



**PREQUALIFICATION OF CONTRACTORS FOR PAVEMENT
MAINTENANCE TERM CONTRACT FOR THE PERIOD
ENDING 30TH JUNE 2022**

TENDER NO. KAA/OT/ES/ 0012 /2019-2020

JULY 2019

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

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

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SECTION I: INVITATION FOR PREQUALIFICATION (IFQ)

TENDER NO : KAA/OT/ES/0012 /2019-2020

DATE; JULY 2019

**TENDER NAME: Prequalification of Contractors for Pavement Maintenance
Term Contract for Period Ending 30th June 2022**

1. The Authority hereby invites eligible construction companies to apply for prequalification of contractors for pavement maintenance for a period of three years.
2. The scope of the contract shall cover works within the limits of routine maintenance, periodic maintenance and emergency work.
3. Interested eligible applicants may obtain further information from and inspect the Tender Document at the Kenya Airports Authority Headquarters at JKIA, 2nd Floor, office of the General Manager (Procurement & Logistics) Nairobi from 8.00 am to 5.00 pm local time, Monday to Friday except lunchtime between 1.00 pm and 2.00 pm and on public holidays.
4. A complete set of tender documents in English language may be obtained by interested candidates upon payment of non-refundable fees of **Kenya Shillings One Thousand Only (Kshs. 1,000/-)** or an equivalent amount in freely convertible currency in cash or Bankers cheque payable to the Managing Director, Kenya Airports Authority. However, the tender document can also be downloaded from Kenya Airports Authority website (www.kaa.go.ke) or Procurement Information Portal at www.ppip.go.ke **free of charge** and thereafter bidders can forward their company's details to tenders@kaa.go.ke so that any addendum/clarifications can be send to their email address.
5. Completed tender documents serialized from the first to the last page including all the attachments are to be enclosed in plain sealed envelopes marked with Tender Name and Tender Number and be deposited in the Tender Box at Kenya Airports Authority Headquarters building, 2nd floor, Airport North Road, and be addressed to:-

**The Managing Director/CEO,
Kenya Airports Authority,
Kenya Airports Authority Headquarters Building,
Airport North Road,
P. O. Box 19001-00501,
NAIROBI.
Email: tenders@kaa.go.ke**

6. Or deposited in the Tender Box located on the 2nd Floor of Kenya Airports Authority Headquarters Complex Building so as to be received on or before **15th August 2019 at 11.00am**. Late bids shall be rejected.
7. Opening of bids will take place immediately thereafter at the Conference Room, 1st Floor, KAA HQs Complex Building in the presence of tenderer's/representatives who wish to attend.

8. All bidders whose applications will have been received before the closing date and time will be advised in due course, of the results of their applications. Only applicants prequalified under this prequalification process will be invited to bid for various maintenance works as and when required.
9. Any additional information, addendums or clarifications in respect to this tender will be available in our KAA website www.kaa.go.ke. All bidders are advised to regularly check the website during the bidding period
10. Canvassing for the tender by the tenderer or by proxy shall lead to automatic disqualification of their tender

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

SECTION II: INSTRUCTIONS TO TENDERERS

2.1 SCOPE OF TENDER

2.1.1 The Kenya Airports Authority intends to prequalify contractors for maintenance works at Jomo Kenyatta International Airport, Wilson Airport, Moi International Airport, Eldoret Int. Airport and Kisumu Int. Airport, to be executed for the period ending 30th June 2022.

2.1.2 The works to be carried out at the airports shall include the following activities, among others:-

- Clearing and repair of drainage systems
- Pothole patching, edge repairs and crack repairs using either asphalt
- Concrete or surface dressing or both for asphalt pavements.
- Repair of damaged concrete block pavements
- Replacement of damaged manhole covers.
- Localized regulation and sealing (asphalt pavements)
- Reinstatement of road signs and furniture
- Shoulder repairs
- Grading (gravel or earth pavements)

Mobilization

Mobilization shall be within 7 days of Order to Commence.

2.1.3 Estimation for the minimum value of a works delivery order shall be **Kshs.500,000.00** and for maximum value shall be **Kshs.6,000,000.00**

2.1.4 Contract Period of each works delivery order shall not exceed 20 weeks.

2.1.5 The procuring entity shall issue a Local Service Order electronically which shall form the Contract and which shall include the following;

- a) Bills of Quantities
- b) Specifications
- c) Contract Period
- d) Conditions of Contract

2.1.6 Local Service Order (LSO) shall be signed by the Contractor within 3 working days after receipt. Further, order to commence shall be the date when the LSO has been signed by both parties.

2.1.7 Performance security may be required at the discretion of the procuring entity as a basis of the order and shall be 10% of the contract sum which shall be submitted within 7 days of Order to Commence. Performance security shall be issued by a bank registered in Kenya.

2.2 FORMAT AND SIGNING OF APPLICATIONS

- 2.2.1 The applicant shall prepare one original document comprising the prequalification document, as described in Instructions to Tenderers, bound with the section containing the Appendix to Instructions and clearly marked "ORIGINAL". In addition, the applicant shall submit one copy of the same prequalification document clearly marked "COPY". In the event of discrepancy between them, the original shall prevail.
- 2.2.2 The original and copy of the prequalification document shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub-Clause 2.5.2. The person or persons signing the prequalification document shall initial all pages of the tender where entries or amendments have been made. The prequalification document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialled by the person or persons signing the prequalification document.

2.3 SUBMISSION OF APPLICATIONS

- 2.3.1 Applications for prequalification shall be submitted in sealed envelopes marked with the prequalification document name and reference number and deposited in the tender box at address and location indicated in the tender notice so as to be received on or before the date and time indicated in the Tender Advertisement. Applications received after the closing date shall be rejected and returned to the applicant unopened.
- 2-3.2 The Candidate shall seal the original and the copy of the prequalification document in separate envelopes duly marking the envelopes "ORIGINAL" and "COPY". The envelopes shall then be sealed in an outer separate envelope. The inner and outer envelopes shall:
- (a) Be addressed and delivered to the address provided in the invitation for prequalification and the prequalification advertisement.
 - (b) Bear the name and identification number of the prequalification document. In addition to the identification required in Sub-Clause 2-3.1, the inner envelopes shall indicate the name and address of the applicant to enable the application to be returned unopened in case it is declared "late" pursuant to Sub-Clause 2.3.1.
- 2.3.3 If the outer envelope is not sealed and marked as instructed above, Kenya Airports Authority will assume no responsibility for the misplacement or premature opening of the prequalification document. If the outer envelope discloses the Candidate's identity the Employer will not guarantee the anonymity of the prequalification submission, but this shall not constitute grounds for rejection of the prequalification document.
- 2.3.4 All the information requested for prequalification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.3.5 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

2.4 ELIGIBLE CANDIDATES

- 2.4.1 This invitation for prequalification is open to all Bidders who are legally registered or incorporated in the Republic of Kenya as of the time of bid submission. Registration with the National Construction Authority as a Contractor in NCA 1- 7 is mandatory.
- 2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to the Employer, as the Employer shall reasonably request.

2.5 QUALIFICATION CRITERIA

- 2.5.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section IV and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.
- 2.5.2 An applicant shall as part of his application submit a written power of attorney authorizing the signatory of the applicant to commit the applicant and update any information submitted with their applications for prequalification, which may have changed, and update in any case the information indicated in the schedules and continue to meet the minimum threshold criteria set out in the prequalification documents.
- 2.5.3 As a minimum, applicants shall update the following information:
- a) General experience. The applicant shall meet the following minimum criteria:
 - i) Average annual turnover as main contractor in road work projects
 - ii) Successful experience as contractor in execution of road work projects.
 - b) Personnel capabilities: The applicant must have suitably qualified personnel to fill the following positions as provided for in application form 5.
 - c) The equipment owned by the bidder company/companies shall be acceptable only where the Directors of the applicant own over 25% of the shares.
 - d) Financial capability by Bidder Company shall be acceptable provided that condition in C Sub-Clause 2.5.3(e) is met.
 - e) The audited Accounts: The applicant shall demonstrate the soundness of its financial position. Where necessary the procuring entity will make inquiries with the applicant's bankers.
 - f) Litigation history the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last three years,

2.6 COST OF APPLICATION

- The applicant shall bear all costs associated with the preparation and submission of his tender and the Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

2.7 CLARIFICATION OF PREQUALIFICATION DOCUMENTS.

- 2.7.1 The prospective applicant requiring any clarification of the prequalification documents may notify the Employer in writing or by cable (hereinafter the term cable is deemed to include telex and facsimile) at the Employer's mailing address indicated in the prequalification data.

- 2.7.2 The Employer will respond in writing to any request for clarification that he receives earlier than 7 days prior to the deadline for the submission of applications. Copies of the Employer's response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have purchased the prequalification documents.

2.8.AMENDMENT OF PREQUALIFICATION DOCUMENTS

- 2.8.1 At any time prior to the deadline for submission of applications, the Employer may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the prequalification documents by issuing subsequent Addenda,

- 2.8.2 The Addendum thus issued shall be part of the prequalification documents pursuant to Sub-Clause 2.7.2 and shall be communicated in writing or cable to all purchasers of the prequalification documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by cable to the Employer.

- 2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, the Employer may, at his discretion, extend the deadline for the submission of applications.

2.9. DEADLINE FOR SUBMISSION OF PREQUALIFICATION DOCUMENTS

- 2.9.1 Applications must be received by the Employer at the address specified in the Invitation for Prequalification, no later than the time and date stipulated in the notice for prequalification.

- 2.9.2 The Employer may, at his discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of the Employer and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.10 OPENING OF PREQUALIFICATION DOCUMENTS

- 2.10.1 The Employer will open the applications in the presence of applicants' designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance.

- 2.10.2 The Employer shall prepare minutes of the opening of the prequalification documents, including the information disclosed to those present.

2.10.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances.

2.11 PROCESS TO BE CONFIDENTIAL

2.11.1 Information relating to the examination, evaluation of applications, and recommendations for the successful bidder shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by an applicant to influence the Employer's processing of applications or approval decisions may result in the rejection of the applications.

2.12 CLARIFICATION OF APPLICATIONS AND CONTACTING OF THE EMPLOYER.

2.12.1 To assist in the examination, evaluation, and comparison of applications, the Employer may, at his discretion, ask any applicant for clarification of his/her application,

2.12.2 Subject to Sub-Clause 2.11.1, no applicant shall contact the Employer on any matter relating to its application from the time of the opening to the time the prequalification list is approved. If the applicant wishes to bring additional information to the notice of the Employer, it should do so in writing.

2.12.3 Any effort by any applicant to influence the Employer in the Employer's prequalification evaluation, prequalification comparison or prequalification approval decisions may result in the rejection of the bidder's application.

2.13 EXAMINATION OF PREQUALIFICATION DOCUMENTS AND DETERMINATION OF RESPONSIVENESS

2.13.1 Prior to the detailed evaluation of applications, the Employer will determine whether each application

- (a) has been properly signed and delivered pursuant to Clause 2.3 ;
- (b) is substantially responsive to the requirements of the prequalification documents;
- and (c) provides any clarification and/or substantiation that the Employer may require to determine responsiveness pursuant to Sub-Clause 2.13.2.

2.13.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the prequalification documents without material deviation or reservation. A material deviation or reservation is one (a) which limits in any substantial way, inconsistent with the prequalification documents, the Employer's rights or the applicant's obligations under the contract; or (b) whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

2.13.3 If an application is not substantially responsive, it will be rejected by the Employer and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.13.4 The Employer will, prior to the approval of the prequalification may confirm the qualification of each applicant who shall have passed the technical stage the prequalification process in order to determine whether the applicant possesses all the requirements in the application for the prequalification document submitted.

2.14 NOTIFICATION OF QUALIFIED APPLICANTS.

2.14.1 Applicants whose applications are determined to be successful in accordance with Sub-Clause 2.13.2 will be notified by the Authority within thirty (30) days from the date of opening of prequalification documents.

2.14.2 At the same time the Employer notifies qualified Applicants that their applications are responsive, the Employer shall notify the other Applicants whose applications are not responsive.

2.15 EVALUATION AND COMPARISON OF APPLICATIONS

2.15.1 The Employer will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13.

2.15.2 Prequalification will be based on meeting the minimum requirements to pass in the criteria set as shown in Table I below.

2.16 POST QUALIFICATION

2.16.1 The Employer shall carry out a post qualification exercise.

2.16.2 Post qualification exercise shall determine unit rates for each item in the schedule which shall as a general rule not be less than the minimum unit rate submitted for each item. The procuring entity however, reserves the right to determine a unit rate.

NOTE: Unit rates are fixed for the duration of the contract.

2.16.3 Selected contractors shall then be asked to accept the rates as determined by the procuring entity.

2.16.4 Subsequent allocation of works shall depend on the Contractors current workload at the time of contracting the specific works.

Table I

A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirement (submit certified copies)	Compliance
1	Certificate of Incorporation	Must meet
2	Certificate of Registration with National Construction Authority in NCAI-7.	Must meet
3	Provide copy of current CR 12, however where one or more of the shareholders is a Company (beneficial ownership), the CR 12 of such a company shall be provided.	Must meet
4	The bidder shall provide a copy of valid business permit in Kenya.	Must meet
5	Valid Tax Compliance Certificate	Must meet
6	Letter of Application. (See section III)	Must meet

7	Duly Completed and signed Self-Declaration form- Anti-Corruption Declaration	Must meet
8	Duly filled Confidential Business Questionnaire	Must meet

TECHNICAL EVALUATION

	Requirements submit evidence	Remarks
1	Physical registered office address (attach proof of ownership or lease or such other evidence)	
2	Equipment capability. A relevant list as in the format in Appendix I indicating respective equipment registration. Attach proof of ownership or lease	
3	Relevant previous experience in the last three years (2016-2018) — Must provide a list in the format in APPENDIX 2 (attach evidence e.g. Interim Payment. Certificate, Letter of Award, completion certificate, contracts). Minimum three (3) no. works. The works must consist of asphalt or cement concrete pavement projects valued at Kshs 15 million or more.	
4	Professional and technical personnel (attach academic certificates & CVs Minimum 1 personnel with diploma in Civil Engineering with 5 years relevant experience in asphalt or road works who shall be engaged on the works on full time basis.	
5	“Copies of audited financial statements incorporating balance sheets (statements of financial position), profit and loss statements (statements of comprehensive income) and cash flow statements for any of the last three consecutive years (2018, 2017 2016, 2015, 2014) prepared in accordance with International Financial Reporting Standards and incorporating audit opinions issued in accordance with ICPAK Bye Law No. 38”	

The awarded bidder shall be evaluated annually within the rates quoted and shall be valid for three year contract period for Compliance to SLA agreement/contract. Failure by the bidder to fulfill the obligations as set in the contract will lead to termination.

2.16 EMPLOYER'S RIGHT TO ACCEPT ANY APPLICATION AND TO REJECT ANY OR ALL APPLICATIONS

2.16.1 The Employer reserves the right to accept or reject any application, and to annul the prequalification process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant or applicants or any obligation to inform the affected Applicant or Applicants of the grounds for the Employer's action.

2.17 NOTIFICATION OF APPROVAL

2.17.1 Prior to expiration of the period of prequalification validity prescribed by the Employer, the Employer will notify successful applicants.

2.18 ACCEPTANCE OF THE APPROVAL.

2.18.1 The successful candidates shall be required to acknowledge in writing the acceptance of their prequalification to the Employer.

SECTION III: LETTER OF APPLICATION

Date,.....

To
 To.....

 (name and address of the procuring entity)

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of _____ (Name of firm) (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the prequalification information provided, the undersigned hereby apply to be prequalified by yourselves as a Contractor for Tender No. KAA/HQ/ES/ /C for the FY ending June 2022.
2. Attached to this letter are copies of original documents defining
 - (a) the Applicant's legal status
 - (b) the principal place of business and
 - (c) The place of incorporation (for applicants who are corporations), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.
4. Your Agency and its authorized representatives may contact the following persons for further information.

General and Managerial Enquiries	
Contact Person/s	Telephone

5. This application is made with the full understanding that:
 - (a) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.
 - (b) Your Agency reserves the right to:-
 - Amend the scope and value of any contracts bid under this project; in such event, bids will only be called from prequalified bidders who meet the revised requirements; and
 - reject or accept any application, cancel the prequalification process, and reject all applications.
 - (d) Your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them.

6. Each contract.
7. We confirm that if we bid, that bid, as well as any resulting contract, will be:-
 - (a) Signed so as to legally bind all partners, jointly and severally; and
 - (b) Submitted with a joint venture agreement providing the joint and several liabilities of all partners in the event the contract is awarded to us.
8. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

SECTION IV: STANDARD APPLICATION FORMS
NOTES ON COMPLETION OF STANDARD FORMS

FORM	EXPLANATION
Application Form 1	<p>General information</p> <p>This form is to be completed by all applicants. Where the applicant proposes to use sub-contractors the information should be supplied in this format. Where there is a joint venture, each partner shall complete the form.</p>
Application Form 2 -	<p>General Experience Record</p> <p>This form is to be completed by all applicants. Separate sheets should be used for each partner of a joint venture. Applicants are not required to enclose testimonials, certificates or publicity materials with their applications.</p>
Application Form 3 -	<p>Details of previous Contracts undertaken.</p> <p>This form shall be completed by all applicants and will contain works completed by the applicant</p>
Application Form 4-	<p>Summary sheet. Contract commitments/work in progress</p> <p>This form is to be completed by all applicants including each member of a joint venture. It shall contain the 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.</p>
Application Form 5 -	<p>Personnel Capabilities.</p> <p>This form is to be completed by all applicants. It shall include specific positions essential to contract implementation. The applicants shall provide the names of at least two candidates qualified to meet the specified requirements stated for each position. The data on their experience shall be supplied on Form 5A.</p>
Application Form 5A Application	<p>Candidate Summary</p> <p>This form is to be completed by all applicants. The information provided will complement information on Form 5. A separate form shall be used for each personnel</p>
Application Form 6-	<p>Equipment Capability</p> <p>This form is to be completed by all applicants. It should provide adequate information to demonstrate clearly that the applicant has the capability to meet the requirements for each and all items of equipment listed in the instructions to candidates. A separate form shall be prepared for each item of equipment or for alternative equipment proposed by the applicant.</p>
Application Form 7-	<p>Financial Capability.</p> <p>This form shall be completed by every applicant. It should contained financial information to demonstrate that they meet the requirements stated in the instructions to candidates. If necessary</p>

FORM	EXPLANATION
	separate sheets should be used to provide complete banker information. A copy of the audited balance sheet if available should be attached. The information should include the summary of actual assets and liabilities for the last five years.
Application Form 8 -	Litigation History This form is to be completed by all applicants. It should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each member of a joint venture.
Form RBI	Request for Review This form is only to be filled by the applicant when aggrieved by the Procuring Entity and submitted to the Review Board at anytime during the tender process but not later than 14 days after date of notification of award

APPLICATION FORM (I) GENERAL INFORMATION

1.	Name of firm		
2.	Head office address		
3.	Branch Office Address		
4.	Telephone Landline Mobile	Contact Person (1) Telephone Contact Person (2) Telephone	
5.	Fax	E-mail	
6.	Place of incorporation/registration	Year of incorporation/registration	
Nationality of owners			
	Name	% shares owned	Nationality
1.			
2.			
3.			
4.			

NOTE:

- Attach copies of Directors' identity cards/Passports

APPLICATION FORM (2) GENERAL EXPERIENCE RECORD

Name of Applicant		
Annual turnover data (Construction only)		
Year	Turnover	Kshs.
1.		
2.		
3.		
4.		
5.		

APPLICATION FORM (5): PERSONNEL CAPABILITIES

DESIGNATION	NAME	NATIONALITY	SUMMARY OF QUALIFICATION AND EXPERIENCE		
			QUALIFI- CATION	GENERAL EXPERIE- NCE YRS	RELEVANT EXPERIENCES
Headquarters Partner/Director or other key staff (give desi nation					
Site Office Site Agent Deputy Site Agent. Supervising Engineer Construction Supervisors Site surveyor Other key staff Foremen Earthworks (ii) Asphalt Concrete (iii) Concrete					

Applicants shall be required to attach CVs of all key staff

I certify that the above information is correct,

Signature of Applicant'.....

APPLICATION FORM (5A) CANDIDATE SUMMARY

Name of Applicant		
Position		Candidate Prime * Alternate
Candidate information	1. Name of candidate	2. Date of birth
	3. Professional qualifications	
Present employment	4. Name of employer 5. Address of employer	
Telephone	Contact (manager/personnel officer)	
Fax	E mail	
Job title of candidate	Years with present employer	

Summarize professional experience over the last 10 years, in reverse chronological order. Indicate particular technical and managerial experience.

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

APPLICATION FORM (6): EQUIPMENT CAPABILITIES

Use a separate sheet for each equipment,

Name of Applicant		
Item of equipment		
Equipment information	1. Name of manufacturer 3. Capacity	2 Model and power rating 4. Year of manufacturer
Current status	5. Current location 6. Details of current commitments	
Source	7. Indicate source of the equipment * Owned * Rented * Leased * Specially manufactured	
Owner	8. Name	
	9. Address of owner	
	Telephone	Contact name and title
	Fax	Email
Agreements	Details or rental/lease/manufacture agreements specific to the project	

NOTE:

- Equipment owned by applicant, director or sister company/ies are acceptable for rental/ lease
- evidence of lease agreement for the period should be availed Attached copies of logbooks

APPLICATION FORM (7): FINANCIAL CAPABILITY

Name of Applicant	
Banker	Name of banker
	Address of banker
	Telephone Contact name and title
	Fax E mail

Financial Information in Kshs	Actual; Previous three years		
	2016	2017	2018
1. Total assets			
2. Current Assets			
3. Total liabilities			
4. Current liabilities			
5. Profits before taxes			
6. Profits after taxes			

Source of finance	Amount Kshs.
1.	
2.	
3.	
4.	

NOTE:

Audited Accounts for the last 3 years for applicant or Sister Company/ Director where applicable

REQUEST REVIEW FORM: FORM RB I

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD
APPLICATION NO OF 20.....
BETWEEN

APPLICANT

.....
AND

.....RESPONDENT (Procuring Entity)
Request for review of the decision of the.....(Name of the Procuring Entity) of dated the..
.day of20.....in the matter of Tender No.....of
.....20...

REQUEST FOR REVIEW

I/We.....the above named Applicant(s), of address: Physical address
....., FaxNo.....Tel.No Email hereby
request the Public Procurement Administrative Review Board to review the whole/part of the
above mentioned decision on the following grounds , namely:-
etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -
etc

SIGNED.....(Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day of .
..... 20.....

SIGNED
Board Secretary

SPECIFICATIONS

- Work program/plan has to be provided and approved before commencement of the works.
- Safety plan has to be provided and Approved before commencement of the works.
- Safety and security trainings must be attended before airside passes are issued.
- No interim certificates/payments will be made.

The Ministry of Roads and Public Works Standard Specifications for Road and Bridge Construction and Standard Specifications for Maintenance of Roads shall apply.

APPENDIX I - EQUIPMENT

Equipment Required OWNED OR LEASED	Minimum Number of Equipment Required	Registration
Motor grader	1	
Excavator	1	
Asphalt paver	1	
Water bowser	1	
Steel vibrating roller — at least 18 tonne	1	
Pneumatic roller	1	
Tipper	2	

NOTE: SUBMIT EVIDENCE OF OWNERSHIP/LEASING (MANDATORY)

APPENDIX 2 - RELEVANT WORKS EXPERIENCE X.

If the works are a sub contract to a main contractor, bidder must submit authorizing letter from owner of the works.

NOTE: SUBMIT EVIDENCE OF WORKS CARRIED OUT

No.	Name of Work Client	Value	Date of Completion
2			
3			
4			
5			

7.12 SELF-DECLARATION FORM

ANTI-CORRUPTION DECLARATION

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

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

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

Name.....Signature_____Date.....

Company Seal/Business Stamp

ANTI-FRAUDULENT PRACTICE DECLARATION

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

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

Company Seal/Business Stamp

NON-DEBARMENT DECLARATION

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

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

Seal/Business Stamp

KENYA AIRPORTS AUTHORITY

PAVEMENT MAINTENANCE TERM CONTRACT

UNIT RATES

JULY 2019

REGIONS

Jomo Kenyatta International Airport (JKIA)

Wilson Airport (WAP)

Moi International Airport (MIA)

Kisumu international Airport (KIA)

Eldoret international Airport (EIA)

Item	Description	UNIT RATES (KSHS)			
		Unit	JKIA WAP	and MIA	KIA and EIA
	BILL I: GENERAL				
1.01	Prime Cost Sum for mobilization/demobilization of construction equipment for the duration of the Contract as per schedule below:	PC Sum			
1.01a	Asphalt Paver	Per unit			
1.01b	Compaction Roller > or =18tonnes	Per unit			
1.01c	Grader	Per unit			
1.01d	Excavator	Per unit			
1.01e	Concrete mixer	Per unit			
1.01f	Tipper	Per unit			
1.01g	Water Bowser	Per unit			
1.02	Percentage of Prime Cost Sum in Item 1.01 (a to g) for contractor's overheads and profits. Mobilization within 10 working days.	%			
1.03	Percentage of Prime Cost Sum in Item 1.01 for contractor's overheads and profits for EMERGENCY maintenance i.e., mobilization within 2 working days.	%			
1.04	Prime cost sum for payment of wages and allowances for engineer's site staff including overtime.	PC Sum			
1.05	Percentage of Prime Cost Sum in Item 1.03 for contractor's overheads and profits.	%			
1.06	Prime Cost Sum for materials testing.	PC Sum			
1.07	Percentage of Prime Cost Sum in Item 1.05 for contractor's overheads and profits.	%			
1.08	Prime Cost Sum for provision of survey equipment and material for use by the engineer.	PC Sum			
1.09	Percentage of Prime Cost Sum in Item 1.07 for contractor's overheads and profits.	%			

Item	Description	UNIT RATES (KSHS)			
		Unit	JKIA WAP	and MIA	KIA and EIA
I.10	Prime Cost Sum for Engineer's miscellaneous account.	PC Sum			
I.11	Percentage of Prime Cost Sum in Item I.09 for contractor's overheads and profits.	%			
I.12	Prime Cost Sum for off-site materials testing.	PC Sum			
I.13	Percentage of Prime Cost Sum in Item I.11 for contractor's overheads and profits.	%			
I.14	Prime Cost Sum for removal and reinstatement of services.				
I.15	Percentage of Prime Cost Sum in Item I.13 for contractor's overheads and profits.	%			
I.16	Provide and erect publicity signs as directed by the engineer in accordance with MoR&PW drawing No.SS/234	No.			
I.17	Provide, fuel and maintain with driver, a new 4WD, double cabin vehicle (odometer:0-60,000km) of diesel engine capacity 2,500-3000cc or equivalent for the exclusive use of the engineer inclusive of the first 4000km per vehicle month in accordance with clause 138 of the standard specification.	Month			
I.18	E.O.Item I.17 for mileage over 4,000km per vehicle month.	Km			
I.19	Provide, fuel and maintain with driver, a new 4WD, station wagon vehicle (odometer:0-60,000km) of diesel engine capacity 1600cc or equivalent for the exclusive use of the engineer inclusive of the first 4000km per vehicle month in accordance with clause 138 of the standard specification.	Month			
I.20	E.O.Item I.19 for mileage over 4,000km per vehicle month.	Km			
I.21	Provide, fuel and maintain with driver, a new 4WD, saloon vehicle (odometer:0-	Month			

Item	Description	UNIT RATES (KSHS)			
		Unit	JKIA WAP	and MIA	KIA and EIA
	60,000km)of diesel engine capacity 2,500-3000cc or equivalent for the exclusive use of the engineer inclusive of the first 4000km per vehicle month in accordance with clause 138 of the standard specification.				
1.22	E.O.Item 1.21 for mileage over 4,000km per vehicle month.	Km			
1.23	Prime Cost Sum for attendance to the Engineers site staff	PC Sum			
1.24	Percentage of Prime Cost Sum in Item 1.23 for contractor's overheads and profits.	%			
1.25	Prime Cost Sum for provision of equipment for the engineers site office.	PC Sum			
1.26	Percentage of Prime Cost Sum in Item 1.25 for contractor's overheads and profits.	%			
1.27	Prime cost sum for off-road environmental mitigation measures.	PC Sum			
1.28	Percentage of Prime Cost Sum in Item 1.27 for contractor's overheads and profits.	%			
1.29	Allow for provision of communication air to ground base radio for car mounting of range from (118 – 136) MH with frequencies selectable within the range and appropriate antenna, 2 new handheld air to ground radios of same frequencies NB: The Radios Shall be Handed over to the Client on Completion of the Project in good working condition.	PC Sum			
1.30	Allow for working at night on active aircraft pavements.	PC Sum			
1.31	Allow for sampling and testing of material samples by KeBS or accredited laboratory approved by employer – a certificate shall accompany each material stating	PC Sum			

Item	Description	UNIT RATES (KSHS)			
		Unit	JKIA WAP	and MIA	KIA and EIA
	compliance with the applicable standards.				
1.32	Day works-special works e.g. cutting, drilling on concrete	PC Sum			
	BILL 4: SITE CLEARANCE AND TOPSOIL STRIPPING				
4.01	Light Bush clearing as directed by the engineer.	sq.m			
4.02	Heavy bush clearing as directed by the engineer.	Ha			
4.03	Clear site on road reserve including removal of trees, hedges, bushes, vegetation with approved material in accordance with the specification, and as directed by the engineer.	Ha.			
4.04	Removal of topsoil to a maximum depth of 200mm in accordance with the specification and as directed by the engineer.	Cu.m			
4.05	Hack concrete from bridge deck slab, abutments and wing walls to expose reinforcement as directed.	Cu.m			
4.06	Excavate, remove and dispose cracked pipe culverts of any size.	M			
	BILL 5: EARTHWORKS.				
5.01	Fill in soft material.	cu.m			
5.02	As in Item 5.01 but in hard material	cu.m			
5.03	As in Item 5.01 for compaction of top 300mm in fills to 100% MDD (AASHTO T99)	cu.m			
5.04	Cut to spoil in soft material.	cu.m			
5.05	As in Item 5.04 but in hard material.	cu.m			
5.06	Overhaul.	cu.m km			
5.07	Compact the top 150mm layer of existing ground fills and cuts to 95% MDD (AASHTO T99)	cu.m			
5.08	Rockfill	Tonne			
5.09	Filter fabric under, over or around rockfill.	sq.m			

Item	Description	UNIT RATES (KSHS)			
		Unit	JKIA WAP	and MIA	KIA and EIA
5.10	Top soiling	sq.m			
5.11	Grassing	sq.m			
	BILL 7: EXCAVATION AND FILLING FOR STRUCTURES				
7.01	Excavation in soft material for major structures i.e. box culverts and gabion works.	cu.m			
7.02	As for Item 7.01 but in hard material.	cu.m			
7.03	Provide and place macaferri or equivalent gabion boxes and mattresses as specified.	sq.m			
7.04	Provide and place rockfill to gabions.				
7.05	Provide stone pitching as directed by the Engineer.	sq.m			
7.06	E.O. Item 7.05 for cement grouting as directed by the Engineer.	sq.m			
7.07	Provide, place and compact rockfill below structures as directed by the Engineer.	cu.m			
7.08	Provide and place porous material behind wing walls.	cu.m			
	BILL 8: CULVERTS AND DRAINAGE WORKS				
8.01	Excavate, desilt, grade to shape inlets outfalls, side drains to free flow conditions including cart to spoil any excess grass debris and soils as and where directed by the Engineer.	cu.m			
8.02	Clean culverts to free flow conditions.	m			
8.03	Excavate for inlet, outfall, mitre and catch water drains in soft material.	cu.m			
8.04	As in Item 8.03 but in hard material	cu.m			
8.05	Excavate in soft materials for pipe culverts headwalls, wing walls, apron, toe walls and drop inlets.	cu.m			
8.06	Repair inlet or outlet to existing pipe culverts in Class 25/20	cu.m			

Item	Description	UNIT RATES (KSHS)			
		Unit	JKIA WAP	and MIA	KIA and EIA
	concrete as directed by the Engineer.				
8.07	Provide, lay and joint 600mm inner diameter (ID) precast concrete pipes.	m			
8.08	As in Item 8.07 but 450mm ID.	m			
8.09	As in Item 8.07 but 900mm ID.	m			
8.10	As in Item 8.07 but 1200mm ID.	m			
8.11	Provide place and compact class 15/20 concrete to beds, surrounds and haunches.	cu.m			
8.12	Provide place and compact class 25/20 concrete to headwalls, wing walls, aprons and culverts including formwork.	cu.m			
8.13	Provide and place A142 fabric mesh reinforcement for Item 8.12	sq.m			
8.14	Excavate in any material provided and joint 300mm inner diameter half round precast concrete channel with maximum 4 no. courses of precast side slabs of 600x225x75mm as lining for storm water drain including bedding and backfilling with selected material as directed by the Engineer.	m			
8.15	Excavate in any material provided and joint 600x360mm invert block drains (IBD) precast concrete channels with double or single side of 600x225x75mm as lining for storm water drain including bedding and backfilling with selected material as directed by the Engineer.	m			
8.16	Construct concrete scour checks as specified and directed by the Engineer.	cu.m			
8.17	Excavate for and construct subsoil drains where directed including backfilling with approved hard material.	cu.m			
8.18	E.O. Item 8.17 for filter fabric material.	sq.m			

Item	Description	UNIT RATES (KSHS)			
		Unit	JKIA WAP	and MIA	KIA and EIA
8.19	Provide and place heavy gauge 100-150mm PVC pipes for weep holes as directed by the Engineer.	m			
	BILL 9: PASSAGE OF TRAFFIC				
9.01	Allow for the passage of traffic through the works.	Km			
9.02	Construct and maintain 6m wide deviation in accordance with the specifications and as directed by the Engineer.	Km			
9.03	Improve existing public road in accordance with the specification and as directed by the engineer.	Km			
9.04	Provide natural gravel of CBR greater than 20%, lay water and compact to 150mm thickness as gravel wearing course on deviation and existing road in accordance with the specifications and as directed by the Engineer.	cu.m			
9.05	Construct access roads, including gravel wearing course, in accordance with the specifications and as directed by the Engineer.	Km			
	BILL 10: GRADING AND GRAVELLING				
10.01	Grade existing carriageway to camber, including slope and ditches as instructed.	sq.m			
10.02	Remove overburden at material sites as instructed.	cu.m			
10.03	Excavate gravel and stockpile as instructed.	cu.m			
10.04	Load, haul and dump gravel as instructed.	cu.m			
10.05	Spread, grade, water and compact approved gravel to specified thickness at 95% MDD.	cu.m			
	BILL 11: SHOULDERS TO PAVEMENTS				
11.01	Prepare surface of existing shoulders, and accesses,	sq.m			

Item	Description	UNIT RATES (KSHS)			
		Unit	JKIA WAP	and MIA	KIA and EIA
	including benching where necessary, water process and compact in accordance with the specifications and as directed by the Engineer to receive gravel.				
11.02	Provide, place and compact natural gravel to shoulders and accesses.	cu.m			
	BILL 12: NATURAL MATERIAL BASE AND BASECOURSE				
12.01	Excavate existing bituminous surfacing or pavement material to spoil or stockpile for reuse as directed by the Engineer.	cu.m			
12.02	Break or scarify the existing pavement layer, and compact as specified and directed by the Engineer.	cu.m			
12.03	Recycle (cold in place) the existing bituminous pavement layer for re-use including addition of approved fresh material and as directed by the Engineer.	cu.m			
12.04	Recycle (hot in place) the existing bituminous pavement layer for re-use including addition of approved fresh material and as directed by the Engineer.	cu.m			
12.05	Provide, place and spread natural gravel of CBR greater than 30% on repair and reconstruction areas as specified and as directed by the Engineer.	cu.m	2000		2000
12.06	Provide, lay and compact hand packed stone material including filling of voids with stone dust as directed by the Engineer.	cu.m			
	BILL 14: CEMENT AND LIME TREATED MATERIAL				
14.01	Provide, transport to site and spread cement on natural gravel or GCS material for base or	Tonne			

Item	Description	UNIT RATES (KSHS)			
		Unit	JKIA WAP	and MIA	KIA and EIA
	subbase as specified and as directed by the Engineer at 30-50kg/cu.m.				
14.02	As Item 14.01 but lime.	Tonne			
14.03	Allow for mixing in cement and/or lime into natural gravel or GCS.	cu.m			
14.04	Allow for curing and protection of treated layers as specified.	sq.m			
	BILL 15: BITUMINOUS SURFACE TREATMENT AND DRESSING				
15.01	Prepare surface of carriageway and repair areas, provide and spray MC-30 cut back bitumen at a rate of 0.8-1.2 ltr/sq.m as prime coat.	litre			
15.02	Prepare primed surfaces, provide and spray 80/100 penetration grade bitumen at a spray rate of 1.2 ltr/sq.m as binder for first seal on carriageway shoulder and junctions.	cu.m			
15.03	Provide, spread and roll 14/20 mm pre coated chippings at a spread rate of 70-90 sq.m/cu.m for first seal on carriageway and shoulders.	cu.m			
15.04	Prepare existing or new bituminous surface, provide and spray 80/100 penetration grade bitumen at a spray rate of 1.0-1.2 ltr/sq.m as binder for single or second seal on carriageway shoulders and junctions.	cu.m			
15.05	Provide, spread and roll 10/14 mm pre coated chippings at a spread rate of 90-110 sq.m/cu.m for a single seal to carriageway as directed by the Engineer.	cu.m			
15.06	Provide, spread and roll 6/10 mm pre coated chippings at a spread rate of 110-130 sq.m/cu.m as second seal as directed by the Engineer.	litre			

Item	Description	UNIT RATES (KSHS)			
		Unit	JKIA WAP	and MIA	KIA and EIA
15.07	Prepare surface of carriageway, provide and spray 80/100 penetration grade bitumen cut back using 5-15% kerosene as tack coat for asphalt concrete wearing course at a spray rate of 0.5-0.7 ltr/sq.m..	litre			
15.08	Prepare surface of repair areas, provide and spray KI-60 bitumen emulsion as tack coat or seal to repair areas at a spray rate of 0.8-1.0 ltr/sq.m.	litre			
15.09	Provide kerosene fuel as a cutter for 80/100 penetration grade bitumen.	litre			
15.10	Provide, spread and roll 0/6 mm chippings (quarry dust) at a spread rate of 150-200 sq.m/cu.m to the seal on repair areas or on repaired areas to allow passage of traffic.	Cu.m			
	BILL 16: BITUMINOUS MIXES				
16.01	Excavate, trim and clean potholes, failed and damaged areas of the carriageway and edges including cart to spoil the excavated materials.	Cu.m			
16.02	Provide, place and compact asphalt concrete Type I with 5-7% nominal bitumen content by weight to total mix as wearing course on carriageway as directed by the Engineer. Maximum volume 15 cu.m.	Cu.m			
16.03	As in item 16.02 but total volume between 15cu.m-300 cu.m	Cu.m			
16.04	As in item 16.02 but total volume between over 300 cu.m				
16.05	Provide, place and compact asphalt concrete Type I for bumps and rumble strips as directed by the Engineer.	Cu.m			
16.06	Provide, place and compact asphalt concrete Type I to repair areas and for regulation to	Cu.m			

Item	Description	UNIT RATES (KSHS)			
		Unit	JKIA WAP	and MIA	KIA and EIA
	carriageway as directed by the Engineer. Total volume 10cu.m				
	As in item 16.06 but total volume between 10cu.m-50 cu.m				
	As in item 16.06 but total volume between 50 cu.m				
16.07	Provide, place and compact dense bituminous macadam (DBM) with 3.0-4.5% nominal bitumen content by weight to total mix or as base on reconstruction sections as directed by the Engineer. Maximum volume 15cu.m.	Cu.m			
	As in item 16.07 but total volume between 15cu.m-300 cu.m				
	As in item 16.07 but total volume over 300 cu.m				
	Bill 17: CONCRETE WORKS				
	<u>Concrete</u> Provide, place and compact the following classes of concrete as specified.				
17.01	Class 15/20 for blinding	cu.m			
17.02	Class 25/20 for concrete	cu.m			
17.03	Class P for concrete				
	<u>Formwork</u> Provide, erect and afterwards dismantle and remove all the formwork as specified by the Engineer				
17.04	Vertical formwork class F2 finish	sq.m			
17.05	Horizontal formwork class F2 finish	sq.m			
	<u>Reinforcement</u> Provide, bend and fix into positions high yield steel bars to BS4461 the following steel reinforcement as directed and as shown on the drawings.				
17.06	Reinforcement bars of high yield strength to BS4461, size 16mm and above.	Tonne			

Item	Description	UNIT RATES (KSHS)			
		Unit	JKIA WAP	and MIA	KIA and EIA
17.07	Reinforcement bars of high yield strength to BS4461, size 12mm and below.	Tonne			
17.08	Provide and place concrete cabro blocks as specified.	Sq.m			
17.09	Provide and place standard heavy duty paving slab size 600x600x50mm	Sq.m			
	BIL 20: ROAD FURNITURE				
20.01	Allow for removal/obliteration of peeling and accumulated rubber on the marked surface of the pavements using suitable equipment and cart away debris and dispose away from airport.				
20.02	Allow for removal/obliteration of unwanted markings on the surface of the pavements using suitable equipment and cart away debris and dispose away from airport.				
	Prepare surface and repaint(apply) two coats of white/yellow/black/red oxide airfield pavement marking paint mixed with approved pavement thinner and ballotini beads as directed by engineer.				
20.01	Prepare surface and apply three coats of white/yellow/black/red oxide road marking paints to new pavement surfaces mixed with approved pavement thinner and ballotini beads as directed by engineer.	sq.m			
20.02	Provide and place reflectors (cateyes) as instructed	sq.m			
20.07	Remove and dispose the damaged existing guard rails as directed by the Engineer.	m			
20.08	Provide and place new flex-beam guard rails complete with pre-cast flex-beam guardrail posts, spacers, nuts, bolts and fittings as directed by the Engineer.	m			

Item	Description	UNIT RATES (KSHS)			
		Unit	JKIA WAP	and MIA	KIA and EIA
20.09	Place and provide class 20/20 concrete bollards size 1.2x2x0.2 embedded to a depth of 0.3m at place and as directed by the Engineer.	No.			
20.10	Provide and erect permanent road signs where instructed by the Engineer and in accordance with the specifications as follows:				
	(a) Warning signs	No.			
	(b) Priority, prohibitory and mandatory signs	No.			
	(c) Standard informatory signs	No.			
	(d) Nonstandard signs	No.			
	(i) Less than 1.0 sq.m	No.			
	(ii) 1.0 sq.m to 2.0 sq.m	No.			
	(iii) 2.0 sq.m to 4.0 sq.m	No.			
	(iv) 4.0 sq.m to 5.0 sq.m	No.			
20.11	Excavate for, provide and place 250x125mm class 25/20 precast concrete raised or ramped kerbs haunched in 100mm thick class 15/20 concrete base bedding and mortar joined in support to carriageway as directed by the Engineer.				
	(a) Straight Kerbs	m			
	(b) Kerbs radius: 12m – 6m	m			
	(c) Ditto but radius:5m – 1m	m			
20.12	Ditto 20.11 but flush kerbs:				
	(a) Straight Kerbs	m			
	(b) Kerbs radius: 12m – 6m	m			
	(c) Ditto but radius:5m – 1m	m			