's signature on the record shall not invalidate the contents and effect of the record. A copy of the tender opening register shall be distributed to Tenderer upon request.

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

### **28 Confidentiality**

28.1 Information relating to the evaluation of Tenders and recommendation of contract award, shall not be disclosed to Tenderers or any other persons not officially concerned with the Tendering process until information on the Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 42.

28.2 Any effort by a Tenderer to influence the Procuring Entity in the evaluation or contract award decisions may result in the rejection of its Tender.

28.3 Notwithstanding ITT 28.2, from the time of Tender opening to the time of Contract Award, if any Tenderer wishes to contact the Procuring Entity on any matter related to the Tendering process, it should do so in writing.

### **29 Clarification of Tenders**

29.1 To assist in the examination, evaluation, and comparison of Tenders, and qualification of the Tenderers, the Procuring Entity may, at the Procuring Entity's discretion, ask any tenderer for clarification of its Tender including break downs of the prices in the Activity Schedule, and other information that the Procuring Entity may require. Any clarification submitted by a Tenderer in respect to its Tender and that is not in response to a request by the Procuring Entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the Tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the evaluation of the Tenders, in accordance with ITT32.

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

### **30 Deviations, Reservations, and Omissions**

30.1 During the evaluation of Tenders, the following definitions apply:

- a) "Deviation" is a departure from the requirements specified in the tendering document;
- b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the tendering document; and

- c) "Omission" is the failure to submit part or all of the information or documentation required in the tendering document.

### **31 Determination of Responsiveness**

- 31.1 The Procuring Entity's determination of a Tender's responsiveness is to be based on the contents of the Tender itself, as defined in ITT 12.
- 31.2 A substantially responsive Tender is one that meets the requirements of the tendering document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
  - a) If accepted, would:
    - i. affect in any substantial way the scope, quality, or performance of the Non-Consulting Services specified in the Contract; or
    - ii. limit in any substantial way, inconsistent with the tendering document, the Procuring Entity's rights or the Tenderer's obligations under the Contract; or
  - b) if rectified, would unfairly affect the competitive position of other Tenderers presenting substantially responsive Tenders.
- 31.3 The Procuring Entity shall examine the technical aspects of the Tender submitted in accordance with ITT 18 and ITT 19, in particular, to confirm that all requirements of Section VII, Procuring Entity's Requirements have been met without any material deviation or reservation, or omission.
- 31.4 If a Tender is not substantially responsive to the requirements of tendering document, it shall be rejected by the Procuring Entity and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.
- 31.5 Provided that a Tender is substantially responsive, the Procuring Entity may waive any non-conformity in the Tender.
- 31.6 Provided that a Tender is substantially responsive, the Procuring Entity may request that the Tenderer submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial non-conformities or omissions in the Tender related to documentation requirements. Requesting information or documentation on such non-conformities shall not be related to any aspect of the price of the Tender. Failure of the Tenderer to comply with the request may result in the rejection of its Tender.
- 31.7 Provided that a Tender is substantially responsive, the Procuring Entity shall rectify quantifiable nonmaterial non-conformities related to the Tender Price. To this effect, the Tender Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component in the manner specified **in the TDS**.

### **32 Arithmetical Errors**

- 32.1 The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.
- 32.2 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:

- a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
- b) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive .and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail

32.3 Tenderers shall be notified of any error detected in their bid during the notification of a ward.

### 33 Conversion to Single Currency

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

### 34 Margin of Preference and Reservations

34.1 Margin of preference on local service providers may be allowed if it is deemed that the services require participation of foreign tenderers. If so allowed, it will be indicated in the **TDS**.

34.2 Where it is intended to reserve the contract to specific groups under Small and Medium Enterprises, or enterprise of women, youth and /or persons living with disability, who are appropriately registered as such by the authority to be specified in the **TDS**, a procuring entity shall ensure that the invitation to tender specifically indicates that only businesses/firms belonging to the specified group are eligible to tender as specified in the **TDS**. Otherwise, if not so stated, the invitation will be open to all tenderers.

### 35 Evaluation of Tenders

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

- a) Substantially responsive to the tendering document; and
- b) The lowest evaluated cost.

35.2 In evaluating the Tenders, the Procuring Entity will determine for each Tender the evaluated Tender cost by adjusting the Tender price as follows:

- a) Price adjustment due to discounts offered in accordance with ITT 16.4;
- b) price adjustment due to quantifiable non material non-conformities in accordance with ITT 31.3;
- c) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with ITT 33; and
- d) any additional evaluation factors specified **in the TDS** and Section III, Evaluation and Qualification Criteria.

- 35.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be considered in Tender evaluation.
- 35.4 In the case of multiple contracts or lots, Tenderers are allowed to tender for one or more lots and the methodology to determine the lowest evaluated cost of the lot (contract) and for combinations, including any discounts offered in the Form of Tender, is specified in Section III, Evaluation and Qualification Criteria. For one or more lots (contracts). Each lot or contract will be evaluated in accordance with ITT
- 35.5. The methodology to determine the lowest evaluated tenderer or tenderers based one lot (contract) or based on a combination of lots (contracts), will be specified in Section III, Evaluation and Qualification Criteria. In the case of multiple lots or contracts, tenderer will be will be required to prepare the Eligibility and Qualification Criteria Form for each Lot.

## **36 Comparison of Tenders**

- 36.1 The Procuring Entity shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 35.2 to determine the Tender that has the lowest evaluated cost.

## **37 Abnormally Low Tenders and**

### **Abnormally High Tenders**

### **Abnormally Low Tenders**

- 37.1 An Abnormally Low Tender is one where the Tender price, in combination with other elements of the Tender, appears so low that it raises material concerns as to the capability of the Tenderer in regards to the Tenderer's ability to perform the Contract for the offered Tender Price.
- 37.2 In the event of identification of a potentially Abnormally Low Tender, the Procuring Entity shall seek written clarifications from the Tenderer, including detailed price analyses of its Tender price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the Tender document.
- 37.3 After evaluation of the price analyses, in the event that the Procuring Entity determines that the Tenderer has failed to demonstrate its capability to perform the Contract for the offered Tender Price, the Procuring Entity shall reject the Tender.

### **Abnormally High Tenders**

- 37.4 An abnormally high price is one where the tender price, in combination with other constituent elements of the Tender, appears unreasonably too high to the extent that the Procuring Entity is concerned that it (the Procuring Entity) may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between Tenderers is compromised.
- 37.5 In case of an abnormally high price, the Procuring Entity shall make a survey of the market prices, check if the estimated cost of the contract is correct and review the Tender Documents to check if he specifications, scope of work and conditions of contract are contributory to the abnormally high tenders. The Procuring Entity may also seek written clarification from the tenderer on the reason for the high tender price. The Procuring Entity shall proceed as follows:

- i) If the tender price is abnormally high based on wrong estimated cost of the contract, the Procuring Entity may accept or not accept the tender depending on the Procuring Entity's budget considerations.
- ii) If specifications, scope of work and/or conditions of contract are contributory to the abnormally high tender prices, the Procuring Entity shall reject all tenders and may retender for the contract based on revised estimates, specifications, scope of work and conditions of contract, as the case maybe.

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

### **38 Unbalanced and/or Front-Loaded Tenders**

38.1 If in the Procuring Entity's opinion, the Tender that is evaluated as the lowest evaluated price is seriously unbalanced and/or front loaded, the Procuring Entity may require the Tenderer to provide written clarifications. Clarifications may include detailed price analyses to demonstrate the consistency of the tender prices with the scope of works, proposed methodology, schedule and any other requirements of the Tender document.

38.2 After the evaluation of the information and detailed price analyses presented by the Tenderer, the Procuring Entity may as appropriate:

- a) Accept the Tender; or
- b) require that the total amount of the Performance Security be increased at the expense of the Tenderer to a level not exceeding 10% of the Contract Price; or
- c) agree on a payment mode that eliminates the inherent risk of the Procuring Entity paying too much for undelivered works; or
- d) Reject the Tender.

### **39 Qualification of the Tenderer**

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

39.2 The determination shall be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT 18. The determination shall not take into consideration the qualifications of other firms such as the Tenderer's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Tenderer that submitted the Tender.

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

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

- 40.1 The Procuring Entity reserves the right to accept or reject any Tender, and to annul the Tendering process and reject all Tenders at any time prior to Contract Award, without there by incurring any liability to Tenderers. In case of annulment, all Tenders submitted and specifically, Tender securities, shall be promptly returned to the Tenderers.

## **F. Award of Contract**

### **43 Award Criteria**

- 43.1 The Procuring Entity shall award the Contract to the successful tenderer whose tender has been determined to be the Lowest Evaluated Tender.

### **42 Notice of Intention to enter in to a Contract**

- 42.1 Upon award of the contract and Prior to the expiry of the Tender Validity Period the Procuring Entity shall issue a Notification of Intention to Enter into a Contract/Notification of a ward to all tenderers which shall contain, at a minimum, the following information:
- a) The name and address of the Tenderer submitting the successful tender;
  - b) The Contract price of the successful tender;
  - c) a statement of the reason(s) the tender of the unsuccessful tenderer to whom the letter is addressed was unsuccessful, unless the price information in(c) above already reveals the reason;
  - d) the expiry date of the Stand still Period; and
  - e) instructions on how to request a debriefing and/or submit a complaint during the stand still period;

### **43 Stand still Period**

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

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

- 44.1 On receipt of the Procuring Entity's Notification of Intention to Enter into a Contract referred to in ITT 42, an unsuccessful tenderer may make a written request to the Procuring Entity for a debriefing on specific issues or concerns regarding their tender. The Procuring Entity shall provide the debriefing with in five days of receipt of the request.
- 44.2 Debriefings of unsuccessful Tenderers may be done in writing or verbally. The Tenderer shall bear its own costs of attending such a debriefing meeting.

### **45 Letter of Award**

Prior to the expiry of the Tender Validity Period and upon expiry of the Standstill

Period specified in ITT 43.1, upon addressing a complaint that has been filed within the Standstill Period, the Procuring Entity shall transmit the Letter of Award to the successful Tenderer. The letter of award shall request the successful tenderer to furnish the Performance Security within 21 days of the date of the letter.

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

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

#### **47 Performance Security**

- 47.1 Within twenty-one (21) days of the receipt of the Form of Acceptance from the Procuring Entity, the successful Tenderer, if required, shall furnish the Performance Security in accordance with the GCC 3.9, using for that purpose the Performance Security Form included in Section X, Contract Forms, or another Form acceptable to the Procuring Entity. If the Performance Security furnished by the successful Tenderer is in the form of a bond, it shall be issued by a bonding or insurance company that has been determined by the successful Tenderer to be acceptable to the Procuring Entity. A foreign institution providing a bond shall have a correspondent financial institution located in Kenya, unless the Procuring Entity has agreed in writing that a correspondent financial institution is not required.
- 47.2 Failure of the successful Tenderer to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security. In that event the Procuring Entity may award the Contract to the Tenderer offering the next Best Evaluated Tender.

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

- 48.1 Within fourteen days after signing the contract, the Procuring Entity shall publish the awarded contract at its notice boards and websites; and on the Website of the Authority. At the minimum, the notice shall contain the following information:
- a) Name and address of the Procuring Entity;
  - b) Name and reference number of the contract being awarded, a summary of its scope and the selection method used;
  - c) The name of the successful Tenderer, the final total contract price, the contract duration.
  - d) Dates of signature, commencement and completion of contract;
  - e) Names of all Tenderers that submitted Tenders, and their Tender prices as read out at Tender opening.

#### **49 Adjudicator**

- 49.1 The Procuring Entity proposes the person named **in the TDS** to be appointed as adjudicator or under the Contract, at an hourly fee specified in **the TDS**, plus reimbursable expenses. If the Tenderer disagrees with this Tender, the Tenderer

should so state in the Tender. If, in the Form of Acceptance, the Procuring Entity has not agreed on the appointment of the Adjudicator, the Adjudicator shall be appointed by the Appointing Authority designated in the Special Conditions of Contract at the request of either party.

## **50 Procurement Related Complaint**

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

## SECTION II - TENDER DATA SHEET (TDS)

The following specific data for the Non-Consulting Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions here in shall prevail over those in ITT.

ITT Reference	<b>A. General</b>
ITT1.1	<p>The reference number is: <b>KA/OT/MIGORI/0217/2022-2023</b></p> <p>The Procuring Entity is: <b>KENYA AIRPORTS AUTHORITY</b></p> <p>The name of the contract is: <b>PROVISION OF CLEANING SERVICES FOR GENERAL AREAS, TOILET'S AND ENVIRONMENTAL MANAGEMENT SERVICES AT MIGORI AIRSTRIP. (Eligibility Is Reserved for Duly Registered Youth, Women Enterprise &amp; Persons Living with Disability (PWD)).</b></p>
ITT1.2(a)	<ol style="list-style-type: none"> <li>1. Upon accessing the tender documents, you will be required to respond to the tender <b>online</b> using the following link <a href="https://suppliers.kaa.go.ke/irj/portal">https://suppliers.kaa.go.ke/irj/portal</a>.</li> <li>2. Interested bidders who are not in KAA system and therefore do not have login credentials should contact KAA procurement through email: <a href="mailto:tenders@kaa.go.ke">tenders@kaa.go.ke</a> for login credentials early enough and not later than three (3) days before tender closing date.</li> <li>3. All relevant submission documents must be attached on the login submission screen (On submission screen, click technical Rfx Response tab which will lead you to the second screen (Cfolder) where the system creates a folder specific to you for uploading your technical tender response documents. Here you click "Tech Bid" subfolder and create attachments. "<b>Caution Do not attach your documents on the collaboration folder</b>"). For Financial Proposal, use the submission financial screen for inputting the Price and related financial attachments on Notes and attachments. A step by step manual/guide is available for downloading using the link <a href="https://www.kaa.go.ke/corporate/procurement/manuals/">https://www.kaa.go.ke/corporate/procurement/manuals/</a>.</li> <li>4. A step by step manual/guide is available for downloading using the link <a href="https://www.kaa.go.ke/corporate/procurement/manuals/">https://www.kaa.go.ke/corporate/procurement/manuals/</a></li> </ol> <p>Completed Tender documents and its attachments shall be submitted <b>online before the closing date 12<sup>th</sup> July 2023 at 11.00 am</b></p>
ITT 2.2	The Duration shall be Two (2) years.
ITT 4.1	Maximum number of joint ventures shall be: None
ITT 8.1	Pre-bid/Site visit shall be held on <b>07<sup>th</sup> July, 2023 at 10.00 a.m.</b> at Migori Airstrip
ITT 9.1	<p>For clarification of tender purposes, the Procuring Entity's address is;-</p> <p>Name of Procuring Entity: <b>Kenya Airports Authority</b></p> <p>Postal Address and name of Officer to be intensioned:</p> <p>General Manager (Procurement &amp; Logistics)</p> <p>P.O. BOX 19001-00501 Nairobi</p> <p>Physical Address for hand courier delivery of the tender security only to our office:</p> <p>Kenya Airports Authority Headquarters Complex Building,</p> <p>Jomo Kenyatta International Airport, Airport North Road,</p>

	<p>2nd Floor, Procurement &amp; Logistics Department</p> <p>Date and time for submission of Tenders <b>12<sup>th</sup> July 2023 at 11.00 am</b></p> <p>Please note that all our tenders shall be <b>submitted</b> electronically.</p> <p>Clarification from the bidders to be sent through the email address <a href="mailto:tenders@kaa.go.ke">tenders@kaa.go.ke</a> not later than 3 days before the tender closing/opening date.</p>
	<b>C. Preparation of Tenders</b>
ITT13.1(i)	The tenderer shall submit the following additional in its tender; documents <b>as provided in the evaluation and qualification criteria as in section III.</b>
ITT 15.1	Alternative tenders <b>shall not be accepted</b>
ITT15.2	Alternative times for completion <b>shall not be permitted</b>
ITT15.3	Alternative technical solutions shall be permitted for the following parts of the Services ...N/A
ITT16.7	The Prices quoted by the tenderer <b>shall not be</b> subject to adjustment during the performance of the contract.
ITT20.1	The Tender validity period Shall be <b>126 days</b> from the tender closing/Opening Date.
ITT21.1	Bidders are required to provide a duly filled and signed Tender Securing Declaration form.
ITT22.1	Completed Tender documents and its attachments must be submitted <b>online before</b> the closing date. All relevant submission documents must be attached on the login submission screen ( <i>On submission screen, click technical Rfx Response tab which will lead you to the second screen (Cfolder) where the system creates a folder specific to you for uploading your technical tender response documents. Here you click “Tech Bid” subfolder and create attachments. “<b>Caution Do not attach your documents on the collaboration folder</b>”</i> ). For Financial Proposal, use the submission financial screen for inputting the Price and related financial attachments on Notes and attachments. A step by step manual/guide is available for downloading using the link <a href="https://www.kaa.go.ke/corporate/procurement/manuals/">https://www.kaa.go.ke/corporate/procurement/manuals/</a>
ITT 22.3	The written confirmation of authorization to sign on behalf of the Tenderer shall consist of: <b>____ Power of Attorney certified by a Commissioner of Oath ____</b>
	<b>D. Submission and Opening of Tenders</b>

ITT 24.1	Completed Tender documents and its attachments must be <b>submitted online</b> before the closing date. All relevant submission documents must be attached on the login submission screen (On submission screen, click technical Rfx Response tab which will lead you to the second screen (Cfolder) where the system creates a folder specific to you for uploading your technical tender response documents. Here you click “Tech Bid” subfolder and create attachments. “ <b>Caution Do not attach your documents on the collaboration folder</b> ”). For Financial Proposal, use the submission financial screen for inputting the Price and related financial attachments on Notes and attachments. A step by step manual/guide is available for downloading using the link <a href="https://www.kaa.go.ke/corporate/procurement/manuals/">https://www.kaa.go.ke/corporate/procurement/manuals/</a>
ITT 27.1	<p>Tenders will be opened online immediately on <b>12<sup>th</sup> July 2023 at 11.00 am</b> at the Conference Room, 2<sup>ND</sup> Floor, Kenya Airports Authority Headquarters complex building. A virtual link shall be provided to those tenderers who shall submit their tenders online and would wish to participate in the tender opening. Tenderers shall therefore be required to submit their email address to <a href="mailto:tenders@kaa.go.ke">tenders@kaa.go.ke</a> to enable them access this link during tender opening.</p> <p>Please note that all our tenders shall be <b>submitted</b> electronically as per 24.1 on or before the closing time which is on <b>12<sup>th</sup> July 2023 at 11.00 am</b></p>
E.	Evaluation and Comparison
ITT 31.7	The factors selected and expressed in monetary terms to facilitate comparison of Tenders are to be based on the lowest evaluated bidder N/A
ITT33.1	The Currency to be used is <b>Kenya Shillings</b> .
ITT34.1	Margin of Preference allowed to special groups (i.e. Women, Youth and PWD).
ITT34.2	The tender is reserved as per the PPADA, 2015.
	F. Award of Contract
ITT 47.1	The successful bidder shall provide a performance security of 1% of the total quoted price in the form described in this Clause of Instructions to Tenderers
ITT 49.1	The Adjudicator, the hourly fees and the biographical data proposed by the Procuring Entity is to be determined when need arises.
ITT 50.1	<p>The procedure for making a procurement related complaint are detailed in the “Notice of Intention to Award the Contract” herein and are also available from the PPRA website <a href="http://www.ppra.go.ke">www.ppra.go.ke</a> or email <a href="mailto:compliance@ppra.go.ke">compliance@ppra.go.ke</a> .</p> <p>If a Tenderer wishes to make a Procurement –related Complaint, the Tenderer should submit its complaint following these procedures, in writing (by the quickest means available, that is either by hand delivery or email to:23 General Manager, Procurement &amp; Logistics Kenya Airports Authority Email address: <a href="mailto:tenders@kaa.go.ke">tenders@kaa.go.ke</a> In summary, a Procurement-related Complaint may challenge any of the following:</p> <ul style="list-style-type: none"> <li>(i) The terms of the Tender Documents; and</li> <li>(ii) The Procuring Entity’s decision to award the contract</li> </ul>

## **SECTION III – EVALUATION AND QUALIFICATION CRITERIA**

### **1. General Provision**

- 1.1 Wherever a Tenderer is required to state a monetary amount, Tenderers should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:
- For financial data required for each year-Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year are to be converted) was originally established.
  - Value of single contract-Exchange rate prevailing on the date of the contract signature.
  - Exchange rates shall be taken from the publicly available source identified in the ITT. Any error in determining the exchange rates in the Tender may be corrected by the Procuring Entity.
- 1.2 This section contains the criteria that the Employer shall use to evaluate tender and qualify tenderers. No other factors, methods or criteria shall be used other than specified in this tender document. The Tenderer shall provide all the information requested in the forms included in Section IV, Tendering Forms. The Procuring Entity should use **the Standard Tender Evaluation Report for Goods and Works** for evaluating Tenders.

### **1.3 Evaluation and contract award Criteria**

The Procuring Entity shall use the criteria and methodologies listed in this Section to evaluate tenders and arrive at the Lowest Evaluated Tender. The tender that (i) meets the qualification criteria,(ii)has been determined to be substantially responsive to the Tender Documents, and(iii) is determined to have the Lowest Evaluated Tender price shall be selected for award of contract.

## **2 Preliminary examination for Determination of Responsiveness**

The Procuring Entity will start by examining all tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements in the ITT, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. The Standard Tender Evaluation Report Document for Goods and Works for evaluating Tenders provides very clear guide on how to deal with review of these requirements. Tenders that do not pass the Preliminary Examination will be considered non- responsive and will not be considered further.

*[The Procuring Entity will provide the preliminary evaluation criteria. To facilitate this, a template may be attached or clearly described information and list of documentation to be submitted by Tenderers to enable preliminary evaluation of the Tender]*

Evaluation of duly submitted tenders will be conducted in three main parts as follows: -

### **Part I: Preliminary/Mandatory Evaluation Criteria, requirements.**

Bidders shall submit the following mandatory requirements

No	Requirement	Compliance
I.	Duly filled, signed and stamped Form of Tender including the following areas;	Must meet

No	Requirement	Compliance
	<ul style="list-style-type: none"> <li>Not having been declared ineligible by the PPRA as described in ITT 4.6</li> <li>No conflicts of interest in accordance with ITT4.3</li> </ul>	
2.	Duly Filled and signed Tender Securing Declaration Form	Must Meet
3.	Attach copy of Registration of Business/Certificate of Incorporation	Must meet
4.	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
5.	Provide proof of existing account with a Bank or Financial Institution where the mandatory signatory is the Youth, Woman or Person With Disability.	Must Meet
6.	<p>Bidders are encouraged to view the samples during site visit meeting of the above cleaning materials at Ukunda Airstrip project site before submitting their bids for compliance purposes.</p> <p><b>Note:</b>  <b>Kindly come with your identity card, PPE, flat shoes i.e. Rubber. Also the preferred representative undertaking site visit must be involved in the managing the services.</b></p>	Compliance
7.	Duly filled and signed site visit certificate.	Must meet
8.	<p>Have you been a service provider to Kenya Airports Authority within the last three years- Yes or No?</p> <p>.....</p> <p>In case of Yes, 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 (<b>below 75%</b>) performance in two consecutive performance reviews periods shall be disqualified at the preliminary stage irrespective of whether they have qualified or not.</p>	Must meet
9.	Duly filled Confidential Business Questionnaire	Must meet
10.	Attach copy of Valid and current Tax Compliance Certificate	Must meet
11.	The service provider to indicate the minimum monthly wage rate inclusive of house allowance to pay each of the categories of staff as per the latest Government Gazette notice on minimum wage rates.	Must meet
12.	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

No	Requirement	Compliance
13.	<p>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.</p> <p>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</p>	Must meet
14.	Copy of valid Business Permit	Must meet
15.	Bidders to serialize their bidding documents from the first to the last page including all the attachments.	Must meet
16.	Provide copies of proof of current and valid Work Injury Benefits Insurance Cover	Must meet
17.	<p>(a) Self-Declaration that the Person/Tenderer is not Debarred in the Matter of the Public Procurement and Asset Disposal Act 2015.</p> <p>(b) Duly filled and stamped Self Declaration that the Person/Tenderer will not engage in any corrupt or fraudulent practice.</p> <p>(c) Duly filled Declaration and commitment to the Code of Ethics</p>	Must Meet
18.	Duly filled Certificate Of Independent Tender Determination	Must meet
19.	<p>Bidders to provide a written undertaking that they shall only use duly approved materials by Kenya Bureau of Standards and Pest Control Products Board for the following consumable materials as applicable: -</p> <ol style="list-style-type: none"> <li>1. White Jumbo Toilet Paper 200M</li> <li>2. Hand Paper Towel</li> <li>3. Automatic Air Freshener</li> <li>4. Foam Hand Wash Soap</li> <li>5. White Disposable Toilet Seat Cover</li> <li>6. Toilet Seat Cover Sanitizer</li> </ol> <p><b>Note:</b></p> <p><b>The point of delivery of a sample for each of the items listed above shall be Kenya Airports Authority Head office 2nd Floor, Procurement office.</b></p>	Must Meet

No	Requirement	Compliance
20.	Provide Current Compliance Certificate from National Social Security Fund and payment remittance advises for the last three months (March, 2023 April, 2023 and May, 2023) for employees engaged by the firm.	Must meet
21.	Provide Current Compliance Certificate from National Hospital Insurance Fund and payment remittance advise for the last three months (March, 2023 April, 2023 and May, 2023) for employees engaged by the firm.	Must meet
22.	Provide a letter from the Ministry of Labour on compliance of meeting the minimum wages	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	
	Proof of experience in two (2) similar services in type and complexity undertaken with an average value of Kshs. 500,000 as the principal service provider within the last three (3) years and provide names and location of clients who may be contacted for clarification (Proof to be in a form of LPO or contract agreements).	Must Meet
	<p>Tenderers' capacity to have access to line of credit/liquid assets of not less than Kshs. 500,000.00 in form of:</p> <ol style="list-style-type: none"> <li>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</li> <li>Overdraft facility from a commercial bank specifically for this tender indicating the amount to be availed or</li> <li>Current bank statement for the last three calendar months- March, 2023, April, 2023, and May 2023 with an average cash flow of Kenya Shillings two hundred thousand or</li> <li>A combination of any of the above.</li> </ol>	Must meet
	<p>1. One (01) Trained and qualified Housekeeping Supervisors with a Certificate in the following field:</p> <ul style="list-style-type: none"> <li>Housekeeping Techniques, Hospitality &amp; Tourism or Institutional Management or related training.</li> <li>The Housekeeping Supervisor must have a minimum of six (6) months experience in housekeeping responsibilities.</li> </ul> <p>Bidders shall submit the following documents which shall be used to evaluate:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copies of academic certificates</li> <li><input type="checkbox"/> Curriculum vitae signed by the nominee</li> </ul>	Must Meet

	<p>- <input type="checkbox"/> Copies of recommendation letters from the previous/current employer must be provided)</p> <p><b>A written undertaking signed by the nominee confirming his/her availability to carry out the assignment upon winning the bid. The written undertaking shall be addressed to MD/CEO Kenya Airports Authority and must be specific to this tender.</b></p> <p><b>2 One (1) Trained and Qualified Site Supervisor with at least a Diploma in Landscaping, Forestry, Natural Resources, Environmental Management, Environmental Science or Equivalent. Must have a minimum of Three (03) years' relevant work experience (Recommendation Letters from at least two Employers and Must provide a signed CV by the proposed nominee and the Authorized representative submitting the tender).</b></p> <p><b>Bidders shall submit the following documents which shall be used to evaluate:</b></p> <ul style="list-style-type: none"> <li>- <input type="checkbox"/> Copies of academic certificates</li> <li>- <input type="checkbox"/> Curriculum vitae signed by the nominee</li> <li>- <input type="checkbox"/> Copies of recommendation letters from the previous/current employer</li> </ul> <p><b>3. The pickup driver and the plant operators shall have valid driving licenses. They shall hold at least KCSE certificates and be fluent in both English and Kiswahili. They will have at least three (03) years of field experience.</b></p> <p>The supervisor may perform the role of the pickup driver but shall not be the plant operators.</p> <ul style="list-style-type: none"> <li>• Curriculum vitae signed by the nominee</li> <li>• Attach O Level Certificate</li> </ul> <p><b>A written undertaking signed by the nominee confirming his/her availability to carry out the assignment upon winning the bid. The written undertaking shall be addressed MD/CEO Kenya Airports Authority and must be specific to this tender.</b></p>	
	<p>Housekeeping safety procedures:</p> <ul style="list-style-type: none"> <li>a) Correct use of Caution signs,</li> <li>b) Correct use of PPEs e.g. (reflective jackets, safety boots, nose masks)</li> <li>c) Safety Handling of cleaning chemicals and other hazardous substances</li> <li>d) Safety cleaning procedures (use of correct chemical detergents/polishes/working at heights)</li> </ul> <p>A write up of Not more than three pages-each (Attach photos of similar works)</p>	Must meet
	<p>Housekeeping work plan/schedule (To be provided in table format)</p> <ul style="list-style-type: none"> <li>a) No. of staff to be deployed in each specific areas</li> <li>b) A Supervisor daily checklist with key performance indicators(KPI)</li> <li>c) Type of chemicals, disinfectant, Polish and detergents to be used</li> <li>e) Carpet shampoo and Cleaning schedules</li> </ul>	Must meet

	<p>f) Cleaning schedules for glass works within the building</p> <p>g) Non Carpeted areas striping and polishing schedules</p> <p>h) Toilet /General area to provide a draft checklist (In form of a table)</p> <p>i) Cleaning the high roofed Terminal Building and roof tops</p> <p>k) Sanitary Bin provisions plan and management.</p>	
	<p><b>1. Must demonstrate access to the following key minimum equipment for Cleaning.</b></p> <p><b>1</b> Scrubbing machine incorporating buffing pads. (2 No.)</p> <p><b>2</b> Dry and wet vacuum cleaner (1 No.)</p> <p><b>3</b> Equivalent extension cables to the number of machines (4 No.)</p> <p><b>4</b> Dust blower (1No.)</p> <p><b>2. Must demonstrate access to the following key minimum equipment and Machinery for Environmental. Show proof of ownership by providing Lease Agreement/Receipt/Hire necessary to undertake the work. (Attach proof in form of purchase receipts, hire or lease agreement. which is readable)</b></p> <p><b>In case of a lease, the lease agreement Must be addressed to the Managing Director Kenya Airports Authority and Must be specific to this tender.</b></p> <ul style="list-style-type: none"> <li>• One (1) Tractor</li> <li>• One (1) Trailer</li> <li>• One (1) Lawn Mower</li> <li>• One (1) Gyro-mower,</li> <li>• minimum of three (3) brush cutters and</li> <li>• (1) Knapsacks or equivalent.</li> </ul> <p>Proof should be in the form of logbook or lease agreement (signed by both parties and accompanied by owner's logbooks), purchase receipts for gyro mower, brush cutters and Knapsacks.</p>	Must Meet
	<p>Bidder to provide a detailed Safety procedure which should incorporate (but not limited to) the following; -</p> <p>1. Correct use of Caution signs,</p> <p>2. Correct use of PPEs e.g. (reflective jackets, safety boots, nose masks)</p> <p>Bidder to provide a Training schedule</p>	Must Meet
	<p>A detailed Work Plan/Schedule, this shall include:</p> <p>Specific machines to be used during operations</p>	Must Meet

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

### **FINANCIAL EVALUATION**

The tenderer/bidder among the qualified (responsive as per evaluation) with the lowest evaluated tender price as submitted and read out during the tender opening will be recommended for award subject to due diligence.

### **3 Tender Evaluation (ITT 35)**

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

- i) **Alternative Completion Times**, if permitted under ITT 15.2, will be evaluated as follows...N/A...
- ii) **Alternative Technical Solutions** for specified parts of the Works, if permitted under ITT 15.3, will be evaluated as follows.....N/A.....
- iii) **Other Criteria**; if permitted under ITT 35.2 (e): .....N/A...

#### **4 Multiple Contracts – N/A**

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

##### **OPTION 1**

- i) If a tenderer wins only one Lot, the tenderer will be awarded a contract for that Lot, provided the tenderer meets the Eligibility and Qualification Criteria for that Lot.
- ii) If a tenderer wins more than one Lot, the tender will be awarded contracts for all won Lots, provided the tenderer meets the aggregate Eligibility and Qualification Criteria for all the Lots. The tenderer will be awarded the combination of Lots for which the tenderer qualifies and the others will be considered for award to second lowest the tenderers.

##### **OPTION 2 – N/A**

The Procuring Entity will consider all possible combinations of won Lots [contract(s)] and determine the combinations with the lowest evaluated price. Tenders will then be awarded to the Tenderer or Tenderers in the combinations provided the tenderer meets the aggregate Eligibility and Qualification Criteria for all the won Lots.

#### **5 Alternative Tenders (ITT 15.1) – N/A**

*An alternative if permitted under ITT 13.1, will be evaluated as follows:*

The Procuring Entity shall consider Tenders offered for alternatives as specified in Part 2- Procuring Entity's requirements. Only the technical alternatives, if any, of the Tenderer with the Best Evaluated Tender conforming to the basic technical requirements shall be considered by the Procuring Entity.

#### **6 MARGIN OF PREFERENCE – N/A**

**Apply Margin of Preference**, if so allowed to all evaluated and accepted tender as follows.

- 6.1 If the TDS so specifies, the Procuring Entity will grant a margin of preference of fifteen percent (15%) to be loaded on evaluated prices of foreign tenderers, where the percentage of shareholding of Kenyan citizens is less than fifty-one percent (51%).

- 6.2 Contractors applying for such preference shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractor's qualifies for a margin of preference.
- 6.3 After Tenders have been received and reviewed by the Procuring Entity, responsive Tenders shall be assessed to ascertain their percentage of shareholding of Kenyan citizens. Responsive tenders shall be classified into the following groups:
- i) Group A: tenders offered by Kenyan Contractors and other Tenderers where Kenyan citizens hold shares of over fifty one percent (51%).
  - ii) Group B: tenders offered by foreign Contractors and other Tenderers where Kenyan citizens hold shares of less than fifty one percent (51%).
- 6.4 All evaluated tenders in each group shall, as a first evaluation step, be compared to determine the lowest tender, and the lowest evaluated tender in each group shall be further compared with each other. If, as a result of this comparison, a tender from Group A is the lowest, it shall be selected for the award. If a tender from Group B is the lowest, an amount equal to the percentage indicated in Item 3.1 of the respective tender price, including unconditional discounts and excluding provisional sums and the cost of day works, if any, shall be added to the evaluated price offered in each tender from Group B. All tenders shall then be compared using new prices with added prices to Group B and the lowest evaluated tender from Group A. If the tender from Group A is still the lowest tender, it shall be selected for award. If not, the lowest evaluated tender from Group B based on the first evaluation price shall be selected.

## 7 **Post qualification and Contract award (ITT 39), more specifically,**

- a) In case the tender was subject to post-qualification, the contract shall be awarded to the lowest evaluated tenderer, subject to confirmation of pre-qualification data, if so required.
- b) In case the tender was not subject to post-qualification, the tender that has been determined to be the lowest evaluated tenderer shall be considered for contract award, subject to meeting each of the following conditions.
  - i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow of Kenya Shillings\_\_\_\_\_.
  - ii) Minimum average annual construction turnover of Kenya Shillings \_\_\_\_\_[insert amount], equivalent calculated as total certified payments received for contracts in progress and/or completed within the last \_\_\_\_\_[insert of year] years.
  - iii) At least \_\_\_\_\_(insert number) of contract(s) of a similar nature executed within Kenya, or the East African Community or abroad, that have been satisfactorily and substantially completed as a prime contractor, or joint venture member or sub-contractor each of minimum value Kenya shillings \_\_\_\_\_equivalent.
  - iv) Contractor's Representative and Key Personnel, which are specified as \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - v) Contractors key equipment listed on the table "Contractor's Equipment" below and more specifically  
\_\_\_\_\_  
listed as [specify requirements for each lot as applicable] \_\_\_\_\_

---

vi) Other conditions depending on their seriousness.

a) **History of non-performing contracts:**

Tenderer and each member of JV in case the Tenderer is a JV, shall demonstrate that Non- performance of a contract did not occur because of the default of the Tenderer, or the member of a JV in the last\_\_\_\_(*specify years*). The required information shall be furnished in the appropriate form.

b) **Pending Litigation**

Financial position and prospective long-term profitability of the Single Tenderer, and in the case the Tenderer is a JV, of each member of the JV, shall remain sound according to criteria established with respect to Financial Capability under Paragraph (i) above if all pending litigation will be resolved against the Tenderer. Tenderer shall provide information on pending litigations in the appropriate form.

c) **Litigation History**

There shall be no consistent history of court/arbitral award decisions against the Tenderer, in the last\_\_\_\_(*Specify years*). All parties to the contract shall furnish the information in the appropriate form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the year's specified. A consistent history of awards against the Tenderer or any member of a JV may result in rejection of the tender.

## SECTION IV - TENDERING FORMS

### FORM OF TENDER

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

#### INSTRUCTIONS TO TENDERERS

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

**Date of this Tender submission: : .....**

Tender No. **KAA/OT/MIGORI/0217 2022-2023 FOR THE PROVISION OF CLEANING SERVICES FOR GENERAL AREAS, TOILETS, AND ENVIRONMENTAL MANAGEMENT SERVICES AT MIGORI AIRSTRIP (Eligibility Is Reserved for Duly Registered Youth, Women Enterprise & Persons Living with Disability (PWD)).**

**Alternative No.:** N/A

**To:** Kenya Airports Authority.

**No reservations:** We have examined and have no reservations to the Tendering document, including Addenda issued in accordance with Instructions to tenderers (ITT 7);

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

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

or

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

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

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

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

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

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

h) **One Tender per tenderer:** We are not submitting any other Tender(s) as an individual tenderer, and we are not participating in any other Tender(s) as a Joint Venture member, or as a subcontractor, and meet the requirements of ITT 3.9, other than alternative Tenders submitted in accordance with ITT 12;

i) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Procuring Entity. Further, we are not ineligible under the Kenya laws or official regulations or pursuant to a decision of the United Nations Security Council;

j) **State-owned enterprise or institution:** *[select the appropriate option and delete the other] [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution but meet the requirements of ITT 3.7];*

k) **Commissions, gratuities, fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*

Name of Recipient	Address	Reason	Amount

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

l) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;

m) **Procuring Entity Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Best Evaluated Tender or any other Tender that you may receive; and

n) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.

o) **Code of Ethical Conduct:** We undertake to adhere by the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal, copy available from \_\_\_\_\_ (specify website) during the procurement process and the execution of any resulting contract.

p) **Collusive practices:** We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent tender Determination” attached below.

q) **Beneficial Ownership Information:** We commit to provide to the procuring entity the Beneficial Ownership Information in conformity with the Beneficial Ownership Disclosure Form upon receipt of notification of intention to enter into a contract in the event we are the successful tenderer in this subject procurement proceeding.

r) We, the Tenderer, have duly completed, signed and stamped the following Forms as part of our Tender:

- a) Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest;
- b) Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers;
- c) Self-Declaration of the Tenderer – to declare that we will, if awarded a contract, not engage in any form of fraud and corruption; and
- d) Declaration and Commitment to the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal.

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

**Name of the tenderer:** .....

**Name of the person duly authorized to sign the Tender on behalf of the tenderer:**  
.....

**Title of the person signing the Tender:** .....

**Signature of the person named above:** .....

**Date signed** .....**day of** ..... *month*, ..... *year*

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

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

## 1. COMMITMENT TO PROVIDE BENEFICIAL OWNERSHIP INFORMATION

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

1. THAT I am the Chief Executive Officer/Managing Director/Principal Officer/Director/Authorized Officer of..... (*Insert name of the Company*) who is a Bidder in respect of **Tender No KAA/OT/MIGORI/0217 2022-2023 FOR THE PROVISION OF CLEANING SERVICES FOR GENERAL AREAS, TOILETS, AND ENVIRONMENTAL MANAGEMENT SERVICES AT MIGORI AIRSTRIP (*Eligibility Is Reserved for Duly Registered Youth, Women Enterprise & Persons Living with Disability (PWD)*)** advertised by **Kenya Airports Authority** and duly authorized and competent to make this statement.

2. THAT I do hereby commit to provide Beneficial Ownership Information in conformity with the Beneficial Ownership Disclosure Form to the procuring entity upon receipt of notification of award in the event we are the successful tenderer in this subject procurement proceeding. I fully understand that failure to furnish the procuring entity with the Beneficial Ownership Information within the period provided for in the letter of award shall invalidate my award and may considered as refusal to enter into a written contract which is punishable under Section 41(1) (e ) of the Public Procurement and Asset Disposal Act, 2015.

Name of the Firm/Company.....

Registered Physical Address of the Company.....

Posta Address.....

Telephone No..... Mobile Number .....

Email Address .....

Name of Authorised Signatory.....

Designation .....

Signatory.....

Date.....

Witnessed by .....

Signature of Witness.....

Date.....

## BENEFICIAL OWNERSHIP DISCLOSURE FORM

### INSTRUCTIONS TO TENDERERS

*This Beneficial Ownership Disclosure Form ("Form") is to be completed by the successful tenderer pursuant to Regulation 4 of the Companies (Beneficial Ownership Information) (Amendment) Regulations, 2022. In case of joint venture, the tenderer must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.*

*For the purposes of this Form, a Beneficial Owner of a Tenderer is any natural person who ultimately owns or controls the legal person (tenderer) or arrangements or a natural person on whose behalf a transaction is conducted, and includes those persons who exercise ultimate effective control over a legal person (Tenderer) or arrangement.*

Tender No.: **KAA/OT/MIGORI/0217 2022-2023 FOR THE PROVISION OF CLEANING SERVICES FOR GENERAL AREAS, TOILETS, AND ENVIRONMENTAL MANAGEMENT SERVICES AT MIGORI AIRSTRIP (Eligibility Is Reserved for Duly Registered Youth, Women Enterprise & Persons Living with Disability (PWD)).** In response to the requirement in your notification of award dated *[insert date of notification of award]* to furnish additional information on beneficial ownership: *[select one option as applicable and delete the options that are not applicable]*

I) We here by provide the following beneficial ownership information.

#### Details of beneficial ownership

	Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer (Yes / No)	directly or indirectly exercises significant influence or control over the tenderer /company (Yes / No)
1.	Full Name		Directly----- % of shares	Directly.....% of voting rights		
	National identity card number or Passport number					
	Personal Identification Number (where applicable)		Indirectly----- % of shares	Indirectly-----% of voting rights		
	Nationality					
	Date of birth [dd/mm/yyyy]					
	Postal address					
	Residential address					
	Telephone number					
	Email address					
	Occupation or profession					

	Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer (Yes / No)	directly or indirectly exercises significant influence or control over the tenderer /company (Yes / No)
2.	Full Name		Directly----- % of shares	Directly.....% of voting rights		
	National identity card number or Passport number					
	Personal Identification Number (where applicable)		Indirectly----- % of shares	Indirectly-----% of voting rights		
	Nationality					
	Date of birth [dd/mm/yyyy]					
	Postal address					
	Residential address					
	Telephone number					
	Email address					
	Occupation or profession					
3.						
e.t.c						

II) Am fully aware that beneficial ownership information above shall be reported to the Public Procurement Regulatory Authority together with other details in relation to contract awards and shall be maintained in the Government Portal, published and made publicly available pursuant to Regulation 5 of the Companies (Beneficial Ownership Information) (Amendment) Regulations, 2022

III) What is stated to herein above is true to the best of my knowledge, information and belief.

Name of the Tenderer: .....\*[insert complete name of the Tenderer]\_\_\_\_\_

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

Designation of the person signing the Tender: ..... [insert complete title of the person signing the Tender]

Signature of the person named above: ..... [insert signature of person whose name and capacity are shown above]

Date this ..... [insert date of signing] day of..... [Insert month], [insert year]

Bidder Official Stamp/ Company Seal.

## I. FORM OF TENDER - SECURING DECLARATION

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

Date:.....

ITT No.:..... **KAA/OT/MIGORI/0217 2022-2023 FOR THE PROVISION OF CLEANING SERVICES FOR GENERAL AREAS, TOILETS, AND ENVIRONMENTAL MANAGEMENT SERVICES AT MIGORI AIRSTRIP (Eligibility Is Reserved for Duly Registered Youth, Women Enterprise & Persons Living with Disability (PWD)).**

Alternative No.:.....N/A....

To:.. Kenya Airports Authority

We, the undersigned, declare that:

We understand that, according to your conditions, Tenders must be supported by a Tender-Securing Declaration.

We accept that we will automatically be suspended from being eligible for Tendering or submitting proposals in any contract with the Procuring Entity for the period of time of [one year] starting on [date], if we are in breach of our obligation(s) under the Tender conditions, because we:

- a) Have withdrawn our Tender during the period of Tender validity specified in the Form of Tender; or
- b) Having been notified of the acceptance of our Tender by the Procuring Entity during the period of Tender validity, (i) fail to sign the Contract agreement; or (ii) fail or refuse to furnish the Performance Security, if required, in accordance with the ITT.

We understand this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon the earlier of (i) our receipt of your notification to us of the name of the successful Tenderer; or (ii) twenty-eight days after the expiration of our Tender.

Name of the Tenderer\*\_\_\_\_\_

\_\_\_\_\_Name of the person duly authorized to sign the Tender on

behalf of the Tenderer\*\*\_\_\_\_\_

\_\_\_\_\_Title of the person signing the Tender\_\_\_\_\_

\_\_\_\_\_Signature of the person named above\_\_\_\_\_

\_\_\_\_\_Date signed\_\_\_\_\_day of\_\_\_\_\_.

\*: In the case of the Tender submitted by joint venture specify the name of the Joint Venture as Tenderer

\*\*.: Person signing the Tender shall have the power of attorney given by the Tenderer attached to the Tender

[Note: In case of a Joint Venture, the Tender-Securing Declaration must be in the name of all members to the Joint Venture that submits the Tender.]

## ii) TENDERER'S ELIGIBILITY - CONFIDENTIAL BUSINESS QUESTIONNAIRE

### Instruction to Tenderer

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

#### a) Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	KENYA AIRPORTS AUTHORITY
2	Reference Number of the Tender	KAA/OT/MIGORI/0217/2022-2023
3	Date and Time of Tender Opening	
4	Name of the Tenderer	<b>PROVISION OF CLEANING SERVICES FOR GENERAL AREAS, TOILETS, AND ENVIRONMENTAL MANAGEMENT SERVICES AT MIGORI AIRSTRIP</b> <i>(Eligibility Is Reserved for Duly Registered Youth, Women Enterprise &amp; Persons Living with Disability (PWD)).</i>
5	Full Address and Contact Details of the Tenderer.	1.Country 2. City 3.Location 4. Building 5.Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address ( <i>postal and physical addresses, email, and telephone number</i> ) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	State if Tenders Company is listed in stock exchange, give name and full address ( <i>postal and physical addresses, email, and telephone number</i> ) of state which stock exchange	

## General and Specific Details

- b) **Sole Proprietor**, provide the following details.

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

Nationality \_\_\_\_\_ Country of Origin \_\_\_\_\_

Citizenship \_\_\_\_\_

- c) **Partnership**, provide the following details

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

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

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

If yes, provide details as follows.

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

- ii) **Conflict of interest disclosure**

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		

5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		

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

**f) Certification**

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

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

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

### iii) **CERTIFICATE OF INDEPENDENT TENDER DETERMINATION**

I, the undersigned, in submitting the accompanying Letter of Tender to the \_\_\_\_\_ Kenya Airports Authority for: **KAAT/OT/MIGORI/0217 2022-2023 FOR THE PROVISION OF CLEANING SERVICES FOR GENERAL AREAS, TOILETS, AND ENVIRONMENTAL MANAGEMENT SERVICES AT MIGORI AIRSTRIP** (*Eligibility Is Reserved for Duly Registered Youth, Women Enterprise & Persons Living with Disability (PWD)*) in response to the request for tenders made by: \_\_\_\_\_ [*Name of Tenderer*] do hereby make the following statements that I certify to be true and complete in every respect:

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

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

Name\_\_\_\_\_

Title\_\_\_\_\_

Date \_\_\_\_\_

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

(iv) SELF-DECLARATION FORMS

FORM SD I

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

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

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of ..... (*insert name of the Company*) who is a Bidder in respect of Tender No. **KA/OT/MIGORI/0217 2022-2023 FOR THE PROVISION OF CLEANING SERVICES FOR GENERAL AREAS, TOILETS, AND ENVIRONMENTAL MANAGEMENT SERVICES AT MIGORI AIRSTRIP** (*Eligibility Is Reserved for Duly Registered Youth, Women Enterprise & Persons Living with Disability (PWD)*) duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.....

(Title)

.....

(Signature)

.....

...

(Date)

Bidder Official Stamp

## FORM SD2

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

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

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of.....  
..... (insert name of the Company) who is a Bidder in respect of **Tender No... KAA/OT/MIGORI/0217 2022-2023 FOR THE PROVISION OF CLEANING SERVICES FOR GENERAL AREAS, TOILETS, AND ENVIRONMENTAL MANAGEMENT SERVICES AT MIGORI AIRSTRIP (Eligibility Is Reserved for Duly Registered Youth, Women Enterprise & Persons Living with Disability (PWD) for Kenya Airports Authority and duly authorized and competent to make this statement.**
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of ...Kenya Airports Authority.....(insert name of the Procuring entity) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents/subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of.....Kenya Airports Authority.....(name of the procuring entity).
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender
5. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

.....

.....

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

**Bidder's Official Stamp**

## DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

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

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

Name of Authorized signatory.....

Sign.....

Position.....

Office address.....

Telephone..... E-mail.....

Name of the Firm/Company.....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name.....

Sign.....

Date.....

#### iv) **APPENDIX I-FRAUD AND CORRUPTION**

*(Appendix I shall not be modified)*

##### **1. Purpose**

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

##### **2. Requirements**

The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Consultants, Contractors and Suppliers; any Sub-contractors, Sub-consultants, Service providers or Suppliers; any Agents (whether declared or not); and any of their Personnel, involved and engaged in procurement under Kenya's Laws and Regulation, observe the highest standard of ethics during the procurement process, selection and contract execution of all contracts, and refrain from Fraud and Corruption and fully comply with Kenya's laws and Regulations as per paragraphs I.I above.

Kenya's public procurement and asset disposal act (no. 33 of 2015) under Section 66 describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below highlight Kenya's policy of no tolerance for such practices and behavior:

- 1) A person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflicts of interest in any procurement or asset disposal proceeding;
- 2) A person referred to under subsection (1) who contravenes the provisions of that subsection commits an offence;
- 3) Without limiting the generality of the subsection (1) and (2), the person shall be:-
  - a) disqualified from entering into a contract for a procurement or asset disposal proceeding; or
  - b) if a contract has already been entered into with the person, the contract shall be voidable;
- 4) The voiding of a contract by the procuring entity under subsection (7) does not limit any legal remedy the procuring entity may have;
- 5) An employee or agent of the procuring entity or a member of the Board or committee of the procuring entity who has a conflict of interest with respect to a procurement:-
  - a) Shall not take part in the procurement proceedings;
  - b) Shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract; and
  - c) shall not be a subcontractor for the tenderer to whom was awarded contract, or a member of the group of tenderers to whom the contract was awarded, but the subcontract or appointed shall meet all the requirements of this Act.
- 6) An employee, agent or member described in subsection (1) who refrains from doing anything prohibited under that subsection, but for that subsection, would have been within his or her duties shall disclose the conflict of interest to the procuring entity;

- 7) If a person contravenes subsection (1) with respect to a conflict of interest described in subsection (5) (a) and the contract is awarded to the person or his relative or to another person in whom one of them had a direct or indirect pecuniary interest, the contract shall be terminated and all costs incurred by the public entity shall be made good by the awarding officer. Etc.

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

- a) Defines broadly, for the purposes of the above provisions, the terms set forth below as follows:
- i) “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - i) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
  - ii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - iii) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - iv) “obstructive practice” is:
    - deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate authority appointed by Government of Kenya into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
    - acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3 e. below.
- b) Pursuant to the Kenya's above stated Acts and Regulations, may sanction or debar or recommend to appropriate authority(ies) for sanctioning and debarment of a firm or individual, as applicable under the Acts and Regulations;
- c) Requires that a clause be included in Tender documents and Request for Proposal documents requiring (i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub-consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect<sup>2</sup> all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and
- d) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a “Self-Declaration Form” as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/will not engage in any corrupt or fraudulent practices.

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

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

## 2 TENDERER INFORMATION FORM

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

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

ITT No.: [insert number of Tendering process]

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

1. Tenderer's Name <i>[insert Tenderer's legal name]</i>
2. In case of JV, legal name of each member: <i>[insert legal name of each member in JV]</i>
3. Tenderer's actual or intended country of registration: <i>[insert actual or intended country of registration]</i>
4. Tenderer's year of registration: <i>[insert Tenderer's year of registration]</i>
5. Tenderer's Address in country of registration: <i>[insert Tenderer's legal address in country of registration]</i>
6. Tenderer's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 4.4. <input type="checkbox"/> In case of JV, Form of intent to form JV or JV agreement, in accordance with ITT 4.1. <input type="checkbox"/> Acurent tax clearance certificate or tax exemption certificate in case of Kenyan tenderers issued by the Kenya Revenue Authority in accordance with ITT 4.14. <input checked="" type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITT 4.6 documents establishing: •
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

## OTHER FORMS

### 3. TENDERER'S JV MEMBERS INFORMATION FORM

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

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

ITT No.: .....*[insert number of Tendering process]*

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

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

#### 4 FORM OF TENDER SECURITY- DEMAND BANK GUARANTEE

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

**Request for Tenders No:** \_\_\_\_\_

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

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

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

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

---

[signature(s)]

## 5. FORM OF TENDER SECURITY (TENDER BOND)

*[The Surety shall fill in this Tender Bond Form in accordance with the instructions*

*indicated.]* BOND NO. \_\_\_\_\_

2 BY THIS BOND *[name of tenderer]* as Principal (herein after called “the Principal”), and *[name, legal title, and address of surety]*, **authorized to transact business in** *[name of country of Purchaser]*, as Surety (herein after called “the Surety”), are held and firmly bound unto *[name of Purchaser]* as Oblige (herein after called “the Purchaser”) in the sum of *[amount of Bond]*<sup>1</sup> *[amount in words]*, for the payment of which sum, well and truly to be made, we, the said Principal and Surety, bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

3 WHEREAS the Principal has submitted or will submit a written Tender to the Purchaser dated the \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_, for the supply of *[name of Contract]* (herein after called the “Tender”).

4 NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Principal:

- a) Has withdrawn its Tender during the period of Tender validity set forth in the Principal's Letter of Tender (“the Tender Validity Period”), or any extension thereto provided by the Principal; or
- b) Having been notified of the acceptance of its Tender by the Purchaser during the Tender Validity Period or any extension thereto provided by the Principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to tenderers (“ITT”) of the Purchaser's Tendering document.

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

5 The Surety hereby agrees that its obligation will remain in full force and effect upto and including the date 30 days after the date of expiration of the Tender Validity Period set forth in the Principal's Letter of Tender or any extension thereto provided by the Principal.

6 IN TESTIMONY WHEREOF, the Principal and the Surety have caused these presents to be executed in their respective names this day of \_\_\_\_\_ 20\_\_\_\_.

Principal: \_\_\_\_\_ Surety: \_\_\_\_\_  
Corporate Seal (where appropriate)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name and title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name and title)

<sup>1</sup> The amount of the Bond shall be denominated in the currency Kenya shillings or the equivalent amount in a freely convertible currency.<sup>2</sup> If the most recent set of financial statements is for a period earlier than 12 months from the date of Tender, the reason for this should be justified. <sup>3</sup> If applicable

*!The amount of the Bond shall be denominated in Kenya Shillings or the equivalent amount in a freely convertible currency. ! The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance, less provisional sums, if any, and denominated either in t\*he currency(cies) of the world*

## QUALIFICATION FORMS

### 7. FOREIGN TENDERERS 40% RULE

Pursuant to ITT 3.9, a foreign tenderer must complete this form to demonstrate that the tender fulfils this condition.

ITEM	Description of Work Item	Describe location of Source	COST in K. shillings	Comments, if any
A				
	Local Labor			
1				
2				
3				
4				
5				
B	Sub contracts from Local sources			
1				
2				
3				
4				
5				
C	Local materials			
1				
2				
3				
4				
5				
D	Use of Local Plant and Equipment			
1				
2				
3				
4				
5				
E	Add any other items			
1				
2				
3				

4				
5				
6				
	TOTALCOSTLOCAL CONTENT		XXXXX	
	PERCENTAGEOF CONTRACTPRICE			

## 8 FORM EQU: EQUIPMENT

The Tenderer shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment listed in Section III, Evaluation and Qualification Criteria. A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the Tenderer.

Equipment information	Name of manufacturer	Model and power rating
	Capacity	Year of manufacture
Current status	Current location	
	Details of current commitments	
Source	Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented	
[	Name of owner Address of owner <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured	

Omit the following information for equipment owned by the

	Telephone	Contact name and title
	Fax	Telex
Agreements	Details of rental / lease / manufacture agreements specific to the project	

## 9. **FORM PER-1 Tenderer's/Contractor's**

### **Representative and Key Personnel Schedule**

Tenderers should provide the names and details of the suitably qualified Contractor's Representative and Key Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate.

#### **Tenderer's/Contractor' Representative and Key Personnel.**

1.	<b>Title of position:</b> Contractor's Representative	
	<b>Name of candidate:</b>	
	<b>Duration of appointment:</b>	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	<b>Time commitment: for this position:</b>	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
2.	<b>Title of position:</b> [_____]	
	<b>Name of candidate:</b>	
	<b>Duration of appointment:</b>	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	<b>Time commitment: for this position:</b>	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
3.	<b>Title of position:</b> [_____]	
	<b>Name of candidate:</b>	
	<b>Duration of appointment:</b>	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	<b>Time commitment: for this position:</b>	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
4.	<b>Title of position:</b> [_____]	
	<b>Name of candidate:</b>	
	<b>Duration of appointment:</b>	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	<b>Time commitment: for this position:</b>	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>

5.	<b>Title of position:</b> <i>[insert title]</i>	
	<b>Name of candidate</b>	
	<b>Duration of appointment:</b>	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	<b>Time commitment: for this position:</b>	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>

## 10. FORM PER - 2:

### Resume and Declaration - Contractor's Representative and Key Personnel.

Name of Tenderer		
Position[#1][ <i>title of position from Form PER-1</i> ]		
Personnel information	Name:	Date of birth:
	Address:	E-mail:
	Professional qualifications:	
	Academic qualifications:	
	Language proficiency: [ <i>language and levels of speaking, reading and writing skills</i> ]	
Details		
	Address of Procuring Entity:	
	Telephone:	Contact (manager / personnel officer):
	Fax:	
	Jobtitle:	Years with present Procuring Entity:

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

Project	Role	Duration of involvement	Relevant experience
<i>[main project details]</i>	<i>[role and responsibilities on the project]</i>	<i>[time in role]</i>	<i>[describe the experience relevant to this position]</i>

## Declaration

I, the undersigned..... *[insert either “Contractor's Representative” or “Key Personnel” as applicable]*, certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Tender:

<b>Commitment</b>	<b>Details</b>
Commitment to duration of contract:	
Time commitment:	<i>[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]</i>
	<i>[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]</i>

I understand that any misrepresentation or omission in this Form may:

- a) be taken into consideration during Tender evaluation;
- b) result in my disqualification from participating in the Tender;
- c) result in my dismissal from the contract.

Name of Contractor's Representative or Key Personnel: \_\_\_\_\_ *[insert name]*

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

Date: (day month year): \_\_\_\_\_

Countersignature of authorized representative of the Tenderer:

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

Date: (day month year): \_\_\_\_\_

## TENDERERS QUALIFICATION WITHOUT PREQUALIFICATION

To establish its qualifications to perform the contract in accordance with Section III, Evaluation and Qualification Criteria the Tenderer shall provide the information requested in the corresponding Information Sheets included hereunder.

### II. FORM EL I -I.I

#### Tenderer Information

##### Form

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

ITT No. and title: \_\_\_\_\_

Tenderer's name
In case of Joint Venture (JV), name of each member:
Tenderer's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Tenderer's actual or intended year of incorporation:
Tenderer's legal address[in country of registration]:
Tenderer's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 4.4 <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITT 4.1 <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITT 4.6, documents establishing: Legal and financial autonomy Operation under commercial law Establishing that the Tenderer is not under the supervision of the Procuring Entity
2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

## 12 FORM ELI - I.2

### Tenderer's JV Information Form

*(to be completed for each member of Tenderer's JV)*

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

ITT No. and title: \_\_\_\_\_

Tenderer's JV name:
JV member's name:
JV member's country of registration:
JV member's year of constitution:
JV member's legal address in country of constitution:
JV member's authorized representative information  Name: _____  Address: _____  Telephone/Fax numbers: _____  E-mail address: _____
<p>1. Attached are copies of original documents of</p> <p><input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITT 4.4.</p> <p><input type="checkbox"/> In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Procuring Entity, in accordance with ITT 4.6.</p> <p>2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.</p>

### 13. FORM CON -2

#### Historical Contract Non-Performance, Pending Litigation and Litigation

History. Tenderer's Name: \_\_\_\_\_

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

JV Member's Name \_\_\_\_\_

ITT No. and title: \_\_\_\_\_

Non-Performed Contracts in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> Contract non-performance did not occur since 1 <sup>st</sup> January <i>[insert year]</i> specified in Section III, Evaluation and Qualification Criteria, Sub-Factor 2.1.			
<input type="checkbox"/> Contract(s) not performed since 1 <sup>st</sup> January <i>[insert year]</i> specified in Section III, Evaluation and Qualification Criteria, requirement 2.1			
<b>Year</b>	<b>Non-performed portion of contract</b>	<b>Contract Identification</b>	<b>Total Contract Amount (current value, currency, exchange rate and Kenya Shilling equivalent)</b>
<i>[insert year]</i>	<i>[insert amount and percentage]</i>		
No pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3.			

<input type="checkbox"/> Pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3 as indicated below.		

Pending Litigation, in accordance with Section III, Evaluation and Qualification Criteria

<b>Year of dispute</b>	<b>Amount in dispute (currency)</b>	<b>Contract Identification</b>	<b>Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)</b>
		Contract Identification: _____ Name of Procuring Entity: _____ Address of Procuring Entity: _____ Matter in dispute: _____ Party who initiated the dispute: _____ Status of dispute: _____	
		Contract Identification: _____ Name of Procuring Entity: _____ Address of Procuring Entity: _____ Matter in dispute: _____ Party who initiated the dispute: _____ Status of dispute: _____	

Litigation History in accordance with Section III, Evaluation and Qualification Criteria

- ☐ No Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4.
- ☐ Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4 as indicated below.

<b>Year of award</b>	<b>Outcome as percentage of Net Worth</b>	<b>Contract Identification</b>	<b>Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)</b>
----------------------	---	--------------------------------	--

<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Entity: <i>[insert full name]</i> Address of Procuring Entity: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate “Procuring Entity” or “Contractor”]</i> Reason(s) for Litigation and award decision <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
----------------------	----------------------------	---	------------------------

#### **I4 FORM FIN –3.1:**

##### **Financial Situation and Performance**

Tenderer's Name: \_\_\_\_\_

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

JV Member's Name \_\_\_\_\_

ITT No. and title: \_\_\_\_\_

##### **6.4.1. Financial Data**

Type of Financial information in _____ (currency)	Historic information for previous _____ years, _____ (amount in currency, currency, exchange rate*, USD)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

\*Refer to ITT 15 for the exchange rate

## 15. Sources of Finance

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

No.	Source of finance	Amount (Kenya Shilling equivalent)
1		
2		
3		

### Financial documents

The Tenderer and its parties shall provide copies of financial statements for \_\_\_\_ years pursuant Section III, Evaluation and Qualifications Criteria, Sub-factor 3.1. The financial statements shall:

- reflect the financial situation of the Tenderer or in case of JV member, and not an affiliated entity (such as parent company or group member).
- Be independently audited or certified in accordance with local legislation.
- Be complete, including all notes to the financial statements.
- Correspond to accounting periods already completed and audited.

Attached are copies of financial statements<sup>2</sup> for the \_\_\_\_ years required above; and complying with the requirements

---

<sup>2</sup>If the most recent set of financial statements is for a period earlier than 12 months from the date of Tender, the reason for this should be justified.

## 15. Sources of Finance

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

No.	Source of finance	Amount (Kenya Shilling equivalent)
1		
2		
3		

### Financial documents

The Tenderer and its parties shall provide copies of financial statements for \_\_\_\_ years pursuant Section III, Evaluation and Qualifications Criteria, Sub-factor 3.1. The financial statements shall:

- reflect the financial situation of the Tenderer or in case of JV member, and not an affiliated entity (such as parent company or group member).
- Be independently audited or certified in accordance with local legislation.
- Be complete, including all notes to the financial statements.
- Correspond to accounting periods already completed and audited.

Attached are copies of financial statements for the \_\_\_\_ years required above; and complying with the requirements

**16. FORM FIN –3.2:****Average Annual Construction Turnover**

Tenderer's Name: \_\_\_\_\_

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

JV Member's Name \_\_\_\_\_

ITT No. and title: \_\_\_\_\_

		Annual turnover data (construction only)	
Year	AmountCurrency	Exchange rate	Kenya Shilling equivalent
<i>[indicate year]</i>	<i>[insert amount and indicate currency]</i>		
Average Annual Construction Turnover *			

\* See Section III, Evaluation and Qualification Criteria, Sub-Factor 3.2.

### 17. FORM FIN -3.3:

#### Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contractor contracts as specified in Section III, Evaluation and Qualification Criteria.

Financial Resources		
No.	Source of financing	Amount (Kenya Shilling equivalent)
1		
2		
3		

### 18. FORM FIN -3.4:

#### Current Contract Commitments / Works in Progress

Tenderers and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Current Contract Commitments					
No.	Name of Contract	Procuring Entity's Contact Address, Tel,	Value of Outstanding Work [Current Kenya Shilling /month Equivalent]	Estimated Completion Date	Average Monthly Invoicing Over Last Six Months [Kenya Shilling /month]
1					
2					
3					
4					
5					

## 19. FORM EXP - 4.I

### General Relevant Work Experience

Tenderer's Name: \_\_\_\_\_

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

JV Member's Name \_\_\_\_\_

ITT No. and title: \_\_\_\_\_

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

Starting Year	Ending Year	Contract Identification	Role of Tenderer
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	

**20. FORM EXP - 4.2 (a)****Specific Work and Management Experience**

Tenderer's Name: \_\_\_\_\_

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

JV Member's Name \_\_\_\_\_

ITT No. and title: \_\_\_\_\_

Similar Contract No.	Information			
<del>Contract No. 123456789</del>				
Award date				
Completion date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount			<b>Kenya Shilling</b>	
If member in a JV or sub-contractor, specify participation in total Contract amount				
Procuring Entity's Name:				
Address: Telephone/fax number E-mail:				
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:				
1. Amount				
2. Physical size of required works items				
3. Complexity				
4. Methods/Technology				
5. Construction rate for key activities				
6. Other Characteristics				

## 21. FORMEXP- 4.2 (b)

### Work Experience in Key Activities

Tenderer's Name:\_\_\_\_\_ Date:\_\_\_\_\_

Tenderer's JV Member Name:\_\_\_\_\_ Sub-contractor's Name<sup>3</sup>

(as per ITT 34):\_\_\_\_\_ ITT No. and title:\_\_\_

All Sub-contractors for key activities must complete the information in this form as per ITT 34 and Section III, Evaluation and Qualification Criteria, Sub-Factor 4.2.

#### I. Key Activity No One:

Information				
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/> Kenya Shilling Percentage participation (ii)	Sub-contractor <input type="checkbox"/> Actual Quantity Performed (i) x (ii)
Total Contract Amount				
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year	(i)			
Year 1				
Year 2				
Year 3				
Year 4				
Procuring Entity's Name:				
Address:				
Telephone/fax number				
E-mail:				
Description of the key activities in accordance with Sub-Factor 4.2(b) of Section III:				
1				
2				
3				
4				
5				

## 2 Activity No. Two

---

3. ....

## **SCHEDULE FORMS**

*[The Tenderer shall fill in these Forms in accordance with the instructions indicated. The list of line items in column 1 of the **Activity Schedules** shall coincide with the List of Non-Consulting Services specified in the Procuring Entity's Requirements.]*

## **SECTION V : WORK SCHEDULES AND SPECIFICATIONS**

### **MINIMUM REQUIREMENTS FOR MATERIALS AND EQUIPMENTS**

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 shall include but not limited to the following

### **SCOPE OF WORKS - PROVISION OF PROVISION OF CLEANING SERVICES FOR GENERAL AREAS, TOILETS AND ENVIRONMENTAL MANAGEMENT SERVICES AT MIGORI AIRSTRIP**

#### **TECHNICAL SPECIFICATIONS SCOPE DETAILED SCOPE AND SPECIFICATIONS**

##### **DESCRIPTION**

This is Provision of Cleaning Services General Areas, Toilets and lawn/grass cutting as per the provided specifications. The Provision of the services shall be executed and maintained in the strict accordance with the contract to the satisfaction of the Airport representative and shall comply with and adhere strictly to the Airport manager's (or his representative's) instructions and directions.

The Kenya Airports Authority shall carry out inspection of the materials as specified in the scope of works and bills of quantities. The results of the inspections shall be factored in the inspection form. Less quantities or quality, faulty materials shall not be accepted, they should be in good condition at the time of delivery.

### **RESPONSIBILITY AND OBLIGATION OF THE CONTRACTOR**

The client shall; -

- 1) Provide cleaning services – General areas, Toilets, Pest Control
- 2) Provide Supervision and Cleaning Labour.
- 3) Provide washroom consumables, cleaning materials and equipment's-
- 4) Provide litter bins to the washrooms, offices, and screening booths and public areas
- 5) Provide transport to and from the Airport
- 6) Provide duty roster and shift schedules to cover 12 hours' operation.
- 7) Provide uniform to all staff.
- 8) The contractor will incur the security passes to the staff.
- 9) Provide sanitary bins to all Ladies cubicles in the washrooms.
- 10) Provide cleaning and environmental materials and equipment's necessary to carry out the works

### **RESPONSIBILITY AND OBLIGATION OF THE CLIENT**

The contractor shall; -

- 1) The client shall avail the storage space for the materials upon application on terms and conditions of storage space allocation.
- 2) Make payments when they fall due in accordance with the terms of the contract.
- 3) Provide a source of water /power for cleaning.

## **PERFORMANCE**

The cleaning materials, consumables, equipment provided must be adequate to provide the service required standard and must be available and in use on site for the duration of the contract. The materials must be delivered in good condition at all times.

### **Consumables shall include;**

Jumbo tissue papers, hand papers, Detergents, disinfectants, air fresheners, pledges and bleach.

## **METHOD OF MEASUREMENT**

After the delivery of the services the contractor will be paid upon submission of the invoice in accordance with the priced bills of quantities and after certification by the authorized representative of the Authority that the materials were delivered giving sufficient details.

## **MATERIALS**

The services shall be supplied as per as per the prices charged by the contractor under the contract and shall not vary from the prices by the contractor in its tender.

## **EXECUTION**

**The contractor shall supply the materials in Migori Airstrip for a period of Two (2) Years.**

## **QUALITY CONTROL**

**Upon delivery of the services, the contractor and the authorized representatives will carry out inspections of the services delivered to ascertain their conformity with the schedule of requirements to the satisfaction of the Authority. The inspection report will form the basis of the payment to the contractor.**

**BILLS OF QUANTITIES FOR PROVISION OF PROVISION OF CLEANING SERVICES FOR  
GENERAL AREAS, TOILETS AND ENVIRONMENTAL MANAGEMENT SERVICES AT MIGORI  
AIRSTrip**

**MINIMUM WAGE COMPLIANCE TABLE**

Description	Minimum No. of Staff	Indicate Minimum Salary per month Inclusive of House Allowance which must be in compliance with the latest government gazette on minimum wages.
<b>Supervisors</b>	02	
<b>Stewards</b>	9	

**BILL OF QUANTITIES FOR PROVISION OF CLEANING SERVICES**

NO	ITEM	UNIT OF MEASURE	QTY PER MONTH	UNIT PRICE	AMOUNT PER MONTH	AMOUNT PER YEAR
	<b>A) CONSUMABLES</b>					
1	Tissue paper jumbo	Bale	10			
2	Air freshener	Tin	12			
3	Aerial detergent 10kg	Kg	10			
4	Jik bleach regular 5lts	Jerrican	2			
5	Vim powder 500g	Dozen	1			
6	Harpic toilet cleaner	Dozen	1			
7	Qik Dri hand paper	Bale	2			
8	Hard brush brooms	No	2			
9	Makuti brooms	No	2			
10	Multi liquid detergent 20lt	Jerrican	2			
11	Kenpoly mop buckets	No	2			
12	Hand gloves heavy duty	Pair	6			
13	Bolt lemon 600ml	Bottle	4			
14	Safisha glass cleaner 500ml	Bottles	2			
15	Hand wash liquid soap	Ltrs	10			
16	Sanitary bins	No. per changing	2			
	<b>SUB-TOTAL</b>					
	<b>B. TOOLS AND EQUIPMENTS</b>					
1.	Mops and mop heads	No	4			
2.	Tractor with Trailer, Gyro mower	No	1			
3.	Garbage storage box	No	2			
4	Brush Cutters	No	10			
5	Shinning Mop	No	1			
6	Sharpening files	No	5			
7	Pangas	No	7			
8	Slashers (Crocodile)	No.	7			
9	Fork Jembes	No	7			
10	Spades	No	7			
11	Rakes	No	7			

12	Hoes	No	4			
13	Wheel Barrow	No	4			
	<b>C - ENVIRONMENT</b>					
15	Landside grass cutting and vegetation control					
16	Airside grass cutting and vegetation control					
17	Landside and Airside Gardening					
18	Drainage system management					
19	Waste Management					
	<b>SUB TOTAL</b>					
	<b>Add 16% VAT</b>					
	<b>D - MANPOWER</b>					
	<b>Staff</b>	<b>Number of Staff Required</b>	<b>Total No.</b>	<b>Wage per person per Month</b>	<b>Total Wage Per Month</b>	<b>Wage per Annum</b>
	Supervisor	02	02			
	Stewards	09	09			
	<b>WIBA</b>					
	<b>SUB TOTAL</b>	<b>11</b>	<b>11</b>			
	<b>GRAND TOTAL cost inclusive of applicable taxes to take to the Form of Tender</b>	<b>A+B+C+D</b>				

Signature of tenderer \_\_\_\_\_ Date \_\_\_\_\_ Stamp.....

## 1. The Specifications and Priced Activity Schedule

### MINIMUM WAGE COMPLIANCE TABLE

Description	Minimum No. of Staff	Indicate Minimum Salary per month Inclusive of House Allowance which must be in compliance with the latest government gazette on minimum wages.
<b>Supervisors</b>	02	
<b>Stewards</b>	09	

### LABOUR AND MATERIAL COST ANALYSIS BREAK DOWN

COSTS ACTIVITIES	Cost per Month in Kshs.	Cost for 2 Years in Kshs.
<b>SALARY FOR ONE (02) SUPERVISORS</b>		
<b>SALARY FOR 09- (09) STEWARDS</b>		

<b>COST FOR MATERIALS</b>		
<b>WIBA</b>		
<b>Subtotal</b>		
<b>Total for 2 Years inclusive of taxes</b>		
<b>Grand Total for 2 Years</b>		

**Note: Bidder is advised to ensure that the quoted total cost covers the staff salaries, associated costs, materials 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.**

Signature of tenderer \_\_\_\_\_ Date \_\_\_\_\_ Stamp.....

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

ITT No: .....

Alternative No: N/A

Completion time <i>shall be</i> two (2) years.	
Alternative technical solutions shall not be permitted for the parts of the Services: The parts of the Services to be provided are as per the Work Schedule and Specifications shall be complied with	

Name of tenderer.....

Signature of Tenderer.....

Date.....

## 1. The Specifications and Priced Activity Schedules

### GRADING FOR PERFORMANCE

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 and the summary of the result factored in during weekly/monthly evaluation.

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.

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

90% and above	-	Excellent (satisfactory)
80% to less than 90%	-	Good (satisfactory)
60% to less than 80%	-	Fair
50% to less than 60%	-	Poor
Less than 50%	-	Very Poor

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

Evaluated Performance	Deduction
• 70% to 79.99 % (Fair)	10%
• 50% to 69.99% (poor)	20%
• Below 50% (very poor)	No payment

Subject to the Clause on Performance Management of the Special Conditions of Contract, percentage scores such as 79.99 %, 69.99 % will not be rounded off to the higher figure.

**N/B The contractor will be under probation period for three (3) months after commencement of the services. Where the service provide has underperformed for 3 consecutive months the Authority will start the termination process.**

## SECTION VI: TECHNICAL SPECIFICATIONS

### SCOPE OF WORKS - PROVISION OF CLEANING SERVICES IN MIGORI AIRSTRIP (GENERAL AREAS, TOILETS AND LAWN/GRASS CUTTING

The contractor shall be required to maintain the highest standards of cleanliness and decorum as is applicable to international airports. For this reason, his/her obligation will be the following against which standards shall be measured;

#### **Surface/Areas defined to include:**

Floors, glasses, Walls, pillars and exterior facades, signage, Ceilings, Toilets, All partitions, Staircases, Door grills, Furniture, Wire mesh and Roof tops

Equipment and installation (including but not limited to all signboards, displays, panels, bins, telephone booths, desks, counters, x-rays, conveyors, partitions and screens), removal of insects and nesting.

#### **a) Floors**

## **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) Ceramic Floors**

- Scrub and clean the floors and Where Applicable Strip and polish, buff to keep the floors devoid of stains, stickers, litter and any form of dirt and to retain the glitter at all times.

## **iv Wooden Surfaces**

- Clean and polish to retain the clean and polished surface 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

## **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 or when necessary
- Clean and polish upholstered furniture using recommended leather polish
- Dust plastic chairs daily and Scrub them on weekly basis to retain their original color,
- Clean, dust and polish wooden 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 to different location when need arises
- Mend minor tears to avoid further damage through washing.
- Clean

## **f) Skirting and Edges**

- Damp-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
- Maintain the area clean and dry

## **h) Pavements, Car parks, Roads and Pathways**

- Scrub and 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.
- Degrease parking's daily.

#### **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
- Empty FOD bins daily

#### **j) Telephone heads**

- Damp-wipe with detergent solution and sanitizer daily

#### **n) Roof Tops**

- Remove litter from gully traps and down pipes ensuring no litter enters into them.

#### **O Apron/Airside**

- Sweep and collect all loose papers, litter and FOD's.
- Clean and dry all 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,
- Scrub the areas around refuse trolleys and disinfect daily
- Scrub the concrete floor adjacent to all offices
- Clean the walls and remove stains when necessary
- Remove bird nests
- Remove cobwebs
- Manage **all refuse** for orderly collection by Garbage Contractor
- Clean and polish conveyor belts.

#### **(q) Offices**

- Dusting of furniture using wooden polish
- Disinfecting the telephone heads
- Cleaning of the glass windows and walls
- Carpet well vacuumed, shampooed and free of stains
- Dust bins emptied and liners replaced

#### **r) Ceiling, roof space, partitioning and windows**

Clean roof space, ceiling and walls, remove cobwebs, dirty marks and any bird nests and retain them clean at all times,

#### **a) Toilets**

Terminal building toilets includes all the relevant toilets facilities, baby changing area and janitorial rooms and the contractor's obligation will include the following: -

### 1) Toilet Bowls

Clean toilets bowls and retain them sparkling clean and free from unpleasant odors and stains at all times. Ensure toilets are flushed after every use.

### 2) Urinals

Clean urinals and sparkling clean and free from unpleasant odors at all times. Stock urinals with sufficient toilet balls and ensure that the urinal grill is functional at all times. The toilet balls should be of an adequate size to avoid falling into the drainage and blocking the drainage.

### 3) Accessories

Supply sufficient high quality white tissue, **white hand paper towels and dispensers**, dispensed hand wash soap, both high quality liquid and imperial leather, disinfectants, **air fresheners in automated dispensers**.

### 4) Sanitary Bins

Supply sufficient step-on sanitary bins that are manufactured by an approved sanitary bin company. Bins shall be replaced at least once a week. Bidders must submit with their bid a **valid license** from the relevant authorities for the company selected.

### 5) Toilets walls, partitions and floors

Clean toilets wall, fittings and fixtures as often as necessary and remove all stains and wetness at all times.

**Continuously** mop toilets round the clock using recommended disinfectant and clean water. Floors should remain dry and free of any dirt and marks of any kind. Clean and remove cobwebs, dirty marks and stains.

### 6) Orderly Arrangement

Clean and arrange neatly toilet tools, equipment and containers.

### 7) Toilet Custody

Each toilet being manned by **one person per toilet at all times** to maintain cleanliness, accountability of fixtures contained therein and to curtail misuse, vandalism and theft.

### 8) Dustbins

Supply approved high quality **white** step-on dustbins with transparent liners. Liners should not to be recycled. Dispose of all rubbish, dirt, waste material or refuse to the central collection point.

### 9) Toilet Cubicle Fixtures

Dust and wipe cubicle fixtures.

Address immediately toilet blockages and minor plumbing problems at your cost

### 10) Quality assurance

Provide quality assurance forms to be designed by the Authority and that shall be filled as required. These forms shall be checked frequently by the Authority's Representative

### 11) Staff Identification

The Contractor shall provide staff with appropriate protective wears and safety gadgets (gumboots, masks & hand gloves). He shall also provide staff with nametags and uniforms as approved by the Authority.

The contractor shall be required to provide name tags to the staff. The KAA security movement pass shall not be considered as a name tag

### 12) Signage/Barriers

The Contractor shall provide warning signs, approved by the Authority, alerting airport users of impending danger where appropriate e.g. slippery, wet floors and cleaning in progress.

### **I3) Floor Rags/Mats**

Appropriate floor rags will be used on the floor to avoid stepping on wet floors

### **I4) Garbage Collection**

Collect garbage from all toilets to a designated central location using the designated waste collection trolley that is well covered with a lid and mounted on wheels.

**I5)** The Contractor shall ensure to deploy minimum of 1 worker in each toilet block taking into account the gender (gentlemen or ladies) who use the toilet block. Therefore, one toilet block for gents should have a gentleman to clean and a toilet block serving ladies should have a lady to clean it.

### **I6) Staff Transport**

The contractor should ensure staff arrive at work on time, hence the need to provide staff transport and ensure that it is included within the costs quoted. (Refer to Special conditions of Contract clause 33-contractor Obligations). Transport may be owned, leased or hired to transport staff from and to JKIA.

## **TECHNICAL SPECIFICATIONS**

### **SCOPE OF WORKS - PROVISION OF CLEANING SERVICES GENERAL AREAS & TOILETS AND ENVIRONMENTAL MAINTENANCE OF GRASS CUTTING/LAWN**

The contractor shall be required to maintain the highest standards of cleanliness and decorum as is applicable to international airports. For this reason, his obligation will be the following against which standards shall be measured:

-

#### **a) Floors**

##### **i) 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

##### **ii) 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,

##### **iii) Wooden Surfaces**

- Clean to retain the clean and polish at all times,
- **Walls**

- Clean thoroughly without removing (peeling) of original paint
- Remove Cobwebs, dirt, ugly marks or stains
- Remove bird nests and clean bird droppings

**b) Glass walls, windows, doors and sign boards**

Clean them and keep them devoid of dust or any marks

**c) Washrooms**

All washrooms in all blocks to be manned 24 hrs. and replenishment done accordingly

**d) Generator substation**

- 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

**e) Veterinary Lab block**

- 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

**f) Dog Kennel Block**

- 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

**g) Furniture, Security Booths, Desks**

- Clean and shampoo upholstered furniture on monthly basis or when necessary
- Clean and polish upholstered furniture using recommended leather polish
- Dust plastic chairs daily and Scrub them on weekly basis to retain their original color,
- Clean, dust and polish wooden 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 after authorization by a KAA representative
- Transfer furniture to different location when need arises as instructed by a KAA representative.
- Mend minor tears to avoid further damage through washing.

**h) Skirting and Edges**

- Damp-dust daily and remove all dust, dirt and stains
- Scrub to remove accumulated polish or traffic wax

**i) 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
- Maintain the area clean and dry

**j) Pavements, slabs, Car parks, Roads and Pathways**

- Scrub and 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.
- Degrease parking's daily.

**k) Waste Bins**

- Provide high quality waste bins and transparent color coded polythene linings in the entire airport
- Collect and manage all refuse in the entire screening area to designated refuse trolley area. Empty and clean all dustbins immediately
- Clean and disinfect them daily
- Empty FOD bins daily

**l) Telephone heads**

- Damp-wipe with detergent solution and sanitizer daily

**m) 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.

**n) X-ray area**

- 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 if necessary.

**(j) Offices (Blocks C, & E)**

- Dusting of furniture using wooden polish □
- Cleaning of the glass windows and walls
- Carpet well vacuumed, shampooed and free of stains
- Dust bins emptied and liners replaced
- Disinfecting the telephone heads

**(K) Garbage Collection**

- Clean Garbage trolley always
- Clean and disinfect the area around the garbage trolley
- Do minor repairs and maintenance pertain the Garbage trolley

**(L) Pest Control**

Fumigation against (cockroaches, fleas, moths, spiders, bees, snakes, locusts, grasshoppers, termites, mosquitoes) among others to be done in all areas

**Identification**

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.

### **2.1 Surface/Areas defined to include:**

- Floors, glasses
- Walls
- Ceilings
- All partitions
- Door grills
- Furniture
- Wire mesh
- Mazeras stones
- Asphalt
- Cabro works
- Telephone heads
- Wooden surfaces
- X-ray area
- Equipment and installation (including but not limited to all signboards, bins, telephone booths, desks, body x-rays, partitions and screens).

### **3.1 Hard floors**

Clean the floors and keep them free from any dirt at all times by washing, scrubbing and polishing and polishing where applicable to retain its original glitter. Suitable detergent will be applied. Stains on the floor will be removed and stained floors will not be accepted.

### **3 Ceiling, metal frames, roof space, partitioning and windows**

Clean roof space, ceiling and walls, remove cobwebs, dirty marks and any bird nests and retain them clean at all times,

### **3 Glass partitions/Windows**

Clean all glass partitions with appropriate detergents, keep them clean, and polished at all times e.g. using window lane. Clean high windows using telescope window cleaners.

### **3.6 Wooden surfaces**

3.8 Clean all wooden surfaces and keep them clean and polished at all times.

### **Quality assurance**

Provide quality assurance forms to be designed by the Authority and that shall be filled as required. These forms shall be checked every hour by the Authority's representative.

### **6.4 Staff identification**

The Contractor shall provide staff with appropriate protective wears and safety gadgets (gumboots, masks, ear muffs/ear plugs & hand gloves). He shall also provide staff with nametags, full uniforms and two pairs of black leather shoes as approved by the Authority. The KAA security pass shall not be considered as a nametag.

### **6.5 Signage**

The Contractor shall provide warning signs, approved by the Authority, alerting airport users of impending danger where appropriate e.g. slippery, wet floors and cleaning in progress.

### **SCOPE OF WORK / SPECIFICATIONS FOR PEST CONTROL**

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

Including: -

Fumigation against (cockroaches, fleas, moths, spiders, bees, snakes, locusts, Bed bugs, grasshoppers, termites, mosquitoes) among others to be done in all areas

### **DETAILED WORKS**

The services will be executed and maintained in strict accordance with the contract to the satisfaction of the Authority.

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

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 Cap 242

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.

#### **MAIN TASKS**

Include but not limited to:-

- a) Baiting
- b) Spraying
- c) Flushing
- d) Fuming
- e) Smoking
- f) Trapping
- g) Sucking
- h) Collecting
- i) Capturing
- j) Disposing
- k) Cleaning
- l) Treating
- m) Destroying at Source

All the pests as applicable in each case

#### **SOURCE OF PRODUCTS**

All the chemicals and apparatus used shall as currently Registered, Approved and or licensed by Kenya Pharmaceuticals and Poisons Licensing Board, Pest Control Products Board.

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

## **Scope of Works Waste Management**

The Contractor shall be required to maintain highest standards of waste management as in applicable to International Airport Standards. The scope of works will be as follows:

### **1. Waste Collection:**

- i. The Contractor shall be required to collect/remove waste from all the skips and the main disposal area /transfer station and transport them to designated County Government waste disposal site or any site designated by County Government on every collection.
- ii. The Contractor must use a sealed garbage truck/lorry (high sided body) of not less than fifteen (15) tones during the collection. Proof of tonnage from the government vehicle inspection unit should be attached.
- iii. Collection shall be done between the official working hours. (8.00am – 4.00pm) three (3) times per week. Monday, Wednesday and Fridays without fail. Where need dictates otherwise, special arrangements can be made with the Authority representative.
- iv. The service provider shall ensure that all Waste/refuse in the enclosure and the skips is cleared at every collection
- v. Collection shall only be done under the supervision of the Wilson Airport Management Housekeeper and the service provider shall ensure that collection slip is signed upon collection
- vi. The contractor shall fumigate refuse points fortnightly.
- vii. The Contractor shall collect other waste that will be stored in designated areas and dispose it as advised by the Airport Manager. Example of such waste include; landscaping waste, metal, timber among others
- viii. The Contractor shall ensure that the sites around the transfer stations and the skips are clean and odorless at all times. Litter should not be left on the ground after the waste has been collected.
- ix. The skips should be cleaned after every emptying
- x. The skips should be kept clean tidy all the time and the biodegradable bags replaced once every month
- xi. Sorting of the Waste should not be done within the Airport at all.

### **2. Waste Management Conditions at Pre-designated sites**

- i. Waste accumulation should be avoided. Waste should not be allowed to spill on to the ground.
- ii. After collection the area should be cleaned, swept and free from litter.
- iii. “Scavenging” or rummaging through rubbish is not permitted in the Waste trolleys.

### **3. Waste Transfer Station**

- i. The Contractor shall ensure good waste management at all times around and within the Airport.
- ii. The Contractor will ensure that the transfer station and its environs is cleaned and disinfected after every collection.
- iii. The contractor shall package large waste properly.

### **4. Waste Transportation of non-recyclables material:**

- i. The Contractor will be required to use a NEMA licensed waste transporting truck

- ii. The Contractor shall use vehicles recommended for refuse disposal as per traffic and Local Government regulations and by-laws.
- iii. The Contractor shall provide specific identity of all vehicles to be used for the purpose of furtherance of the contract.
- iv. The Contractor shall ensure that waste does not spill or overflow as it is transported and shall indemnify the Authority for any damage caused for non-adherence to any part of law, regulations, or acts and omissions.
- v. The Contractor shall ensure that there will be no illegal activity such as scavenging between the Airport and the final destination.
- vi. The Contractor will be required to ensure regular maintenance of the truck and obtain Insurance services. Regular inspections shall also be done to ensure that this condition is strictly fulfilled.
- vii. Waste shall not be disposed off on a public place except in a designated storage site, disposal site or plant designated for that purpose

## **SCOPE OF WORK / SPECIFICATIONS FOR MAINTENANCE OF GRASS CUTTING/LAWN**

### **DETAILED WORKS**

The services shall be executed and maintained in strict accordance with the contract to the satisfaction of the Authority.

The contractor shall perform the services in all the areas as specified in the Bill of Quantities herein.

The contractor shall provide the services in the contract areas in accordance with National Environmental Management Authority

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.

### **MAIN TASKS**

The contractor shall be required to maintain all the areas in accordance with the highest standards of decorum as is applicable to grounds at International Airports, to the satisfaction of the Authority and for this purpose, his obligations shall at a minimum include the following and as detailed in Article 3 above:

- ❖ All flower gardens, trees and shrubs in all areas detailed in the contract shall be weeded and watered daily.
- ❖ KAA will provide a water point from where water will be drawn use the water bowser for irrigating the flowers

- ❖ Trees and shrubs in the areas detailed in the contract shall be pruned or cut as required and as directed by the Airport Manager.
- ❖ The contractor shall ensure that the cut shrubs/trees/flowers are removed from site to the designated area immediately.
- ❖ Lawn mowing with lawn mowers shall be done throughout in all the sensitive areas where the tractor is not suitable.
- ❖ Slashing of grass shall be done daily or whenever the need arises.
- ❖ Trimming of grass along the road edges shall be done daily.
- ❖ Fertilization and adding manure to grass lawns to be done quarterly.
- ❖ Grass to remain green at all times and should be irrigated using the water bowser.
- ❖ Grass cutting on all areas of the Landside shall be carried out on a regular basis to ensure it is trimmed at all times throughout the year.
- ❖ Grass in all areas as detailed in the contract shall not be allowed to exceed 50 mm in height at any time.
- ❖ Raking should be done immediately the grass has been cut.
- ❖ Collecting of stones and litter in all areas where grass is cut shall be done on a daily basis to ensure effective grass cutting with tractors.
- ❖ Pruning of flowers shall be done continuously.
- ❖ All gardens and grass lawns shall be maintained free of litter at all times. Collection and immediate disposal of litter shall be done daily.
- ❖ Spraying of pesticides and herbicides on gardens, trees and shrubs shall be done as a minimum on a quarterly basis (Jan, Apr, Jul, & Oct) and whenever the plants are affected.
- ❖ Raking and Tidying in areas where grass cutting has been done is mandatory and will be done no later than 24 hours after the grass has been cut.
- ❖ Application of Manure and Fertilization in all present and new gardens every quarter to the satisfaction of the Airport Manager or Representative Four (4) Times in a year ( January, April, July and October)
- ❖ Replacement of dead flowers and planting of new trees as per the instructions of the Airport Manager or Representative
- ❖ Propagating of new plants in the nursery shall be carried out all the year round. This shall include decorative trees for use in occasions such as Christmas etc.
- ❖ Trees shall be kept free of weeds by spot weeding a diameter of 1m around the tree. The base of the tree/shrub shall be covered with red soil
- ❖ Trees shall be neatly pruned at all times
- ❖ Spaying weed killer on the weeds and climbers on the fence, (especially grass) growing on the road pavements and removing the same manually

- ❖ Shall provide top red soil and well cured manure for all flower beds and lawns on a quarterly basis
- ❖ Carry out watering and maintenance of tree seedlings delivered to the nursery for planting by Kenya Airports Authority.
- ❖ The side drains and open storm water drains, both on the landside and airside shall be maintained free of debris, silt, vegetation and any other movable obstacle at all times throughout the year.
- ❖ The closed slotted storm water drains shall be maintained free of debris, silt and any other obstacles at all times throughout the year.
- ❖ The closed slotted storm water drains shall be flushed using high-pressure water jetting equipment at least once every three months to remove accumulated debris and maintain the drains in good working order at all times including rodding the slots.
- ❖ The contractor shall replace all/any broken slabs on the closed slotted storm water drains within 24 hours of receiving a report of or identifying a broken slab. A warning sign must be provided immediately at the position of any broken slab to warn motorists of the danger posed by the broken slab.
- ❖ All debris, silt, vegetation and any other obstacles removed from the drains shall be immediately disposed off at approved disposal sites.

## **2. Method Statement**

[Procuring Entity shall provide main features of the expected method of carrying out the contract, including indicating the material, personnel and equipment in puts].

### **3. Work Plan**

[Procuring Entity shall provide main features of the work plan that the Tenderer should provide in the tender for carrying out the contract, from beginning to the end].

#### **4. Other Time Schedule**

***(to be used by Tenderer when alternative Time for Completion is invited in ITT14.2)***

## 1. NOTIFICATION OF INTENTION TO AWARD

**[This Notification of Intention to Award shall be sent to each Tenderer that submitted a Tender.] [Send this Notification to the Tenderer's Authorized Representative named in the Tenderer Information Form]** For the attention of Tenderer's Authorized Representative

Name: .....[insert Authorized Representative's name]

Address: .....[insert Authorized Representative's Address]

Telephone numbers: .....[insert Authorized Representative's telephone/fax numbers]

Email Address:..... [insert Authorized Representative's email address]

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

**DATE OF TRANSMISSION:**..... This Notification is sent by: [email/fax] on [date] (local time)

**Procuring Entity:** .....[insert the name of the Procuring Entity]

**Contract title:**..... [insert the name of the contract]

**ITT No:** .....[insert ITT reference number from Procurement Plan]

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

- a) Request a debriefing in relation to the evaluation of your Tender, and/or
- b) Submit a Procurement-related Complaint in relation to the decision to award the contract.

### I). The successful Tenderer

<b>Name:</b>	[insert name of successful Tenderer]
<b>Address:</b>	[insert address of the successful Tenderer]
<b>Contract price:</b>	[insert contract price of the successful Tender]

ii). Other Tenderers **[INSTRUCTIONS: insert names of all Tenderers that submitted a Tender. If the Tender's price was evaluated include the evaluated price as well as the Tender price as read out.]**

	Tender price	Evaluated Tender price (if applicable)
[insert name]	[insert Tender price]	[insert evaluated price]
[insert name]	[insert Tender price]	[insert evaluated price]
[insert name]	[insert Tender price]	[insert evaluated price]
[insert name]	[insert Tender price]	[insert evaluated price]
[insert name]	[insert Tender price]	[insert evaluated price]

### iii). How to request a debriefing

**DEADLINE:** The deadline to request a debriefing expires at midnight on *[insert date]* (local time).

You may request a debriefing in relation to the results of the evaluation of your Tender. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award.

Provide the contract name, reference number, name of the Tenderer, contact details; and address the request for debriefing as follows:

**Attention:** .....*[insert full name of person, if applicable]*

**Title/position:** .....*[insert title/position]*

**Agency:** .....*[insert name of Procuring Entity]*

**Email address:**..... *[insert email address]*

If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.

The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.

If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Contract Award Notice.

### iv. How to make a complaint

**Period:** Procurement-related Complaint challenging the decision to award shall be submitted by *[insert date and time]*.

Provide the contract name, reference number, name of the Tenderer, contact details; and address the Procurement- related Complaint as follows:

**Attention:**.....*[insert full name of person, if applicable]*

**Title/position:**..... *[insert title/position]*

**Agency:** .....*[insert name of Procuring Entity]*

**Email address:**..... *[insert email address]*

At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Stand still Period and received by us before the Stand still Period ends.

In summary, there are four essential requirements:

1. You must be an 'interested party'. In this case, that means a Tenderer who submitted a Tender in this tendering process, and is the recipient of a Notification of Intention to Award.
2. The complaint can only challenge the decision to award the contract.
3. You must submit the complaint within the period stated above.
4. You must include, in your complaint, all of the information required to support the complaint.

5. The application must be accompanied by the fees set out in the Procurement Regulations, which shall not be refundable (information available from the Public Procurement Authority at [complaints@ppra.go.ke](mailto:complaints@ppra.go.ke) [info@ppra.go.ke](mailto:info@ppra.go.ke))

## v). Standstill Period

**DEADLINE: The Standstill Period is due to end at midnight on [insert date] (local time).**

The Standstill Period lasts fourteen (14) Days after the date of transmission of this Notification of Intention to Award.

The Standstill Period may be extended as stated in Section 4 above. If you have any questions regarding this Notification please do not hesitate to contact us.

On behalf of the Procuring Entity:

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

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

**Title/position:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## 2 NOTIFICATION OF AWARD-FORM OF ACCEPTANCE

*[Form head paper of the Procuring Entity]*

.....[date]

To:.....[name and address of the Service Provider]

This is to notify you that your Tender dated [date] for execution of the [name of the Contract and identification number, as given in the Special Conditions of Contract] for the Contract Price of the equivalent of [amount in numbers and words] [name of currency], as corrected and modified in accordance with the Instructions to Tenderers is hereby accepted by us (Procuring Entity).

You are requested to furnish the Performance Security within 21 days in accordance with the Conditions of Contract, using, for that purpose, one of the Performance Security Forms included in Section X, Contract Forms, of the tender document.

Please return the attached Contract duly signed

Authorized Signature:.....

Name and Title of Signatory:.....

Name of Agency:.....

Attachment: Contract

### 3. FORM OF CONTRACT

[Form head paper of the Procuring

Entity] **LUMP SUM**

#### REMUNERATION

This CONTRACT (herein after called the “Contract”) is made the [day] day of the month of [month], [year], between, on the one hand, [name of Procuring Entity] (herein after called the “Procuring Entity”) and, on the other hand, [name of Service Provider] (hereinafter called the “Service Provider”).

**[Note:** In the text below text in brackets is optional; all notes should be deleted in final text. If the Service Provider consist of more than one entity, the above should be partially amended to read as follows: “...(herein after called the “Procuring Entity”) and, on the other hand, a joint venture consisting of the following entities, each of which will be jointly and severally liable to the Procuring Entity for all the Service Provider's obligations under this Contract, namely, [name of Service Provider] and [name of Service Provider] (herein after called the “Service Provider”).”]

#### WHEREAS

- a) The Procuring Entity has requested the Service Provider to provide certain Services as defined in the General Conditions of Contract attached to this Contract (herein after called the “Services”);
- b) the Service Provider, having represented to the Procuring Entity that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of.....;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, and the priority of the documents shall be as follows:
  - a) The Form of Acceptance;
  - b) The Service Provider's Tender
  - c) The Special Conditions of Contract;
  - d) The General Conditions of Contract;
  - e) The Specifications;
  - f) The Priced Activity Schedule; and
  - g) The following Appendices: **[Note:** If any of these Appendices are not used, the words “Not Used” should be inserted below next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.]

Appendix A: Description of the  
Services Appendix B: Schedule of  
Payments Appendix C:

Subcontractors Appendix D:  
Breakdown of Contract Price

Appendix E: Services and Facilities Provided by the Procuring Entity

2. The mutual rights and obligations of the Procuring Entity and the Service Provider shall be as set forth in the Contract, in particular:
  - a) The Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
  - b) The Procuring Entity shall make payments to the Service Provider in accordance with the provisions of the Contract.

INWITNESSWHERE OF, the Parties here to have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of \_\_\_\_\_*[name of Procuring Entity]*

\_\_\_\_\_ *[Authorized Representative]*

For and on behalf of *[name of Service Provider]*

\_\_\_\_\_ *[Authorized Representative]*

**[Note: If the Service Provider consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]**

For and on behalf of each of the Members of the Service Provider

.....*[name of member]*

.....*[Authorized Representative]*

..... *[name of member]*

.....*[Authorized Representative]*

**FORM OF TENDER SECURITY (Bank Guarantee)** *[The bank shall fill in**this Bank Guarantee Form in accordance with the instructions indicated.] [Guarantor Form**head or SWIFT identifier code]***Beneficiary:**.....*[Procuring Entity to insert its name and address]***ITT No.:**.....*[Procuring Entity to insert reference number for the Request for Tenders]***Alternative No.:** .....*[Insert identification No if this is a Tender for an alternative]* **Date:** .....*[Insert date of issue]***TENDER GUARANTEE No.:**.....*[Insert guarantee reference number]***Guarantor:** .....*[Insert name and address of place of issue, unless indicated in the Form head]*

We have been informed that\_\_\_\_*[insert name of the Tenderer, which in the case of a joint venture shall be the name of the joint venture (whether legally constituted or prospective) or the names of all members thereof]*(hereinafter called "the Applicant") has submitted or will submit to the Beneficiary its Tender (hereinafter called "the Tender") for the execution of\_\_\_\_\_under Request for Tenders No. \_\_\_\_\_("The ITT").

Furthermore, we understand that, according to the Beneficiary's conditions, Tenders must be supported by a Tender guarantee.

At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of\_\_\_\_(\_\_\_\_) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:

- (a) Has withdrawn its Tender during the period of Tender validity set forth in the Applicant's Form of Tender ("the Tender Validity Period"), or any extension there to provide by the Applicant; or
- (b) Having been notified of the acceptance of its Tender by the Beneficiary during the Tender Validity Period or any extension thereto provided by the Applicant, (i) has failed to sign the contract agreement, or (ii) has failed to furnish the performance security, in accordance with the Instructions to Tenderers ("ITT") of the Beneficiary's tendering document.

This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the Contract agreementsignedbytheApplicantandtheperformancesecurityissuedtothe Beneficiary in relation to such Contract agreement; or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) twenty-eight days after the end of the Tender Validity Period.

Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No. 758.

---

*[Signature(s)]*

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

5 **FORM OF TENDER SECURITY (TENDER BOND)** *[The Surety shall*

*fill in this Tender Bond Form in accordance with the instructions indicated.]* BOND NO. \_\_\_\_\_

BY THIS BOND *[name of Tenderer]* as Principal (herein after called “the Principal”), and *[name, legal title, and address of surety]*, **authorized to transact business in Kenya**, as Surety (hereinafter called “the Surety”), are held and firmly bound unto *[name of Procuring Entity]* as Obligee (hereinafter called “the Procuring Entity”) in the sum of *[amount of Bond]**[amount in words]*, for the payment of which sum, well and truly to be made, we, the said Principal and Surety, bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

WHERE AS the Principal has submitted or will submit a written Tender to the Procuring Entity dated the \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, for the supply of *[name of Contract]* (herein after called the “Tender”).

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Principal:

- c) has withdrawn its Tender during the period of Tender validity set forth in the Principal's Form of Tender (“the Tender Validity Period”), or any extension thereto provided by the Principal; or
- d) having been notified of the acceptance of its Tender by the Procuring Entity during the Tender Validity Period or any extension there to provide by the Principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to Tenderers (“ITT”) of the Procuring Entity's tendering document.

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

The Surety hereby agrees that its obligation will remain in full force and effect up to and including the date 28 days after the date of expiration of the Tender Validity Period set forth in the Principal's Form of Tender or any extension thereto provided by the Principal.

IN TESTIMONY WHERE OF, the Principal and the Surety have caused these presents to be executed in the irrelative names this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Principal: \_\_\_\_\_  
Corporate Seal (where appropriate)

Surety: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name and title)

\_\_\_\_\_  
(Printed name and title)

## **PART II – PROCURING ENTITY'S REQUIREMENTS**

## **SECTION VII - ACTIVITY SCHEDULE**

### **Objectives**

The objectives of the Activity Schedule are

- a) to provide sufficient information on the quantities of Services to be performed to enable Tenders to be prepared efficiently and accurately; and
- b) when a Contract has been entered into, to provide a priced Activity Schedule for use in the periodic valuation of Services executed.

In order to attain these objectives, Services should be itemized in the Activity Schedule in sufficient detail to distinguish between the different classes of Services, or between Services of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of the Activity Schedule should be as simple and brief as possible.

### **Day work Schedule**

A Day work Schedule should be included only if the probability of unforeseen work, outside the items included in the Activity Schedule, is high. To facilitate checking by the Procuring Entity of the realism of rates quoted by the Tenderers, the Day work Schedule should normally comprise the following:

- a) A list of the various classes of Services, labor, materials, and plant for which basic day work rates or prices are to be inserted by the Tenderer, together with a statement of the conditions under which the Service Provider will be paid for services delivered on a day work basis.
- b) Nominal quantities for each item of Day work, to be priced by each Tenderer at Day work rates as Tender. The rate to be entered by the Tenderer against each basic Day work item should include the Service Provider's profit, over heads, supervision, and other charges.

### **Provisional Sums**

The estimated cost of specialized services to be carried out, or of special goods to be supplied, by other Service Providers should be indicated in the relevant part of the Activity Schedule as a particular provisional sum with an appropriate brief description. A separate procurement procedure is normally carried out by the Procuring Entity to select such specialized Service Providers. To provide an element of competition among the Tenderers in respect of any facilities, amenities, attendance, etc., to be provided by the successful Tenderer as prime Service Provider for the use and convenience of the specialist contractors, each related provisional sum should be followed by an item in the Activity Schedule inviting the Tenderer to quote a sum for such amenities, facilities, attendance, etc.

*These Notes for Preparing an Activity Schedule are intended only as information for the Procuring Entity or the person drafting the tendering document. They should not be included in the final documents.*

## PERFORMANCE SPECIFICATIONS AND DRAWINGS

**(Describe Outputs and Performances, rather than Inputs,**

**wherever possible) Notes on Specifications**

A set of precise and clear specifications is a prerequisite for Tenderers to respond realistically and competitively to the requirements of the Procuring Entity without qualifying or conditioning their Tenders. In the context of international competitive Tendering, the specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of Tenders be ensured, and the subsequent task of Tender evaluation facilitated. The specifications should require that all goods and materials to be incorporated in the Services be new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.

Samples of specifications from previous similar projects in the same country are useful in this respect. The use of metric units is encouraged. Most specifications are normally written specially by the Procuring Entity to suit the Contract in hand. There is no standard set of Specifications for universal application in all sectors in all countries, but there are established principles and practices, which are reflected in this document

There are considerable advantages in standardizing General Specifications for repetitive Services in recognized public sectors, such as education, health, sanitation, social and urban housing, roads, ports, railways, irrigation, and water supply, in the same country or region where similar conditions prevail. The General Specifications should cover all classes of workmanship, materials, and equipment commonly involved in the provision of Services, although not necessarily to be used in a particular Services Contract. Deletions or addenda should then adapt the General Specifications to the particular Services.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for goods, materials, Services, and workmanship, recognized international standards should be used as much as possible. Where other particular standards are used, whether national standards of Kenya or other standards, the specifications should state that goods, materials, Services and workmanship that meet other authoritative standards, and which ensure substantially equal or higher quality than the standards mentioned, will also be acceptable.

*If technical alternatives for parts of the Services are permitted in the tendering document, these parts shall be described in this Section.*

*These Notes for Preparing Specifications are intended only as information for the Procuring Entity or the person drafting the tendering document.*

## **PART III – CONDITIONS OF CONTRACT AND CONTRACT FORMS**

## SECTION VIII - GENERAL CONDITIONS OF CONTRACT

### Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- a) The Adjudicator is the person appointed jointly by the Procuring Entity and the Service Provider to resolve disputes in the first instance, as provided for in Sub-Clause 8.2 hereunder.
- b) "Activity Schedule" is the priced and completed list of items of Services to be performed by the Service Provider forming part of his Tender;
- c) "Completion Date" means the date of completion of the Services by the Service Provider as certified by the Procuring Entity
- d) "Contract" means the Contract signed by the Parties, to which these General Conditions of Contract (GCC) are attached, together with all the documents listed in Clause 1 of such signed Contract;
- e) "Contract Price" means the price to be paid for the performance of the Services, in accordance with Clause 6;
- f) "Day works" means varied work inputs subject to payment on a time basis for the Service Provider's employees and equipment, in addition to payments for associated materials and administration.
- g) "Procuring Entity" means the Procuring Entity or party who employs the Service Provider
- h) "Foreign Currency" means any currency other than the currency of Kenya;
- i) "GCC" means these General Conditions of Contract;
- j) "Government" means the Government of Kenya;
- k) "Local Currency" means Kenya shilling;
- l) "Member," in case the Service Provider consist of a joint venture of more than one entity, means any of these entities; "Members" means all these entities, and "Member in Charge" means the entity specified in the SC to act on their behalf in exercising all the Service Provider's rights and obligations towards the Procuring Entity under this Contract;
- m) "Party" means the Procuring Entity or the Service Provider, as the case maybe, and "Parties" means both of them;
- n) "Personnel" means persons hired by the Service Provider or by any Subcontractor as employees and assigned to the performance of the Services or any part thereof;
- o) "Service Provider" is a person or corporate body whose Tender to provide the Services has been accepted by the Procuring Entity;
- p) "Service Provider's Tender" means the completed Tendering Document submitted by the Service Provider to the Procuring Entity
- q) "SCC" means the Special Conditions of Contract by which the GCC may be amended or supplemented;
- r) "Specifications" means the specifications of the service included in the Tendering Document submitted by the Service Provider to the Procuring Entity
- s) "Services" means the work to be performed by the Service Provider pursuant to this Contract, as described in Appendix A; and in the Specifications and Schedule of Activities included in the Service Provider's Tender.
- t) "Subcontractor" means any entity to which the Service Provider subcontracts any part of the

Services in accordance with the provisions of Sub-Clauses 3.5 and 4;

- u) “Public Procurement Regulatory Authority (PPRA)” shall mean the Government Agency responsible for oversight of public procurement.
- v) “Project Manager” shall be the person appointed by the Procuring Entity to act as the Project Manager for the purposes of the Contract and named in the Particular Conditions of Contract, or other person appointed from time to time by the Procuring Entity and notified to the Contractor.
- w) “Notice of Dissatisfaction” means the notice given by either Party to the other indicating its dissatisfaction and intention to commence arbitration.

## **1.1 Applicable Law**

The Contract shall be interpreted in accordance with the laws of Kenya.

## **1.2 Language**

This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

## **1.3 Notices**

Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, hand delivery, or email to such Party at the address **specified in the SCC**.

## **1.4 Location**

The Services shall be performed at such locations as are specified in Appendix A, in the specifications and, where the location of a particular task is not so specified, at such locations, whether in Kenya or elsewhere, as the Procuring Entity may approve.

## **1.5 Authorized Representatives**

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Entity or the Service Provider may be taken or executed by the officials **specified in the SCC**.

## **1.6 Inspection and Audit by the PPRA**

Pursuant to paragraph 2.2 e. of Attachment I to the General Conditions, the Service Provider shall permit and shall cause its sub contract or sub-consultants to permit, PPRA and/or persons appointed by PPRA to inspect the Site and/or the accounts and records relating to the procurement process, selection and/or contract execution, and to have such accounts and records audited by auditors appointed by PPRA. The Service Provider's and its Subcontractors' and sub-consultants' attention is drawn to Sub-Clause 3.10 which provides, inter alia, that acts intended to materially impede the exercise of PPRA's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to PPRA's prevailing sanctions procedures).

## **1.7 Taxes and Duties**

The Service Provider, Subcontractors, and their Personnel shall pay such taxes, duties, fees, and other impositions as may be levied under the Applicable Law, the amount of which is deemed to

have been included in the Contract Price.

## **2 Commencement, Completion, Modification, and Termination of Contract**

### **2.1 Effectiveness of Contract**

This Contract shall come into effect on the date the Contract is signed by both parties or such other later date as maybe **stated in the SCC**.

### **2.2 Commencement of Services**

#### **1.2.1 Program**

Before commencement of the Services, the Service Provider shall submit to the Procuring Entity for approval a Program showing the general methods, arrangements order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

#### **2.2.2 Starting Date**

The Service Provider shall start carrying out the Services thirty (30) days after the date the Contract becomes effective, or at such other date as may be **specified in the SCC**.

### **2.3 Intended Completion Date**

Unless terminated earlier pursuant to Sub-Clause 2.6, the Service Provider shall complete the activities by the Intended Completion Date, as is **specified in the SCC**. If the Service Provider does not complete the activities by the Intended Completion Date, it shall be liable to pay liquidated damage as per Sub-Clause 3.8. In this case, the Completion Date will be the date of completion of all activities.

### **2.4 Modification**

Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties.

#### **2.4.1 Value Engineering**

The Service Provider may prepare, at its own cost, a value engineering proposal at any time during the performance of the contract. The value engineering proposal shall, at a minimum, include the following;

- a) The proposed change(s), and a description of the difference to the existing contract requirements;
- b) A full cost/benefit analysis of the proposed change(s) including a description and estimate of costs (including life cycle costs, if applicable) the Procuring Entity may incur in implementing the value engineering proposal; and
- c) A description of any effect(s) of the change on performance/functionality.

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

- a) accelerates the delivery period; or
- b) reduces the Contract Price or the lifecycle costs to the Procuring Entity; or
- c) improves the quality, efficiency, safety or sustainability of the services; or

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

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

- a) a reduction of the Contract Price; the amount to be paid to the Service Provider shall be the percentage specified in the SCC of the reduction in the Contract Price; or
- b) an increase in the Contract Price; but results in a reduction in lifecycle costs due to any benefit described in
  - (a) to (d) above, the amount to be paid to the Service Provider shall be the full increase in the Contract Price.

## **2.5 Force Majeure**

### **2.5.1 Definition**

For the purposes of this Contract, "Force Majeure" means an event which is beyond the able control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

### **2.5.2 No Breach of Contract**

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

### **2.5.3 Extension of Time**

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

### **2.5.4 Payments**

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Service Provider shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

## **2.6 Termination**

### **2.6.1 By the Procuring Entity**

The Procuring Entity may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs (a) through (d) of this Sub-Clause 2.6.1:

- a) If the Service Provider does not remedy a failure in the performance of its obligations under the Contract, within thirty (30) days after being notified or within any further period as the Procuring Entity may have subsequently approved in writing;
- b) if the Service Provider becomes insolvent or bankrupt;

- c) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- d) if the Service Provider, in the judgment of the Procuring Entity has engaged in Fraud and Corruption, as defined in paragraph 2.2a. of Attachment I to the GCC, in competing for or in executing the Contract

### **2.6.2 By the Service Provider**

The Service Provider may terminate this Contract, by not less than thirty (30) days' written notice to the Procuring Entity, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and

(b) of this Sub-Clause 2.6.2:

- a) If the Procuring Entity fails to pay any monies due to the Service Provider pursuant to this Contract and not subject to dispute pursuant to Clause 7 within forty-five (45) days after receiving written notice from the Service Provider that such payment is overdue; or
- b) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

### **2.6.3 Payment up on Termination**

Upon termination of this Contract pursuant to Sub-Clauses 2.6.1 or 2.6.2, the Procuring Entity shall make the following payments to the Service Provider:

- a) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;
- b) except in the case of termination pursuant to paragraphs (a), (b), (d) of Sub-Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel.

## **3 Obligations of the Service Provider**

### **3.1 General**

The Service Provider shall perform the Services in accordance with the Specifications and the Activity Schedule, and carry out its obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Service Provider shall always act, in respect of any matter relating to this Contractor to the Services, as faithful adviser to the Procuring Entity, and shall at all times support and safeguard the Procuring Entity's legitimate interests in any dealings with Subcontractors or third parties.

### **3.2 Conflict of Interests**

#### **3.2.1 Service Provider Not to Benefit from Commissions and Discounts.**

The remuneration of the Service Provider pursuant to Clause 6 shall constitute the Service Provider's sole remuneration in connection with this Contractor the Services, and the Service Provider shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contractor to the Services or in the discharge of their obligations under the Contract, and the Service Provider shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

### **3.2.2 Service Provider and Affiliates Not to be Otherwise Interested in Project**

The Service Provider agree that, during the term of this Contract and after its termination, the Service Provider and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing goods, works, or Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

### **3.2.3 Prohibition of Conflicting Activities**

Neither the Service Provider nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- a) During the term of this Contract, any business or professional activities in Kenya which would conflict with the activities assigned to them under this Contract;
- b) during the term of this Contract, neither the Service Provider nor their Subcontractors shall hire public employees' inactive duty or on any type of leave, to perform any activity under this Contract;
- c) After the termination of this Contract, such other activities as may be **specified in the SCC**.

### **3.3 Confidentiality**

The Service Provider, its Subcontractors, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Procuring Entity's business or operations without the prior written consent of the Procuring Entity.

- 3.4 **The Service Provider** (a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Subcontractors', as the case may be) own cost but on terms and conditions approved by the Procuring Entity, insurance against the risks, and for the coverage, as shall be **specified in the SCC**; and (b) at the Procuring Entity's request, shall provide evidence to the Procuring Entity showing that such insurance has been taken out and maintained and that the current premiums have been paid.

### **3.5 Service Provider's Actions Requiring Procuring Entity's Prior Approval**

The Service Provider shall obtain the Procuring Entity's prior approval in writing before taking any of the following actions:

- a) Entering into a subcontract for the performance of any part of the Services,
- b) appointing such members of the Personnel not listed by name in Appendix C ("Key Personnel and Subcontractors"),
- c) changing the Program of activities; and
- d) Any other action that may be **specified in the SCC**.

### **3.6 Reporting Obligations**

The Service Provider shall submit to the Procuring Entity the reports and documents specified in Appendix B in the form, in the numbers, and within the periods set forth in the said Appendix.

### **3.7 Documents Prepared by the Service Provider to Be the Property of the Procuring Entity**

All plans, drawings, specifications, designs, reports, and other documents and software submitted by the Service Provider in accordance with Sub-Clause 3.6 shall become and remain the property of the Procuring Entity, and the Service Provider shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Procuring Entity,

together with a detailed inventory thereof. The Service Provider may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be **specified in the SCC**.

### **3.8 Liquidated Damages**

#### **3.8.1 Payments of Liquidated Damages**

The Service Provider shall pay liquidated damages to the Procuring Entity at the rate per day **stated in the SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount **defined in the SCC**. The Procuring Entity may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider's liabilities.

#### **3.8.2 Correction for Over-payment**

If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Entity shall correct any overpayment of liquidated damages by the Service Provider by adjusting the next payment certificate. The Service Provider shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in Sub-Clause 6.5.

#### **3.8.3 Lack of performance penalty**

If the Service Provider has not corrected a Defect within the time specified in the Procuring Entity's notice, a penalty for Lack of performance will be paid by the Service Provider. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as described in Sub-Clause 7.2 and **specified in the SCC**.

### **3.9 Performance Security**

The Service Provider shall provide the Performance Security to the Procuring Entity no later than the date specified in the Form of acceptance. The Performance Security shall be issued in an amount and form and by a bank or surety acceptable to the Procuring Entity, and denominated in the types and proportions of the currencies in which the Contract Price is payable. The performance Security shall be valid until a date 28 day from the Completion Date of the Contract in case of a bank guarantee, and until one year from the Completion Date of the Contract in the case of a Performance Bond.

### **3.10 Fraud and Corruption**

The Procuring Entity requires compliance with the Government's Anti-Corruption laws and its prevailing sanctions. The Procuring Entity requires the Service Provider to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the tendering process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

#### **3.11 Sustainable Procurement**

The Service Provider shall conform to the sustainable procurement contractual provisions, if and as specified in the SCC.

## **4 Service Provider's Personnel**

### **4.1 Description of Personnel**

The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider's Key Personnel are described in Appendix C. The Key Personnel and Subcontractors listed by title as well as by name in Appendix C are hereby approved by the Procuring Entity.

#### **4.2 Removal and/or Replacement of Personnel**

- a) Except as the Procuring Entity may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as a replacement a person of equivalent or better qualifications.
- b) If the Procuring Entity finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at the Procuring Entity's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Entity.
- c) The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

### **5 Obligations of the Procuring Entity**

#### **5.1 Assistance and Exemptions**

The Procuring Entity shall use its best efforts to ensure that the Government shall provide the Service Provider such assistance and exemptions as **specified in the SCC**.

#### **5.2 Change in the Applicable Law**

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Service Provider, then the remuneration and reimbursable expenses otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Sub-Clauses 6.2(a) or (b), as the case may be.

#### **5.3 Services and Facilities**

The Procuring Entity shall make available to the Service Provider the Services and Facilities listed under Appendix F.

### **6 Payments to the Service Provider**

#### **6.1 Lump-Sum Remuneration**

The Service Provider's remuneration shall not exceed the Contract Price and shall be a fixed lump-sum including all Subcontractors' costs, and all other costs incurred by the Service Provider in carrying out the Services described in Appendix A. Except as provided in Sub-Clause 5.2, the Contract Price may only be increased above the amounts stated in Sub-Clause 6.2 if the Parties have agreed to additional payments in accordance with Sub-Clauses 2.4 and 6.3.

#### **6.2 Contract Price**

- a) The price payable is **set forth in the SCC**.
- b) Price may be payable in foreign currency, if so allowed in this document.

#### **6.3 Payment for Additional Services, and Performance Incentive Compensation**

- 6.3.1 For the purpose of determining the remuneration due for additional Services as may be agreed under Sub-Clause 2.4, a breakdown of the lump-sum price is provided in Appendices D and E.
- 6.3.2 **If the SCC so specify**, the service provider shall be paid performance incentive compensation asset out in the Performance Incentive Compensation appendix.
- 6.3.3 Where the contract price is different from the corrected tender price, in order to ensure the contractor is not paid less or more relative to the contract price (*which would be the tender price*), payment valuation certificates and variation orders on omissions and additions valued based on rates in the schedule of rates in the Tender, will be adjusted by a plus or minus percentage. The percentage already worked out during tender evaluation is worked out as follows:  $(\text{corrected tender price} - \text{tender price}) / \text{tender price} \times 100$ .

## 6.4 Terms and Conditions of Payment

Payments will be made to the Service Provider according to the payment schedule **stated in the SCC**. **Unless otherwise stated in the SCC**, the advance payment (Advance for Mobilization, Materials and Supplies) shall be made against the provision by the Service Provider of a bank guarantee for the same amount, and shall be valid for the period **stated in the SCC**. Any other payment shall be made after the conditions **listed in the SCC** for such payment have been met, and the Service Provider have submitted an invoice to the Procuring Entity specifying the amount due.

## 6.5 Interest on Delayed Payments

If the Procuring Entity has delayed payments beyond thirty (30) days after the due date stated in the SCC, interest shall be paid to the Service Provider for each day of delay at the rate stated in the SCC.

## 6.6 Price Adjustment

- 6.6.1 Prices shall be adjusted for fluctuations in the cost of inputs only if **provided for in the SCC**. If so provided, the amounts certified in each payment certificate, after deducting for Advance Payment, shall be adjusted by applying the respective price adjustment fact or to the payment amounts due in each currency. A separate formula of the type indicated below applies to each Contract currency:

$$P_c = A_c + B_c L_{mc} / L_{oc} + C_c I_{mc} / I_{oc}$$

Where:

$P_c$  is the adjustment factor for the portion of the Contract Price payable in a specific currency “c”.

$A_c$ ,  $B_c$  and  $C_c$  are coefficients specified in the SCC, representing:  $A_c$  the non-adjustable portion;  $B_c$  the adjustable portion relative to labor costs and  $C_c$  the adjustable portion for other inputs, of the Contract Price payable in that specific currency “c”; and

$L_{mc}$  is the index prevailing at the first day of the month of the corresponding invoiced ate and  $L_{oc}$  is the index prevailing 28 days before Tender opening for labor; both in the specific currency “c”.

$I_{mc}$  is the index prevailing at the first day of the month of the corresponding invoice date and  $I_{oc}$  is the index prevailing 28 days before Tender opening for other inputs payable; both in the specific currency “c”.

If a price adjustment factor is applied to payments made in a currency other than the currency of the source of the index for a particular indexed input, a correction factor  $Z_o/Z_n$  will be applied to the respective component factor of  $p_n$  for the formula of the relevant currency.

Zo is the number of units of Kenya Shillings of the index, equivalent to one unit of the currency payment on the date of the base index, and Zn is the corresponding number of such currency units on the date of the current index.

- 6.6.2 If the value of the index is changed after it has been used in a calculation, the calculation shall be corrected and an adjustment made in the next payment certificate. The index value shall be deemed to take account to fall changes in cost due to fluctuations in costs.

## **6.7 Day works**

- 6.7.1 If applicable, the Day work rates in the Service Provider's Tender shall be used for small additional amounts of Services only when the Procuring Entity has given written instructions in advance for additional services to be paid in that way.
- 6.7.2 All work to be paid for as Day works shall be recorded by the Service Provider on forms approved by the Procuring Entity. Each completed form shall be verified and signed by the Procuring Entity representative as indicated in Sub-Clause 1.6 within two days of the Services being performed.
- 6.7.3 The Service Provider shall be paid for Day works subject to obtaining signed Day works forms as indicated in Sub-Clause 6.7.2

## **7 Quality Control**

### **7.1 Identifying Defects**

The principle and modalities of Inspection of the Services by the Procuring Entity shall be as **indicated in the SCC**. The Procuring Entity shall check the Service Provider's performance and notify him of any Defects that are found. Such checking shall not affect the Service Provider's responsibilities.

The Procuring Entity may instruct the Service Provider to search for a Defect and to uncover and test any service that the Procuring Entity considers may have a Defect. Defect Liability Period is as **defined in the SCC**.

#### **Correction of Defects, and Lack of Performance Penalty**

- a) The Procuring Entity shall give notice to the Service Provider of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.
- b) Every time notice a Defect is given, the Service Provider shall correct the notified Defect within the length of time specified by the Procuring Entity's notice.
- c) If the Service Provider has not corrected a Defect within the time specified in the Procuring Entity's notice, the Procuring Entity will assess the cost of having the Defect corrected, the Service Provider will pay this amount and a Penalty for Lack of Performance calculated as described in Sub-Clause 3.8.

## **8 Settlement of Disputes**

### **8.1 Contractor's Claims**

- 8.1.1 If the Contractor considers himself to be entitled to any extension of the Time for Completion and/or any additional payment, under any Clause of these Conditions or otherwise in connection with the Contract, the Contractor shall give notice to the Project Manager, describing the event or circumstance giving rise to the claim. The notice shall be given as soon as practicable, and not later

than 28 days after the Contractor became aware, or should have become aware, of the event or circumstance.

8.1.2 If the Contractor fails to give notice of a claim within such period of 28 days, the Time for Completion shall not be extended, the Contractor shall not be entitled to additional payment, and the Procuring Entity shall be discharged from all liability in connection with the claim. Otherwise, the following provisions of this Sub- Clauses shall apply.

8.1.3 The Contractor shall also submit any other notices which are required by the Contract, and supporting particulars for the claim, all s relevant to such event or circumstance.

8.1.4 The Contractor shall keep such contemporary records as may be necessary to substantiate any claim, either on the Site or at another location acceptable to the Project Manager. Without admitting the Procuring Entity's liability, the Project Manager may, after receiving any notice under this Sub-Clause, monitor the record-keeping and /or instruct the Contractor to keep further contemporary records. The Contractor shall permit the Project Manager to inspect all these records, and shall (if instructed) submit copies to the Project Manager.

8.1.5 Within 42 days after the Contractor became aware (or should have become aware) of the event or circumstance giving rise to the claim, or within such other period as may be proposed by the Contractor and approved by the Project Manager, the Contractor shall send to the Project Manager a fully detailed claim which includes full supporting particulars of the basis of the claim and of the extension of time and /or additional payment claimed. If the event or circumstance giving rise to the claim has a continuing effect:

8.1.5.1 This fully detailed claim shall be considered as interim;

- a) The Contractor shall send further interim claims at monthly intervals, giving the accumulated delay and /or amount claimed, and such further particulars as the Project Manager may reasonably require; and
- b) The Contractor shall send a final claim within 28 days after the end of the effects resulting from the event or circumstance, or within such other period as may be proposed by the Contractor and approved by the Project Manager.

8.1.6 Within 42 days after receiving a claim or any further particulars supporting a previous claim, or within such other period as may be proposed by the Project Manager and approved by the Contractor, the Project Manager shall respond with approval, or with disapproval and detailed comments. He may also request any necessary further particulars, but shall nevertheless give his response on the principles of the claim within the above defined time period.

8.1.7 Within the above defined period of 42 days, the Project Manager shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine (i) the extension (if any) of the Time for Completion (before or after its expiry) in accordance with Sub-Clause 8.4 [Extension of Time for Completion], and/or (ii) the additional payment (if any) to which the Contractor is entitled under the Contract.

8.1.8 Each Payment Certificate shall include such additional payment for any claim as has been reasonably substantiated as due under the relevant provision of the Contract. Unless and until the particulars supplied are sufficient to substantiate the whole of the claim, the Contractor shall only be entitled to payment for such part of the claim as he has been able to substantiate.

8.1.9 If the Project Manager does not respond within the time framed in this Clause, either Party may consider that the claim is rejected by the Project Manager and any of the Parties may refer

to Arbitration in accordance with Sub-Clause 8.2 [Matters that may be referred to arbitration].

8.1.10 The requirements of this Sub-Clause are in addition to those of any other Sub-Clause which may apply to a claim. If the Contract or fails to comply with this or another Sub-Clause in relation to any claim, any extension of time and/or additional payment shall take account of the extent (if any) to which the failure has prevented or prejudiced proper investigation of the claim, unless the claim is excluded under the second paragraph of this Sub- Clause.

## **8.2 Matters that may be referred to arbitration**

8.2.1 Notwithstanding anything stated herein the following matters may be referred to arbitration before the practical completion of the Services or abandonment of the Services or termination of the Contract by either party:

- a) The appointment of a replacement Project Manager upon the said person ceasing to act.
- b) Whether or not the issue of an instruction by the Project Manager is empowered by these Conditions
- c) Whether or not a certificate has been improperly withheld or is not in accordance with these Conditions.
- e) Any dispute arising in respect of war risks or war damage.
- f) All other matters shall only be referred to arbitration after the completion or alleged completion of the Services or termination or alleged termination of the Contract, unless the Procuring Entity and the Contractor agree otherwise in writing.

## **8.3 Amicable Settlement**

8.3.1 Where a Notice of Dissatisfaction has been given, both Parties shall attempt to settle the dispute amicably before the commencement of arbitration. However, unless both Parties agree otherwise, the Party giving a Notice of Dissatisfaction in accordance with Sub-Clause 8.1 above should move to commence arbitration after the fifty-sixth day from the day on which a Notice of Dissatisfaction was given, even if no attempt at an amicable settlement has been made.

## **8.4 Arbitration**

8.4.1 Any claim or dispute between the Parties arising out of or in connection with the Contract not settled amicably in accordance with Sub-Clause 8.3 shall be finally settled by arbitration. Arbitration shall be conducted in accordance with the Arbitration Laws of Kenya.

8.4.2 The arbitrators shall have full power to open up, review and revise any certificate, determination, instruction, opinion or valuation of the Project Manager, relevant to the dispute. Nothing shall disqualify representatives of the Parties and the Project Manager from being called as a witness and giving evidence before the arbitrators on any matter whatsoever relevant to the dispute.

## SECTION VI: SPECIAL CONDITIONS OF THE CONTRACT

### SPECIAL CONDITIONS OF CONTRACT

- 4.1 Special Conditions of contract shall supplement the General Conditions of contract. Whenever there is a conflict, the provision herein shall prevail over those in the general conditions of contract
- 4.2 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.
- 4.3 The successful bidder will meet the cost of
- a) Access passes for his employees,
  - b) Toll and parking charges
  - c) Basic fire and safety training of the personnel
  - d) Training of staff shall be done after every 6 months on Housekeeping Techniques, Training Manuals shall be made available to the Authority for approval.
  - e) Any other training that may be required in the course of the contract
- 4.4 The Authority 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 may result to termination of the contract.
- 4.5 The successful bidder shall be required to conduct in-house training for all his operational staff every 6 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 and submitted and approved by the Authority's representative.
- 4.6 Any customer complaint received by the Authority in respect of decline of standards in the contracted areas will be forwarded to the contractor and a written report on the remedial action taken, and the cause of the lapse explained and replied within 24 hours from the time of receipt.
- 4.7 In the event that no remedial action and the cause of lapse has been taken/provided within 24 hours the Authority shall factor this in the Weekly/Monthly evaluation.
- 4.8 Response time of any complaint raised shall be immediately addressed by the contractor. Failure to which the Authority shall apply discretion to penalize the contractor.
- 4.9 Storage facilities if required shall be provided for by the Authority as per the terms and specification of the contract.
- 4.10 The services shall be executed and maintained in strict accordance with the contract to the satisfaction of the Authority and shall comply with and adhere strictly to the Airport Manager's (or his representative's) instructions and directions.
- 4.11 The tenderer shall be required to maintain the highest standards of cleanliness and decorum as is applicable to International Airports **PROVIDED ALWAYS**, the services required shall be to the satisfaction of the Authority

- 4.12** 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.
- 4.13** The Authority shall carry out routine and random Inspection of the contract areas as specified in the scope of work and Bills of Quantities (BQ) and the summary of the result factored in during monthly evaluation.
- 4.14** The Authority shall evaluate the performance of the services by the contractor and at its absolute discretion grade the service levels in respect of each month.
- 4.15** Grading for performance standards attained in each month shall be made in the following manner.

90% and above	-	Excellent (satisfactory)
80% to less than 90%	-	Good (satisfactory)
60% to less than 80%	-	Fair
50% to less than 60%	-	Poor
Less than 50%	-	Very Poor

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

Evaluated Performance	Deduction
• 70% to 79.9% (Fair)	10%
• 50% to 69.9% (poor)	20%
• Below 50% (very poor)	40%

- 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.
- c) Before commencing the execution of works, the contractor, but without limiting his obligations and responsibilities as specified shall insure against any damage, loss of injury which may occur to any property including that of the Authority or to any person including any employee of the Authority by or arising out of the execution of the works or temporary works or in the carrying out of the Contract
- d) Such insurance shall be effected with an insurer and in terms approved by the Authority (which approval shall not be unreasonably withheld) and or at least the amount stated in the Tender and the Contractor shall whenever required produce to the Managing Director or Managing Director's Representative the policy or policies of insurance and the receipts for payment of the current premiums.
- e) 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.

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

- a) 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.
- b) 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. Passes must be carried at all times by the contractor personnel along with staff identity card.

**4.20** 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.

**4.21** The Contractor shall keep the Authority indemnified against all costs, claims, demands and expenses whatsoever arising in connection with the performance of the services by the Contractor without prejudice to the Contractor's obligation to indemnify the Authority as aforesaid, the contractor shall during the continuance of this agreement, be responsible for its employees agents or invitees in relation to the performance of the services and shall take out and maintain such insurance as the contractor shall consider necessary to cover its liability in respect of personal injuries or death of such employees agent of invitees. The Contractor shall at the request of the Authority produce for inspection copies of the relevant policy or policies of insurance together with receipts in respect of premiums paid under such policy or policies.

**4.22** 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 staff and labour for the preservation of peace and protection of persons and property in the Airport.

**4.23** 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.

**4.24** 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 of Public 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 **Public Health Officer of Port Health** at all reasonable times to inspect the operations of the contract relating to the provisions of the services.

## **5.0 Contract Documents**

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

- (a) Contract Agreement,
- (b) Tender Document
- (c) Letter of Award and Acceptance,

- (d) Special and General Conditions of Contract,
- (e) Technical Specifications,
- (f) Bills of Quantities (BQ)
- (g) Schedule of Rates
- (h) Copy of Performance Bond
- (i) Tenderer Statement of compliance
- (j) Services Level Agreement
- (k) Key performance Indicators

## **6.0 EMPLOYER'S REPRESENTATIVE'S DECISIONS**

6.1 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.

## **7.0 INSTRUCTIONS**

- 7.1 The Contractor shall carry out all instructions of the KAA's Representative which are in accordance with the Contract.
- 7.2 All verbal instructions to the Contractor shall as soon as possible after such instructions has been made be confirmed in writing by the Airport Manager/ Representative.

## **8.0 MANAGEMENT MEETINGS**

- 8.1 A Contractor 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.
- 8.2 An informal meeting between the supervisor of the contract and KAA representative shall be held when deemed necessary.
- 8.3 Communication between parties shall be effective only when in writing.

## **9.0 DURATION OF CONTRACT**

9.1 This Agreement shall unless extended by both parties terminate at the end of **two (02) years** expiry from the commencement date.

## **10 PERFORMANCE APPRAISALS**

- a) 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 will be customized to reflect the scope derived from the Bills of Quantities in the various locations.

### **10.1 NON PERFORMANCE PENALTY**

- a) In the event that the Contractor underperforms, The Authority shall apply penalties as specified in this document.

## **11.0 TERMINATION**

- a) The Authority may without prejudice to any other remedy accruing to it terminate this Agreement in writing in whole or in part if: -
  - b) By Breach of Contract**
    - i) The Contractor frequently fails to provide services of acceptable standards set by Authority in the performance of this Agreement and
    - ii) The Contractor fails to perform any other obligation under this Agreement.
    - iii) The Contractor scores less than 60% more than three (3) consecutive months within the same financial year.
    - iv) The Contractor fails to meet the minimum number of staff levels and working equipment/tools or materials numbers at all times except when permitted in writing by the Authority.
  - c) **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 the set fees and charges in lieu of such notice;

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

## **12. CONFIDENTIALITY**

- 12.1** The Contractor, its Cleaning Officers, 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.

## **13. ASSIGNMENT**

- 13.1** The Contractor shall not assign or sub-contract any of its rights or duties under this Agreement

## **14 SUB-CONTRACT**

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

## **15 PAYMENT TERMS**

- 15.1** Kenya Airports Authority's payment terms are within 30 days upon receipt of certified invoices confirming that the services have been delivered in accordance with the contract. Payment on submission of an invoice will be after certification by an authorized officer of the Authority that services have been offered.

## **16 PROVISION AND STANDARD OF SERVICE**

- 16.1** The Contractor shall provide services of acceptable standards set by Authority in the performance of this Agreement and unacceptable performance shall be grounds for summary termination of the Agreement without any notice at the sole discretion of Authority.

- 16.2** 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 Authority.
- 16.3** If at any time during the performance of this Agreement the Contractor encounters conditions affecting timely provision of services, the Cleaning Company shall immediately and without any delay notify Authority in writing of the condition, its cause and duration and possible solution thereto and as soon as practicable, the Authority 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 summary termination of this Agreement without any notice.
- 16.4** The contractor shall provide a work plan which will form part of evaluation. The work plan will contain the following details:
- a) Number of staff to be deployed in each specific areas of service as provided in the Bill of Quantities i.e. deployment of staff on daily, weekly and monthly basis.
  - b) Training Schedule (This shall include but not limited to type of training, No. of personnel, apparatus to be used, time etc.)
  - c) Equipment and Machines to be used to achieve intended purpose in all areas.
  - d) Emergency or contingency measures in terms of staffing for any eventuality.
  - e) Type of chemicals and detergents to be used such as disinfectants, multipurpose soap, stain removers, degreasers, window cleaner, polishes, carpet shampoo, etc.
  - f) Cleaning schedules (This shall include but not limited to area, timings (Daily, weekly, monthly or quarterly) etc.

## **17 Site Housekeeper**

**17.1** The contracted/ Site Housekeeper must have the listed qualifications:

- a) Must be trained and qualified with a Diploma or Two (2) Years Full Course Certificate in Housekeeping or Institutional Management (Housekeeping Category) from a Recognized Government Institution of Higher Learning such as Kenya Utalii College, Kenya Polytechnic or equivalent (Must attach Copies of Certificates, CV's signed by the recommended personnel and the Authority bidding the tender) Recommendation Letters from Employers must be provided
- b) Form Four Certificate/ O Level
- c) The Housekeeper must have a minimum of three (3) years' relevant work experience in Housekeeping as a Housekeeper (Must provide Signed Copies of Certificates by the employee recommended and the Authorities representative bidding the tender, as well as Recommendation Letters from employers must be provided
- d) Good Communication and Managerial skills (An added advantage)
- e) Computer literacy certificate(s) from recognized institutions (An added advantage)

### **Site Supervisors**

**17.2** The contracted Housekeeping Supervisors on site must have the below listed qualifications

- a) Trained and Qualified Housekeeping supervisors Three (3) in number with one (1) Year Certificate Course in Housekeeping Training from a Recognized Government Institution of Higher Learning such as Kenya Utalii College, Kenya Polytechnic or Equivalent (subject to due diligence)
- b) Form Four Certificate/O Level

- c) The supervisor must have a minimum of Two (2) Years relevant work experience as supervisor in Housekeeping or Public Area category (Copies of Certificate and CVs and Recommendation Letters from Employers must be provided (subject to due diligence)
- d) Good communication and managerial skills (An added advantage)
- e) Computer literacy certificate(s) from recognized institutions (An added advantage)

#### **Site Cleaners/Stewards**

- a) Form Four Certificates /O level Education
- b) Minimum of **Twenty (20) site cleaners/stewards personnel in number.**

**17.3** The contractor shall undertake basic training of his staff on Basic Housekeeping Techniques, Environmental Management, Occupational Safety and Health, Fire Fighting, First Aid, Handling of hazardous Chemicals and any other training as prescribed by existing laws. KAA shall verify these qualifications and those below these qualifications shall not be accepted.

**17.4** The contractor shall provide transportation to his employees to and from the work site. The contractor shall also provide transportation within the services work area, as and when required.

### **18 STAFF IDENTIFICATION**

**18.1** The contractor shall provide uniforms for their staff members and name tags which shall be worn all the time and protective gear as shall be appropriate. The contractor shall provide to Authority a list of staff and copies of their National Identity Cards. Where there are changes in staffing Authority shall be notified prior to deployment of the new staff.

### **19 PERFORMANCE SECURITY**

**19.1** The Contractor shall within fourteen (14) days before the date of executing this Agreement furnish the Authority 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 one year value, renewable three months before the expiry of each year of the contract period.

### **20 INDUCEMENT/PAYMENT OF COMMISSION AND CORRUPT GIFTS**

**20.1** 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 favour or disfavor to any person in relation to this or any other contract with the Employer.

**20.2** 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.

### **21 PROBATION PERIOD**

- 21.1** The Contractor shall provide the services to the Authority 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 the Authority as stipulated in clause 6, 7, 8 and 9

## **22 NOTICE ADDRESSES**

- 22.1** 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 electronic mail 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.

## **23 TENDER PRICES**

- 23.1** The contract price will be fixed during the first one (1) year of the term of contract and shall not be subject to variation on any account. However, from the second year variation can only be entertained on account of change in legislation of minimum wage.

## **24 INDEMNITY**

- 24.1** The Contractor shall indemnify and keep indemnified Kenya Airports Authority, 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, breakages, injury or any consequential or indirect loss sustained by Kenya Airports Authority, 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.

## **25 CLAIMS**

- 25.1** Notice of all claims by the Authority in respect of any loss, damage, breakages, 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.

## **26 INSURANCE**

26.1 The Contractor shall insure its Cleaning staff 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 the Authority, its servants or agents. The Contractor will indemnify the Authority against all actions, claims and demands in respect of such injury. The Contractor shall be required by Kenya Airports Authority to avail the Policy of Insurance in respect thereof and proof of payment of current premium.

## **27. LIQUIDATED DAMAGES**

- 27.1** 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 0.5% of the price of the unperformed services, per day until actual delivery of services, up to a maximum deduction of 10% of the unperformed services. After this the Authority may consider termination of the contract.

## **28. SALARY PAYMENT / BENEFITS**

- 28.1** Contractor shall ensure that **each person engaged in this contract is paid as per the minimum wage indicated in appendix 4-Indicative Minimum Government wage for Cleaners Nairobi for each category in a timely manner but not later than the fifth working day of each month.** Proof of payment shall be submitted to Kenya Airports Authority every month. Late payment shall not be tolerated under any circumstances.
- 28.2** The Contractor shall ensure that all staff receive one (1) month paid leave for every (one) 1 year of employment. Proof of leave schedule to be submitted to the Authorities representative.
- 28.3** Kenya Airports Authority 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 may result in termination of this Contract.**

## **29 SECURITY PASSES**

- 29.1** The Contractor staff shall carry their Staff Identification Cards with them at all times.
- 29.2** At the start of this Contract, the Contractor shall obtain at his cost, temporary, followed by permanent security passes for all staff working at the Airport. Passes must be carried at all times by Contractor personnel along with staff identity card.
- 29.3** Each person shall be responsible for the safe keeping of his/her security pass. Security Passes shall remain the property of Kenya Airport Authority. Any lost or stolen cards must be reported to the Authority immediately, and all costs related to replacement of such cards shall be borne by the Contractor.

## **30 UNIFORMS**

- 30.1** The contracted firm will be required to purchase for its staff uniforms prescribed by the Authority without any deviation of the fabric or color.
- 30.2** Contractor shall provide and maintain a high standard of cleanliness to all Uniforms (including safety shoes, gumboots, rain coats and any other that may be required in the course of this contract), plus provide name tag to be worn by Contractor personnel in performance of their respective duties under this Contract.
- 30.3** Uniforms to be replaced at a minimum of an annual basis or earlier if deemed necessary by the Authority representatives.
- 30.4** All uniforms shall be subject to regular inspection by the Authority representatives. Contractor's personnel shall ensure that the uniform is clean and its appearance is neat and tidy at all time while providing the services.
- 30.5** All costs related to uniforms and safety shoes shall be borne by Contractor.

## **31 LEAVE / ABSENTEEISM / TERMINATION / REPLACEMENT**

- 31.1** The Contractor shall be responsible for the effective management of Annual leave; absenteeism, sick-leave, special leave etc., and must ensure that sufficient systems and structures have been put in place to maintain the Service Level Performance requirements under this Contract. (SLA's)
- 31.2** The contractor shall ensure that all staff receives one (1) month paid leave for every one (1) years of employment
- 31.3** The Contractor shall schedule annual leave of all his personnel in a given year for Company's reference.
- 31.4** Contractor shall not transfer, remove, relocate or replace any of his personnel who are providing the services without prior written approval of the Authority.
- 31.5** If the Authority (KAA) identifies any Contractor's personnel behavior to be unacceptable, misconduct, lack of cooperation, unhygienic standards, and incompetence or otherwise, then the Contractor shall replace the personnel as soon as possible at no cost to the Authority.
- 31.6** Contractor shall ensure without fail that the Authority is provided with the stated number of workers each working day per every shift. Any absenteeism shall be reported immediately by Contractor's Supervisor to the Authority Representative. Planned leave should be advised to the Authority giving at least one months' notice. Contractor shall provide suitable Company approved replacement personnel for any absenteeism, sick or annual leave.
- 31.7** The Contractor shall ensure the correct number of personnel is available to provide coverage for bi-annual leave, sick leave, strikes, labor unrest, special leave, etc. in order to maintain the level of service performance.
- 31.8** Contractor agrees that the day shift personnel is different to night shift personnel. No day shift personnel shall carry on working in the night shift and no night shift personnel shall carry on working in the day shift.

## **32 MONTHLY REPORT, MEETING, AND PERFORMANCE EVALUATION**

- 32.1** Throughout the Contract duration, Contractor shall be responsible for producing monthly report including but not limited to the following important aspects:
- a. Executive summary describing actual building/facilities cleaned as required in the Contract
  - b. Status of cleaning equipment
  - c. Actual number of personnel,
  - d. Absenteeism, replaced personnel, etc., this to be provided on monthly basis.
  - e. 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.
  - f. Any incidence/accidents shall be reported immediately to the Authority Representative. Contractor's personnel shall fill incidence/accident forms to be provided by the Authority highlighting any incidence/accident occurred. This shall also be reported in the monthly report for any incidence/accident taken place during that month.
  - g. Salary report stating that all salaries has been paid on time, this shall be submitted on monthly basis.

- h. Other reports as requested by Kenya Airports Authority Representative.

### **33 ENVIRONMENTAL CONSIDERATION**

**33.1** As a public organization, Kenya Airports Authority shares the Government's commitment to Environmental Sustainability manner to exceed Interested Parties expectations. The contractor is therefore required to be observing the following:

- a) Use of green products
- b) Energy reduction
- c) Use of renewable energy, e.g. solar power, wind power
- d) Use of environmental friendly materials
- e) Reduction of water usage
- f) Reduction of waste
- g) Use of 'green' energy efficient equipment

### **34 CONTRACTOR OBLIGATIONS**

- 34.1** Notwithstanding the responsibility of Contractor to fulfill all the Contract obligations, the Contractor without being limited to the following shall provide:
- 34.2** All Cleaning Materials, Supervision, Labor, Cleaning Equipment necessary for the performance of the Services.
- 34.3** All daily, weekly and monthly Reports as requested by the Authority.
- 34.4** Company approved Identification Cards bearing the Company Name, the Personnel Passport Photograph, Identification Number of personnel, Personnel and Issuance Date of the Company Identification Card.
- 34.5** **Provision of transportation to his employees to and from the Work site. Contractor shall also provide transportation within the Services work area, as and when required**
- 34.6** 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.
- 34.7** Report any and all maintenance defects or breakdowns encountered during the course of their duties to the Authority Representative immediately;

### **35 KAA OBLIGATIONS**

- 35.1** Without limiting the responsibility of the Contractor in any way to complete the provision of the Services, the Authority will provide/assist the following:
  - a) Assist to obtain Airport Security Passes.
  - b) Review/Approval of Contractor's Cleaning Material Submitted
  - c) Review/Approval of Contractor's Cleaning Method Submitted
  - d) Review/Approval of Contractor's Cleaning Equipment
  - e) Periodic Inspection and Auditing of Contractor Services

- f) Ad-hoc Inspection of Contractor Cleaning Equipment and Personnel Transport.
- g) Prepare Key Performance Indicators and Service Level Agreements (SLA)

## **36 UNACCEPTABLE METHODS**

- 36.1** 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 Authority's representative and, if appropriate, discipline any employee undertaking such methods or any dangerous practice.

## **37 COMPLAINTS**

- 37.1** The Authority's representative shall receive all complaints and any received directly by the Contractor shall be directed to the Authority's representative forthwith.
- 37.2** The Authority's representative shall notify the Contractor of any complaints requiring their 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.
- 37.3** 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.
- 37.4** Any customer complaint received by the Authority in respect of decline of standards in the contracted areas shall be forwarded to the contractor and a written report on the remedial action taken, and the cause of the lapse explained and replied within 24 hours from the time of receipt.

## **38 CLEANING WORKS ORDERS**

- 38.1** The successful Contractor's representative in consultation with the Airport's Representatives shall provide in writing **specific cleaning works orders** within fourteen days from commencement of duties. (This time frame must be strictly adhered to.)
- 38.2** Cleaning works orders must be accessible and available on site at all times. These site orders shall inter alia deal with the following issues: -
- a) The number of cleaning personnel required on site. (**Thirty six (36) Minimal**)
  - b) The targets to be met
  - c) Uniform and Hygiene standards
  - d) General duties
  - e) Required documentation: cleaning rosters, attendance registers duty rosters and any other necessary documentation.
  - f) Mandatory meetings
  - g) Time for reporting to work
- 38.3** Any signed Cleaning Works Orders shall be deemed to be part of the Contract.
- 38.4** The successful Contractor shall ensure that every staff member understands and complies with the cleaning works orders.

## 39 PERFORMANCE MANAGEMENT

**39.1** The contractor must perform the required services to standard acceptable to Kenya Airports Authority. Key Performance Indicators (KPIs) will be established to measure the ongoing performance of the contractor.

**39.2** The Authority may apply the following KPIs as attached in appendix 2: -

- a) Standard of cleanliness
- b) Cleaning complaints
- c) Customer service
- d) Safety management system
- e) Stability of Supervisor and staff
- f) Presentation & uniforms
- g) Cleaning staff attendance
- h) Timely salary payment for staff (by fifth of every month worked)

**39.3** The contractor in consultation with the Airport representative may propose KPI's which may be used to measure the ongoing performance of the contract.

**39.4** The contract will be required to attend a particular site/location with the Airport representative to undertake the KPI

**39.5** The Authority shall carry out routine and random inspection of the contract areas as specified in the Scope of Works and Bills of Quantities (BQ) the results of the daily/ random inspections shall be factored in during monthly evaluations.

**39.6** The tenderer/contractor 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.

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

**39.8** The Authority shall evaluate the performance of the services by the contractor and at its absolute discretion grade the service levels in respect of each month.

**39.9** 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.

**39.10** 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 Authority.

**39.11** The contractor in consultation with the Authority shall enter into Service Level Agreements (SLAs) which will be used to measure the performance of the contractor. Wherever the Service Levels will not be met or falls below the evaluated performance, then the above deductions (of Section 38: Performance Management) will be effected.

## **40. OTHER SPECIAL CONDITIONS OF CONTRACT**

**40.1** The successful bidder will meet the cost of

Access passes and parking charges for his Employees-Access and toll charges.

- (a) Security passes.
- (b) Fire, safety and security awareness courses as currently in force and subject to review from time to time.
- (c) Charges for security and access passes may be reviewed from time to time.

**40.2** The Contractor shall immediately on notification remedy any breach of the Contract and/or Site Order.

**40.3** Should it appear that the Contractor is not executing the contract to the satisfaction of the Authority's representative or there is non-conformance to any of the Key Performance Indicators as provided in Appendix 2, notice shall be given to the Contractor to make good such failure or default in a period to be determined by the Airport Manager or duly appointed Airport Manager's representative. In the event of the Contractor failing to make good such default within the specified period, KAA reserves the right to deduct 10% of the monthly payment due to the Contractor for the month in which the default occurred or invoke the provisions found in Section 38 under Performance Management of the Special Conditions of Contract. Repeated defaults on one or more of the KPI's listed or failure to meet performance grading that results in payment deductions, or failure to remedy a default within three (3) consecutive months will be considered a breach of contract and will result in termination of the contract.

**40.4** The contractor shall pay the cleaners a monthly salary that is equal to or above the gazette minimum government wage for Kisumu Kenya and will avail copies of his or her payroll quarterly to the Authority to verify compliance.

**40.5** The Authority reserves the right to check that salaries to personnel working on this contract are paid in full and on time. Failure to adhere to timely payment may result to punishment.

**40.6** Storage facilities if required will be provided to the contractor at rent and other terms to be specified by the Authority.

**40.7** 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.

**41** The tenderer shall be responsible for the safety and security of the Authority's property of whatever description in the contract areas and shall ensure that they are secure at all times from theft and all kinds of risks which may occasion loss and or damage and in case of such incidences the item has to be replaced.

**42** Any employee or agent of the contractor who engages in misconduct, whether due to insobriety or otherwise or behaving in a manner prejudicial to the security, safety and/or the reputation of the Authority shall be liable to instant removal from the Airport, and the Authority may directly impose such conditions as it may deem necessary for his re-admission to the Airport.

**43** 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.

**44** The contractor, 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.

**45** 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.

**46** 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.

**47** The contractor shall take out and maintain for the duration of this contract insurance protection from reputable insurance companies or levels approved by the Authority to cover the Contractor's liability to the Authority, its employees, tenants, customers and other users of the Airport or any third party arising in connection with the performance of the services.

(a) Notwithstanding the generality of the foregoing, the Contractor shall take out coverage for the following risks:

(b) Workmen's Compensation and Group Personal Accident Insurance.

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.

(c) 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.

(d) Before commencing the execution of works, the contractor, but without limiting his obligations and responsibilities as specified shall insure against any damage, loss of injury which may occur to any property including that of the Authority or to any person including any employee of the Authority by or arising out of the execution of the works or temporary works or in the carrying out of the Contract

(e) Such insurance shall be effected with an insurer and in terms approved by the Authority (which approval shall not be unreasonably withheld) and or at least the amount stated in the Tender and the Contractor shall whenever required produce to the Managing Director or Managing Director's Representative the policy or policies of insurance and the receipts for payment of the current premiums.

**48** The tenderer shall deposit to 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.

- 49** The contractor its employees and agents shall at all times observe and comply with all security, safety, health, environment and operational regulations, instructions or rules from time to time promulgated, issued, laid down or required by the Authority to be observed or complied with and shall indemnify the Authority for any loss or damages incurred by the Authority's as a result of the Contractor's or its employees' or agents' failure to observe or comply with such requirements.
- 50** Without limiting the generality of the foregoing, the following conditions apply to the issuance of security passes as required under airport regulations.
- (a) The tenderer/contractor 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.
  - (b) The tenderer/contractor 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.
- 51** The contractor 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 staff and labour for the preservation of peace and protection of persons and property in the Airport.
- 52** The contractor shall be required to be compliant with NSSF and NHIF requirements and regulations for all the employees.
- 53** The Contractor shall supply all materials, including consumables such as soap, detergents etc., required throughout the performance of the Service and shall include for the provision of such materials in his Tender. Any proposed changes shall be discussed with and agreed by the Authority representative in advance and documented. The Authority representative reserves the right to refuse the use of any chemicals on environmental grounds.  
The Contractor would be expected to adopt/ adjust to new products in the market at no cost to the Authority.
- 54** 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.

**NOTE:**

- ❖ **On commencement of the contract, KAA will issue Safety and Security Regulations Procedures and Trainings to the successful contractor which must be complied with.**

**14.**

**Number of  
GC Clause**

**Amendments of, and Supplements to, Clauses in General Conditions  
of Contract**

- I.1(a) The Adjudicator is Arbitration
- I.1(w) Project Manager is Officer in charge
- I.1(e) The contract Name is PROVISION OF CLEANING SERVICES AT  
MIGORI AIRSTRIP
- I.1(h) The Procuring Entity is KENYA AIRPORTS AUTHORITY
- I.1(m) The Member in Charge is \_\_\_\_\_
- I.1(p) The Service Provider is \_\_\_\_\_
- I.4 The address are:  
Procuring Entity: KENYA AIRPORTS AUTHORITY  
  
Attention: REGIONAL MANAGER KISUMU INTERNATIONAL  
AIRPORT  
  
Telex: \_\_\_\_\_  
  
Service Provider: \_\_\_\_\_  
  
Attention: \_\_\_\_\_  
  
Email address: tenders@kaa.go.ke
- I.6 The Authorized Representative are:  
  
For the Procuring Entity: officer appointed by Kenya Airports  
Authority  
  
For the Service Provider: \_\_\_\_\_
- 2.1 The date on this Contract shall come into effect is Date of signing of contract
- 2.2.2 The Starting Date for the commencement of Service after issuing of instructions  
in writing to commence
- 2.3 The Intended Completion Date is Two (02) years from the date of  
commencement

3.2.3 Activities prohibited after termination of this Contract are: as stated in the General Conditions\_\_\_\_\_

The liquidated damages rate is\_\_\_N/A\_\_\_\_\_ per day  
The maximum amount of liquidated damages for the whole contract is\_\_\_\_\_ percent of the final contract price.

The amount in Kenya shillings is as per the contract

Payments shall be made Upon receipt of:

- invoice
- Signed Inspection report

Payment shall be made within 60 days of the invoice and the relevant documents specified in Sub – Clause 6.4, and within 60 days Days in the case of the final payment

6.6.1 Price Adjustment is\_\_\_N/A\_\_\_\_\_ in accordance with Sub – Clause 6.6.

The coefficients for adjustment of price are\_\_\_\_\_:

(a) For local currency:

A<sub>L</sub> is \_\_\_\_\_

B<sub>L</sub> is \_\_\_\_\_

C<sub>L</sub> is \_\_\_\_\_

L<sub>MC</sub> and L<sub>OC</sub> are the index for Labor from \_\_\_\_\_

I<sub>MC</sub> and I<sub>OC</sub> are the index for \_\_\_\_\_ from \_\_\_\_\_

(b) For foreign currency

A<sub>F</sub> is \_\_\_\_\_

B<sub>F</sub> is \_\_\_\_\_

C<sub>F</sub> is \_\_\_\_\_

L<sub>MC</sub> and L<sub>OC</sub> are the index for Labor from \_\_\_\_\_

I<sub>MC</sub> and I<sub>OC</sub> are the index for \_\_\_\_\_ from \_\_\_\_\_

7.1 The principle and modalities of inspection of the Services by the Procuring Entity are as follows: \_\_Contract Implementation Team/Inspection and Acceptance Committee\_\_\_\_\_

The Defects Liability Period is\_\_\_N/A\_\_\_\_\_

9.1 The designated Appointing Authority for a new Adjudicator is NAIROBI CENTRE for International Arbitration (NCIA) Guideline.

9.2 The Adjudicator is \_Arbitrator. Who will be paid a rate of \_\_\_\_\_ per hour of work .The following reimbursable expenses are recognized:\_\_\_\_\_

## FORMS

### SECTION X -CONTRACT FORMS

#### FORM NO. I - PERFORMANCE SECURITY – (Unconditional Demand Bank Guarantee)

[Guarantor letterhead or SWIFT identifier code]

Beneficiary:\_\_\_\_\_ [insert name and Address of Procuring Entity]

Date:\_\_\_\_\_ [Insert date of issue]

PERFORMANCE GUARANTEE No.: \_\_\_\_\_

**Guarantor:** ..... [Insert name and address of place of issue, unless indicated in the letterhead]

1. We have been informed that \_\_\_\_\_ (hereinafter called "the Applicant") has entered into Contract No. \_\_\_\_\_ dated \_\_\_\_\_ with the Beneficiary, for the execution of \_\_\_\_\_ (herein after called "the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.
3. At the request of the Applicant, we as Guarantor, hereby irrevocably under take to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_,<sup>1</sup> such sum being payable in the \_\_\_\_\_ types \_\_\_\_\_ and \_\_\_\_\_ proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.
4. This guarantee shall expire, no later than the.... Day of....., 2...<sup>2</sup>, and any demand for payment under it must be received by us at this office indicated above on or before that date.
5. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee." \_\_\_\_\_

\_\_\_\_\_  
[Name of Authorized Official, signature(s) and seals/stamps]

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

<sup>1</sup> The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance, less provisional sums, if any, and denominated either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Beneficiary.

<sup>2</sup>Insert the date twenty-eight days after the expected completion date as described in GC Clause 11.9. The Procuring Entity should note that in the event of an extension of this date for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Procuring Entity might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."

## FORM No. 2 - PERFORMANCE SECURITY OPTION 2 – (Performance Bond)

*[Note: Procuring Entities are advised to use Performance Security–Unconditional Demand Bank Guarantee instead of Performance Bond due to difficulties involved in calling Bond holder to action]*

*[Guarantor letterhead or SWIFT identifier code]*

**Beneficiary:** *[insert name and Address of Procuring Entity]* **Date:** \_\_\_\_\_ *[Insert date of issue]*

**PERFORMANCE BOND No.:** \_\_\_\_\_

**Guarantor:** *[Insert name and address of place of issue, unless indicated in the letterhead]*

1. By this Bond \_\_\_\_\_ as Principal (hereinafter called “the Contractor”) and \_\_\_\_\_] as Surety (herein after called “the Surety”), are held and firmly bound unto \_\_\_\_\_] as Obligee (herein after called “the Procuring Entity”) in the amount of \_\_\_\_\_ for the payment of which sum well and truly to be made in the types and proportions of currencies in which the Contract Price is payable, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.
2. WHEREAS the Contractor has entered into a written Agreement with the Procuring Entity dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, for \_\_\_\_\_ in accordance with the documents, plans, specifications, and amendments thereto, which to the extent herein provided for, are by reference made part hereof and are herein after referred to as the Contract.
3. NOW, THEREFORE, the Condition of this Obligation is such that, if the Contractor shall promptly and faithfully perform the said Contract (including any amendments thereto), then this obligation shall be null and void; otherwise, it shall remain in full force and effect. Whenever the Contractor shall be, and declared by the Procuring Entity to be, in default under the Contract, the Procuring Entity having performed the Procuring Entity's obligations there under, the Surety may promptly remedy the default, or shall promptly:
  - 1) Complete the Contract in accordance with its terms and conditions; or
  - 2) Obtain a tender or tenders from qualified tenderers for submission to the Procuring Entity for completing the Contract in accordance with its terms and conditions, and upon determination by the Procuring Entity and the Surety of the lowest responsive Tenderers, arrange for a Contract between such Tenderer, and Procuring Entity and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the Balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable here under, the amount set forth in the first paragraph hereof. The term “Balance of the Contract Price,” as used in this paragraph, shall mean the total amount payable by Procuring Entity to Contractor under the Contract, less the amount properly paid by Procuring Entity to Contractor; or
  - 3) pay the Procuring Entity the amount required by Procuring Entity to complete the Contract in accordance with its terms and conditions up to a total not exceeding the amount of this Bond.
4. The Surety shall not be liable for a greater sum than the specified penalty of this Bond.

5. Any suit under this Bond must be instituted before the expiration of one year from the date of the issuing of the Taking-Over Certificate. No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Procuring Entity named herein or the heirs, executors, administrators, successors, and assigns of the Procuring Entity.
6. In testimony whereof, the Contractor has hereunto set his hand and affixed his seal, and the Surety has caused these presents to be sealed with his corporate seal duly attested by the signature of his legal representative, this day\_\_of\_\_\_\_20\_.

SIGNED ON \_\_\_\_\_ on behalf  
of by \_\_\_\_\_ in the capacity  
of In the presence of

SIGNED ON \_\_\_\_\_ on behalf  
of by \_\_\_\_\_ in the capacity  
of \_\_\_\_\_ in the  
presence of \_\_\_\_\_

## FORM NO. 3 - ADVANCE PAYMENT SECURITY

### [Demand Bank Guarantee]

[Guarantor letter head or SWIFT identifier code] [Guarantor letter head or SWIFT identifier code]

**Beneficiary:** \_\_\_\_\_[Insert name and Address of Procuring Entity]

**Date:** \_\_\_\_\_[Insert date of issue]

**ADVANCE PAYMENT GUARANTEE No.:** \_\_\_\_\_[Insert guarantee reference

number] **Guarantor:** [Insert name and address of place of issue, unless indicated in the letterhead]

1. We have been informed that \_\_\_\_\_ (hereinafter called "the Applicant") has entered into Contract No. \_\_\_\_\_ dated \_\_\_\_\_ with the Beneficiary, for the execution of \_\_\_\_\_ (herein after called "the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum \_\_\_\_\_ () is to be made against an advance payment guarantee.
3. At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_ ()<sup>1</sup> upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating either that the Applicant:
  - a) Has used the advance payment for purposes other than the costs of mobilization in respect of the Works; or
  - b) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Applicant has failed to repay.
4. A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the advance payment referred to above has been credited to the Applicant on its account number \_\_\_\_\_ at \_\_\_\_\_.
5. The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Applicant as specified in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that ninety (90) percent of the Accepted Contract Amount, less provisional sums, has been certified for payment, or on the day of, 2,<sup>2</sup> whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.
6. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such

request to be presented to the Guarantor before the expiry of the guarantee.

.....  
[Name of Authorized Official, signature(s) and seals/stamps]

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

---

<sup>1</sup>The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Procuring Entity.

<sup>2</sup>Insert the expected expiration date of the Time for Completion. The Procuring Entity should note that in the event of an extension of the time for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Procuring Entity might consider adding the following ext. to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.



### **CERTIFICATE OF BIDDER SITE VISIT**

This is to certify that, .....

**(Name of bidder or his representative)**

Of the firm, .....

**(Name of firm bidding)**

In the company of, .....

**(Name of KAA representative showing the Services)**

In regard to: **PROVISION OF CLEANING SERVICES FOR GENERAL AREAS, TOILETS, AND ENVIRONMENTAL MANAGEMENT SERVICES AT MIGORI AIRSTRIP** *(Eligibility Is Reserved for Duly Registered Youth, Women Enterprise & Persons Living with Disability (PWD))*

**TENDER NO: KAA/OT/MIGORI/0217 2022-2023**

Having previously studied the tender document, I have carefully examined the areas and that:

1. I further satisfy that am satisfied with the description of the cleaning services and the explanations given by the client's representative and that I understand perfectly the requirement to be done as specified and implied in the execution of the contract.

#### **On behalf of Bidder**

Signed.....

Date.....

#### **On behalf of Client**

Signed.....

Date.....