



**SUPPLY AND INSTALLATION OF PARKING
MANAGEMENT SYSTEM SERVICES
AT KISUMU INTERNATIONAL AIRPORT**

TENDER NO: KAA/OT/MBD/0009/2024- 2025

AUGUST 2024

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INVITATION TO TENDER

TENDER NO. KAA/OT/MBD/0009/2024- 2025

DATE; 6th August 2024.

CONTRACT NAME: Supply and Installation of Parking Management System Services at Kisumu International Airport

1. Kenya Airports Authority invites sealed tenders for the **Supply and Installation of Parking Management System Services at Kisumu International Airport.**
2. Tendering will be conducted under open tendering method using a standardized tender document
3. 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.
4. Tender documents may be viewed and downloaded for free from the website (www.kaa.go.ke). Tenderers who download the tender document must forward their particulars immediately to tenders@kaa.go.ke to facilitate any further clarification or addendum.
5. *No other communication channel shall be used except through this email address tenders@kaa.go.ke.*
6. All Tenders must be accompanied by a tender security of **Kshs. 400,000.00** valid for **156 days** from the date of tender opening/closing as provided in the tender data sheet and section 3 of the tender document on evaluation.
7. The Tenderer shall chronologically serialize all pages of the tender documents submitted including any attachments.
8. The tender shall be submitted online on or before **22nd August, 2024 at 11.00 am 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 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.

9. 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.
10. There will be a pre-bid / site visit meeting on **16th August 2024 at 10.00 am** at the conference room in COVEC at Kisumu International Airport.
11. Tenders will be opened online immediately on **22nd August, 2024 at 11.00 am** at the Conference Room, 2nd 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 to enable them access this link during the tender opening.
12. Bidders shall not have access to the eProcurement system after the official closing time.
13. The addresses referred to above are:

Address for obtaining further information, submission and opening of the tender documents

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

PART I – TENDERING PROCEDURES

SECTION I: INSTRUCTIONS TO TENDERERS

A General Provisions

1. Scope of Tender

- 1.1 The Procuring Entity as defined in the Appendix to Conditions of Contract invites tenders for Works Contract as described in the tender documents. The name, identification, and number of lots (contracts) of this Tender Document are **specified in the TDS**.

2. Fraud and Corruption

- 2.1 The Procuring Entity requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015, 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.
- 2.2 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.
- 2.3 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 **Data Sheet** and make available to all the firms together with this tender document all information that would in that respect give such firm any unfair competitive advantage over competing firms.
- 2.4 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 being tendered for. 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.

3. Eligible Tenderers

- 3.1 A Tenderer may be a firm that is a private entity, a state-owned enterprise or institution subject to ITT 3.7 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 letter of intent. Public employees and their close relatives (*spouses, children, brothers, sisters and uncles and aunts*) are not eligible to participate in the tender. 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. The maximum number of JV members shall be specified in the **TDS**.

- 3.2 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to tender or be awarded a contract. Public Officers are also not allowed to participate in any procurement proceedings.
- 3.3 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:
 - 3.4 Directly or indirectly controls, is controlled by or is under common control with another tenderer; or
 - 3.5 Receives or has received any direct or indirect subsidy from another tenderer; or
 - 3.6 Has the same legal representative as another tenderer; or
 - 3.7 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
 - 3.8 Any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender; or
 - 3.9 any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as Engineer for the Contract implementation; or
 - 3.10 Would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the contract specified in this Tender Document or
 - 3.11 Has a close business or family relationship with a professional staff of the Procuring Entity who:
 - i) 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; or
 - ii) would be involved in the implementation or supervision of such Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.
 - 3.12 A tenderer shall not be involved in corrupt, coercive, obstructive, collusive or fraudulent practice. A tenderer that is proven to have been involved any of these practices shall be automatically disqualified.
 - 3.13 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 in other Tenders. 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 subcontractor in more than one tender. Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender.

- 3.14 A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT 4.8. 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.
- 3.15 Tenderer that has been debarred from participating in public procurement shall be ineligible to tender or be awarded a contract. The list of debarred firms and individuals is available from the website of PPRA www.ppra.go.ke.
- 3.16 Tenderers that are state-owned enterprises or institutions may be eligible to compete and be awarded a Contract(s) only if they are accredited by PPRA to be (i) a legal public entity of the state Government and/or public administration, (ii) financially autonomous and not receiving any significant subsidies or budget support from any public entity or Government, and (iii) operating under commercial law and vested with legal rights and liabilities similar to any commercial enterprise to enable it compete with firms in the private sector on an equal basis.
- 3.17 A Firms and individuals may be ineligible if their countries of origin (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 taken 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. A tenderer shall provide such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.
- 3.18 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*”.
- 3.19 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 subcontract to foreign firms more than 10 percent of the contract price, excluding provisional sums.

- 3.20 The National Construction Authority Act of Kenya requires that all local and foreign contractors be registered with the National Construction Authority and be issued with a Registration Certificate before they can undertake any construction works in Kenya. Registration shall not be a condition for tender, but it shall be a condition of contract award and signature. A selected tenderer shall be given opportunity to register before such award and signature of contract. Application for registration with National Construction Authority may be accessed from the website www.nca.go.ke.
- 3.21 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
- 3.22 A Kenyan tenderer shall provide evidence of having fulfilled his/her tax obligations by producing a valid tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

4. Eligible Goods, Equipment, and Services

- 4.1 Goods, equipment and services to be supplied under the Contract may have their origin in any country that is not eligible under ITT 3.9. At the Procuring Entity's request, Tenderers may be required to provide evidence of the origin of Goods, equipment and services.
- 4.2 Any 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.

5. Tenderer's Responsibilities

- 5.1 The tenderer shall bear all costs associated with the preparation and submission of his/her tender, and the Procuring Entity will in no case be responsible or liable for those costs.
- 5.2 The tenderer, at the tenderer's own responsibility and risk, is encouraged to visit and examine the Site of the Works and its surroundings, and obtain all information that may be necessary for preparing the tender and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the tenderer's own expense.
- 5.3 The Tenderer and any of its personnel or agents will be granted permission by the Procuring Entity to enter upon its premises and lands for the purpose of such visit. The Tenderer shall indemnify the Procuring Entity against all liability arising from death or personal injury, loss of or damage to property, and any other losses and expenses incurred as a result of the inspection.

- 5.4 The tenderer shall provide in the Form of Tender and Qualification Information, a preliminary description of the proposed work method and schedule, including charts, as necessary or required.

B Contents of Tender Documents

6. Sections of Tender Document

- 6.1 The tender document consists of Parts 1, 2, and 3, which includes all the sections specified below, and which should be read in conjunction with any Addenda issued in accordance with ITT 8.

PART 1 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 Works Requirements

- i) Section V - Drawings
- ii) Section VI - Specifications
- iii) Section VII - Bills of Quantities

PART 3 Conditions of Contract and Contract Forms

- i) Section VIII - General Conditions of Contract (GCC)
- ii) Section IX - Special Conditions of Contract (SC)
- iii) Section X - Contract Forms

- 6.2 The Invitation to Tender Document (ITT) issued by the Procuring Entity is not part of the Contract documents.
- 6.3 Unless obtained directly from the Procuring Entity, the Procuring Entity is not responsible for the completeness of the Tender document, responses to requests for clarification, the minutes of the pre-Tender meeting (if any), or Addenda to the Tender document in accordance with ITT 8. 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 Tender Document and to furnish with its Tender all information and documentation as is required by the Tender 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 into 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 meeting 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 pretender site visit of the site of the works, 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 ITT 6.3. Minutes shall not identify the source of the questions asked.
- 8.4 The Procuring Entity shall also promptly publish anonym ized (*no names*) Minutes of the pre-Tender meeting and the pre-arranged pretender visit of the site of the works 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 and the pre-arranged pretender site visit, shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to ITT 8 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 and amendments 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 works 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 specified in the TDS, the Procuring Entity shall also promptly publish its response at the web page 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 Tendering Document

- 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 25.2 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 and notarized 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 including priced Bill of Quantities, 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) Conformity: a technical proposal in accordance with ITT 18;
- h) Any other document required in the **TDS**.

- 13.2 In addition to the requirements under ITT 11.1, Tenders submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter 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. The Tenderer shall chronologically serialize pages of all tender documents submitted.

- 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 Schedules

- 14.1 The Form of Tender and Schedules, including the Bill of Quantities, 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 20.3. All blank spaces shall be filled in with the information requested.

15. Alternative Tenders

- 15.1 Unless otherwise specified in the TDS, alternative Tenders shall not be considered.
- 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 alternative times for completion will be described in Section III, Evaluation and Qualification Criteria.
- 15.3 Except as provided under ITT 13.4 below, Tenderers wishing to offer technical alternatives to the requirements of the Tender Documents must first price the Procuring Entity's design as described in the Tender Documents and shall further provide all information necessary for a complete evaluation of the alternative by the Procuring Entity, including drawings, design calculations, technical specifications, breakdown of prices, and proposed construction methodology and other relevant details. Only the technical alternatives, if any, of the Tenderer with the Winning Tender conforming to the basic technical requirements shall be considered by the Procuring Entity. When specified in the TDS, Tenderers are permitted to submit alternative technical solutions for specified parts of the Works, and such parts will be identified in the TDS, as will the method for their evaluating, and described in Section VII, Works' 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 Bill of Quantities shall conform to the requirements specified below.
- 16.2 The Tenderer shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Items against which no rate or price is entered by the Tenderer shall be deemed covered by the rates for other items in the Bill of Quantities and will not be paid for separately by the Procuring Entity. An item not listed in the priced Bill of Quantities shall be assumed to be not included in the Tender, and provided that the Tender is determined substantially responsive notwithstanding this omission, the average price of the item quoted by substantially responsive Tenderers will be added to the Tender price and the equivalent total cost of the Tender so determined will be used for price comparison.
- 16.3 The price to be quoted in the Form of Tender, in accordance with ITT 14.1, shall be the total price of the Tender, including any discounts offered.
- 16.4 The Tenderer shall quote any discounts and the methodology for their application in the Form of Tender, in accordance with ITT 14.1.
- 16.5 It will be specified in the TDS if the rates and prices quoted by the Tenderer are or are not subject to adjustment during the performance of the Contract in accordance with

the provisions of the Conditions of Contract, except in cases where the contract is subject to fluctuations and adjustments, not fixed price. In such a case, the Tenderer shall furnish the indices and weightings for the price adjustment formulae in the Schedule of Adjustment Data and the Procuring Entity may require the Tenderer to justify its proposed indices and weightings.

- 16.6 Where tenders are being invited for individual lots (contracts) or for any combination of lots (packages), tenderers wishing to offer discounts for the award of more than one Contract shall specify in their Tender the price reductions applicable to each package, or alternatively, to individual Contracts within the package. Discounts shall be submitted in accordance with ITT 16.4, provided the Tenders for all lots (contracts) are opened at the same time.
- 16.7 All duties, taxes, and other levies payable by the Contractor 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 rates and prices and the total Tender Price submitted by the Tenderer.

17. Currencies of Tender and Payment

- 17.1 Tenderers shall quote entirely in Kenya Shillings. The unit rates and the prices shall be quoted by the Tenderer in the Bill of Quantities, entirely in Kenya shillings. A Tenderer expecting to incur expenditures in other currencies for inputs to the Works supplied from outside Kenya shall device own ways of getting foreign currency to meet those expenditures.

18. Documents Comprising the Technical Proposal

- 18.1 The Tenderer shall furnish a technical proposal including a statement of work methods, equipment, personnel, schedule and any other information as stipulated in Section IV, Tender Forms, in sufficient detail to demonstrate the adequacy of the Tenderer's proposal to meet the work's requirements and the completion time.

19. Documents Establishing the Eligibility and Qualifications of the Tenderer

- 19.1 Tenderers shall complete the Form of Tender, included in Section IV, Tender Forms, to establish Tenderer's eligibility in accordance with ITT 4.
- 19.2 In accordance with Section III, Evaluation and Qualification Criteria, to establish its qualifications to perform the Contract the Tenderer shall provide the information requested in the corresponding information sheets included in Section IV, Tender Forms.
- 19.3 A margin of preference will not be allowed. Preference and reservations will be allowed, individually or in joint ventures. Applying for eligibility for Preference and reservations shall supply all information required to satisfy the criteria for eligibility specified in accordance with ITT 33.1.
- 19.4 Tenderers 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 contractor or group of contractors 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 process or contract management.

- 19.5 The purpose of the information described in ITT 19.4 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.
- 19.6 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 ITT 6.3. 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.
- 19.7 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.
- 19.8 If a tenderer fails to submit the information required by these requirements, its tender 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.
- 19.9 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 ongoing, 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,
 - 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.
- 19.10 If a tenderer submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 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 which was not attributable to the intentional act, negligence or recklessness of the tenderer.

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 (as prescribed by the Procuring Entity in accordance with ITT 24). 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 ITT 21.1, it shall also be extended for thirty (30) days beyond the deadline of the extended validity 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, except as provided in ITT 20.3.
- 20.3 If the award is delayed by a period exceeding the number of days to be specified in the **TDS** days beyond the expiry of the initial tender validity period, the Contract price shall be determined as follows:
- a) in the case of fixed price contracts, the Contract price shall be the tender price adjusted by the factor specified in the **TDS**;
 - b) in the case of adjustable price contracts, no adjustment shall be made; or in any case, tender evaluation shall be based on the tender price without taking into consideration the applicable correction from those indicated above.

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. A Tender-Securing Declaration shall use the form included in Section IV, Tender Forms.
- 21.2 If a Tender Security is specified pursuant to ITT 19.1, the Tender Security shall be a demand guarantee in any of the following forms at the Tenderer's option:
- 21.3 an unconditional Bank Guarantee issued by reputable commercial bank); or
- 21.4 an irrevocable letter of credit;
- 21.5 a Banker's cheque issued by a reputable commercial bank; or
- 21.6 another security specified in the TDS,
- 21.7 If an unconditional bank guarantee is issued by a bank located outside Kenya, the issuing bank shall have a correspondent bank located in Kenya to make it enforceable. The Tender Security shall be valid for thirty (30) days beyond the original validity period of the Tender, or beyond any period of extension if requested under ITT 20.2.
- 21.8 If a Tender Security or Tender-Securing Declaration is specified pursuant to ITT 19.1, any Tender not accompanied by a substantially responsive Tender Security or Tender-Securing Declaration shall be rejected by the Procuring Entity as non-responsive.

- 21.9 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 and any other documents required in the TDS. The Procuring Entity shall also promptly return the tender security to the tenderers where the procurement proceedings are terminated, all tenders were determined nonresponsive or a bidder declines to extend tender validity period.
- 21.10 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, and any other documents required in the TDS.
- 21.11 The Tender Security may be forfeited or the Tender-Securing Declaration executed:
- 21.12 if a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer on the Form of Tender, or any extension thereto provided by the Tenderer; or
- 21.13 if the successful Tenderer fails to:
- i) sign the Contract in accordance with ITT 50; or
 - ii) furnish a Performance Security and if required in the **TDS**, and any other documents required in the **TDS**.
- 21.14 Where tender securing declaration is executed, the Procuring Entity shall recommend to the PPRA that PPRA debars the Tenderer from participating in public procurement as provided in the law.
- 21.15 The Tender Security or the Tender-Securing Declaration of a JV shall 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 the Tender-Securing Declaration shall be in the names of all future members as named in the letter of intent referred to in ITT 4.1 and ITT 11.2.
- 21.16 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 and clearly mark it "ORIGINAL." Alternative Tenders, if permitted in accordance with ITT 15, shall be clearly marked "ALTERNATIVE." In addition, the Tenderer shall submit copies of the Tender, in the number specified in the TDS and clearly mark them "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail.
- 22.2 Tenderers shall mark as "CONFIDENTIAL" all 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 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 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:
- 23.2 in an envelope or package or container marked "ORIGINAL", all documents comprising the Tender, as described in ITT 11; and
- 23.3 in an envelope or package or container marked "COPIES", all required copies of the Tender; and
- 23.4 if alternative Tenders are permitted in accordance with ITT 15, 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.
- 23.5 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 that are 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 specified in the TDS and no later than the date and time also 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 Tender Documents in accordance with ITT 8, 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 deadline 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 unopened 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 an authorized representative, and shall include a copy of the authorization in accordance with ITT 22.3, (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:
- 26.2 prepared and submitted in accordance with ITT 22 and ITT 23 (except that withdrawals notices do not require copies), and in addition, the respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," "MODIFICATION;" and
- 26.3 received by the Procuring Entity prior to the deadline prescribed for submission of Tenders, in accordance with ITT 24.
- 26.4 Tenders requested to be withdrawn in accordance with ITT 26.1 shall be returned unopened to the Tenderers.
- 26.5 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 in the cases specified in ITT 23 and ITT 26.2, the Procuring Entity shall 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 who chooses to attend. Any specific electronic Tender opening procedures required if electronic Tendering is permitted in accordance with ITT 24.1, shall be as specified in the TDS.
- 27.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelopes with the corresponding Tender shall not be opened, but returned to the Tenderer. 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 Price, 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 for evaluation. The Form of Tender and pages of the Bills of Quantities are to be initialed by the members of the tender opening committee attending the opening. The number of representatives of the Procuring Entity to sign shall be specified in the TDS.
- 27.7 At the Tender Opening, the Procuring Entity shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT 25.1).
- 27.8 The Procuring Entity shall prepare minutes of the Tender Opening that shall include, as a minimum:
 - 27.9 the name of the Tenderer and whether there is a withdrawal, substitution, or modification;
 - 27.10 the Tender Price, per lot (contract) if applicable, including any discounts;
 - 27.11 any alternative Tenders;
 - 27.12 the presence or absence of a Tender Security, if one was required.
 - 27.13 number of pages of each tender document submitted.
 - 27.14 The Tenderers' representatives who are present shall be requested to sign the minutes. The omission of a Tenderer's signature on the minutes shall not invalidate the contents and effect of the minutes. A copy of the tender opening register shall be distributed to all Tenderers 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 Tender process until information on Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 46.
- 28.2 Any effort by a Tenderer to influence the Procuring Entity in the evaluation of the Tenders 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 a tenderer wishes to contact the Procuring Entity on any matter related to the tendering process, it shall do so in writing.

29. Clarification of Tenders

- 29.1 To assist in the examination, evaluation, and comparison of the tenders, and qualification of the tenderers, the Procuring Entity may, at its discretion, ask any tenderer for a clarification of its tender, given a reasonable time for a response. Any clarification submitted by a tenderer 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 ITT 33.
- 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:
- 30.2 "Deviation" is a departure from the requirements specified in the tender document;
- 30.3 "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the tender document; and
- 30.4 "Omission" is the failure to submit part or all of the information or documentation required in the Tender 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 13.
- 31.2 A substantially responsive Tender is one that meets the requirements of the Tender document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that, if accepted, would:
- 31.3 affect in any substantial way the scope, quality, or performance of the Works specified in the Contract; or
- 31.4 limit in any substantial way, inconsistent with the tender document, the Procuring Entity's rights or the tenderer's obligations under the proposed contract; or
- 31.5 if rectified, would unfairly affect the competitive position of other tenderers presenting substantially responsive tenders.
- 31.6 The Procuring Entity shall examine the technical aspects of the tender submitted in accordance with ITT 18, to confirm that all requirements of Section VII, 'Works' Requirements have been met without any material deviation, reservation or omission.

- 31.7 If a tender is not substantially responsive to the requirements of the tender 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.

32. Non-material Non-conformities

- 32.1 Provided that a tender is substantially responsive, the Procuring Entity may waive any non-conformities in the tender.
- 32.2 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, to rectify nonmaterial non-conformities 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.
- 32.3 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.

33. Arithmetical Errors

- 33.1 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.
- 33.2 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:
- 33.3 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.
- 33.4 Any errors in the submitted tender arising from a miscalculation of unit price, quantity, and 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
- 33.5 if there is a discrepancy between words and figures, the amount in words shall prevail
- 33.6 Tenderers shall be notified of any error detected in their bid during the notification of a ward.

34. Currency provisions

- 34.1 Tenders will priced be in Kenya Shillings only. Tenderers quoting in currencies other than in Kenya shillings will be determined non-responsive and rejected.

35. Margin of Preference and Reservations

- 35.1 No margin of preference shall be allowed on contracts for small works.

- 35.2 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 those specified groups are the only ones eligible to tender. Otherwise if no so stated, the invitation will be open to all tenderers.

36. Nominated Subcontractors

- 36.1 Unless otherwise stated in the TDS, the Procuring Entity does not intend to execute any specific elements of the Works by subcontractors selected in advance by the Procuring Entity.
- 36.2 Tenderers may propose subcontracting up to the percentage of total value of contracts or the volume of works as specified in the TDS. Subcontractors proposed by the Tenderer shall be fully qualified for their parts of the Works.
- 36.3 The subcontractor's qualifications shall not be used by the Tenderer to qualify for the Works unless their specialized parts of the Works were previously designated by the Procuring Entity in the TDS as can be met by subcontractors referred to hereafter as 'Specialized Subcontractors', in which case, the qualifications of the Specialized Subcontractors proposed by the Tenderer may be added to the qualifications of the Tenderer.

37. Evaluation of Tenders

- 37.1 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 in accordance with ITT 40.
- 37.2 To evaluate a Tender, the Procuring Entity shall consider the following:
- a) price adjustment due to discounts offered in accordance with ITT 16;
- 37.3 converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with ITT 39;
- 37.4 price adjustment due to quantifiable nonmaterial non-conformities in accordance with ITT 30.3; and
- 37.5 any additional evaluation factors specified **in the TDS** and Section III, Evaluation and Qualification Criteria.
- 37.6 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.
- 37.7 In the case of multiple contracts or lots, Tenderers shall be allowed to tender for one or more lots and the methodology to determine the lowest evaluated cost of the lot (contract) combinations, including any discounts offered in the Form of Tender, is specified in Section III, Evaluation and Qualification Criteria.

38. Comparison of Tenders

- 38.1 The Procuring Entity shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 38.2 to determine the Tender that has the lowest evaluated cost.

39. Abnormally Low Tenders

- 39.1 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 or that genuine competition between Tenderers is compromised.
- 39.2 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.
- 39.3 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.

40. Abnormally High Tenders

- 40.1 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.
- 40.2 In case of an abnormally high tender 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 the 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 may be.
- 40.3 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.

41. Unbalanced and/or Front-Loaded Tenders

- 41.1 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.
- 41.2 After the evaluation of the information and detailed price analyses presented by the Tenderer, the Procuring Entity may as appropriate:
- 41.3 accept the Tender; or
- 41.4 require that the total amount of the Performance Security be increased at the expense of the Tenderer to a level not exceeding a 30% of the Contract Price; or
- 41.5 agree on a payment mode that eliminates the inherent risk of the Procuring Entity paying too much for undelivered works; or
- 41.6 reject the Tender,

42. Qualifications of the Tenderer

- 42.1 The Procuring Entity shall determine to its satisfaction whether the eligible Tenderer that is selected as having submitted the lowest evaluated cost and substantially responsive Tender, meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.
- 42.2 The determination shall be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT 19. The determination shall not take into consideration the qualifications of other firms such as the Tenderer's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors if permitted in the Tender document), or any other firm(s) different from the Tenderer.
- 42.3 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 price to make a similar determination of that Tenderer's qualifications to perform satisfactorily.
- 42.4 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.
- 42.5 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.

- 42.6 After evaluation of the price analyses, if 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.

43. Best Evaluated Tender

- 43.1 Having compared the evaluated prices of Tenders, the Procuring Entity shall determine the Best Evaluated Tender. The Best Evaluated Tender is the Tender of the Tenderer that meets the Qualification Criteria and whose Tender has been determined to be:
- 43.2 Most responsive to the Tender document; and
- 43.3 the lowest evaluated price.

44. Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders.

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

F Award of Contract

45. Award Criteria

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

46. Notice of Intention to enter into a Contract

- 46.1 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 award 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 Standstill Period; and
 - e) instructions on how to request a debriefing and/or submit a complaint during the standstill period;

47. Standstill Period

- 47.1 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.

- 47.2 Where a Standstill Period applies, it shall commence when the Procuring Entity has transmitted to each Tenderer the Notification of Intention to Enter into a Contract with the successful Tenderer.

48. Debriefing by the Procuring Entity

- 48.1 On receipt of the Procuring Entity's Notification of Intention to Enter into a Contract referred to in ITT 46, 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 within five days of receipt of the request.
- 48.2 Debriefings of unsuccessful Tenderers may be done in writing or verbally. The Tenderer shall bear its own costs of attending such a debriefing meeting.

49. Letter of Award

- 49.1 Prior to the expiry of the Tender Validity Period and upon expiry of the Standstill Period specified in ITT 42.1, 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.

50. Signing of Contract

- 50.1 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.
- 50.2 Within fourteen (14) days of receipt of the Contract Agreement, the successful Tenderer shall sign, date, and return it to the Procuring Entity.
- 50.3 The written contract shall be entered into within the period specified in the notification of award and before expiry of the tender validity period

51. Appointment of Adjudicator

- 51.1 The Procuring Entity proposes the person named in the **TDS** to be appointed as Adjudicator under the Contract, at the hourly fee specified in the TDS, plus reimbursable expenses. If the Tenderer disagrees with this proposal, the Tenderer should so state in his Tender. If, in the Letter of Acceptance, the Procuring Entity does not agree on the appointment of the Adjudicator, the Procuring Entity will request the Appointing Authority designated in the Special Conditions of Contract (**SCC**) pursuant to Clause 23.1 of the General Conditions of Contract (**GCC**), to appoint the Adjudicator.

52. Performance Security

- 52.1 Within twenty-one (21) days of the receipt of the Letter of Acceptance from the Procuring Entity, the successful Tenderer shall furnish the Performance Security and, any other documents required in the **TDS**, in accordance with the General Conditions of Contract, subject to ITT 40.2 (b), using the Performance Security and other Forms included in Section X, Contract Forms, or another form acceptable to the Procuring Entity. A foreign institution providing a bank guarantee shall have a correspondent

financial institution located in Kenya, unless the Procuring Entity has agreed in writing that a correspondent bank is not required.

- 52.2 Failure of the successful Tenderer to submit the above-mentioned Performance Security and other documents required in the **TDS**, 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.
- 52.3 Performance security shall not be required for contracts estimated to cost less than Kenya shillings five million shillings.

53. Publication of Procurement Contract

- 53.1 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.

54. Procurement Related Complaints and Administrative Review

- 54.1 The procedures for making Procurement-related Complaints are as specified in the TDS.
- 54.2 A request for administrative review shall be made in the form provided under contract forms.

SECTION II - TENDER DATA SHEET (TDS)

The following specific data shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions herein shall prevail over those in ITT.

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
	A. General
ITT 1.1	The reference number is KAA/OT/MBD/0009/2024- 2025 The Procuring Entity is Kenya Airports Authority The name of the contract is Supply and Installation of Parking Management System Services at Kisumu International Airport The number and identification of lots (contracts) comprising this Tender are: N/A
ITT 2.3	The Information made available on competing firms is as follows: N/A
ITT 2.4	The firms that provided consulting services for the contract being tendered for are: N/A
ITT 3.1	Maximum number of members in the Joint Venture (JV) shall be: N/A
B. Contents of Tender Document	
8.1	A pre-arranged pretender visit of the site of the works shall take place at the following date, time and place: Date: 16/8/2024, Time: at 10.00 a.m., Place: Kisumu International Airport, COVEC Conference room
ITT 9.1	For Clarification of Tender purposes, for obtaining further information and for purchasing tender documents, the Procuring Entity's address is: Attention: General Manager, Procurement & Logistics Postal Address: P.O. Box 19001-00501 Nairobi, Kenya Physical Address: Nairobi, KAA HQS, 2nd Floor Telephone: +254 (020) 6611000 E-mail address: tenders@kaa.go.ke
C. Preparation of Tenders	

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITP 13.1 (h)	The Tenderer shall submit the following additional documents as listed in the evaluation and qualification criteria as in section III.
ITT 15.1	Alternative Tenders shall not be considered.
ITT 15.2	Alternative times for completion shall not be permitted.
ITT 15.3	Alternative technical solutions shall be permitted for the following parts of the Works: None
ITT 16.5	The prices quoted by the Tenderer shall be: Fixed .
ITT 17.1	<p>The currency of the Tender and the currency of payments shall be: Kenya Shillings and USD.</p> <p>Where other currencies are used, the Procuring Entity will convert those currencies to Kenya Shillings using the rate on the date of tender closing /opening provided by the Central Bank of Kenya for comparison of tenders.</p>
ITT 20.1	The Tender validity period shall be 126 days after the tender deadline for submission.
ITT 20.3 (a)	<p>(a) The delayed to exceeding __ N/A number of days.</p> <p>(b) The Tender price shall be adjusted by the following percentages of the tender price:</p> <p>(i) By _____% of the local currency portion of the Contract price adjusted to reflect local inflation during the period of extension,</p> <p>and</p> <p>(ii) By _____% the foreign currency portion of the Contract price adjusted to reflect the international inflation during the period of extension.</p>
ITT 21.1	<p>The Tender Security shall be required of Kshs. 400,000.00 valid for 156 days from the date of tender opening/closing.</p> <p>The tender security shall be in any of the following forms:</p> <ol style="list-style-type: none"> cash or banker's cheque, or a bank guarantee, or guarantee issued by a reputable insurance company approved by Public Procurement Regulatory Authority (PPRA) <p>Bidders are required to note the following:</p> <p>(i) Those who have obtained a digital tender security must provide it online with their tender document in the KAA portal. The digital tender security must have a mechanism to verify such as use of quick response (QR) code or an online portal. They do not need to provide a hard copy of the tender security physically.</p>

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
	(ii) Those who do not provide a digital tender security as per (i) above will be required to submit an original Tender Security physically to the office of the General Manager, Procurement and Logistics department, KAA Headquarters, 2 nd Floor on or before the closing/opening date and time.
ITT 22.1	Completed Tender documents and its attachments must be submitted online before the closing date 22nd August 2024 at 11:00 am . 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. “Caution Do not attach your documents on the collaboration folder”</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 https://www.kaa.go.ke/corporate/procurement/manuals/
ITT 22.3	The written confirmation of authorization to sign on behalf of the Tenderer shall consist of: Power of Attorney Certified by a Commissioner of Oaths .
D. Submission and Opening of Tenders	
ITT 24.1	<p>The deadline for Tender Submission is: Date: on 22nd August 2024 Time: 11.00 am</p> <p>Tenderer shall submit their Tender electronically through the KAA Portal.</p>
ITT 27.1	Tenders will be opened online immediately on 22nd August 2024 at 11.00 am at the Conference Room, 2 nd Floor, Kenya Airports Authority Headquarters complex building. A virtual link shall be provided to tenderer who shall have submitted their tender and would wish to participate in the tender opening. Tenderer shall therefore be required to submit their email address to tenders@kaa.go.ke to enable them access this link during tender opening.
ITT 27.6	The number of representatives of the Procuring Entity to sign is not possible because the tenders are submitted online .
E. Evaluation, and Comparison of Tenders	
ITT 32.3	The adjustment shall be based on the <u> N/A </u> [insert “average” or “highest”] price of the item or component as quoted in other substantially responsive Tenders. If the price of the item or component cannot be derived from the price of other substantially responsive Tenders, the Procuring Entity shall use its best estimate.

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITT 35.2	The invitation to tender is open to all eligible Tenderers.
ITT 36.2	Contractor's may propose subcontracting: Maximum percentage of subcontracting permitted is: 10% of the total contract amount. Tenderers planning to subcontract more than 10% of total volume of work shall specify, in the Form of Tender, the activity (ies) or parts of the Works to be subcontracted along with complete details of the subcontractors and their qualification and experience.
ITT 36.3	The parts of the Works for which the Procuring Entity permits Tenderers to propose Specialized Subcontractors are designated as follows: N/A
ITT 51.1	The person named to be appointed as Adjudicator is Nairobi Centre for International Arbitration (NCIA) guideline, Kenya of _____ (provide tel. no. full postal and email addresses) at an hourly fee of Kshs. _____ per day.
ITT 52.2	Performance Security shall be 10% of the contract sum.
ITT 54.1	<p>The procedures for making Procurement-related Complaints are detailed in the "Regulations" available from the PPRA Website www.ppra.go.ke or email complaints@ppra.go.ke and tenders@kaa.go.ke.</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</p>

SECTION III - EVALUATION AND QUALIFICATION CRITERIA

3.1. General Provisions

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 Document for Goods and Works** for evaluating Tenders.

3.2. 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.

3.2.1. Preliminary Evaluation Criteria

No	Criteria	Comply
1.	Duly filled and signed Form of Tender.	Must meet
2.	<p>The Tender Security shall be required of Kshs. 400,000.00 valid for 156 days from the date of tender opening/closing. The tender security shall be in any of the following forms:</p> <ul style="list-style-type: none">a) cash or banker's cheque, orb) a bank guarantee, orc) guarantee issued by a reputable insurance company approved by Public Procurement Regulatory Authority (PPRA). <p>Bidders are required to note the following:</p> <ul style="list-style-type: none">(i) Those who have obtained a digital tender security must provide it online with their tender document in the KAA portal. The digital tender security must have a mechanism to verify such as use of quick response (QR) code or an online portal. They do not need to provide a hard copy of the tender security physically.(ii) Those who do not provide a digital tender security as per (i) above will be required to submit an original Tender Security physically to the office of the General Manager, Procurement and Logistics department, KAA Headquarters, 2nd Floor on or before the closing/opening date and time.	Must meet
3.	Provide a copy of Certificate of Registration/Incorporation.	Must meet
4.	Provide a copy of valid and current KRA Tax Compliance Certificate.	Must meet
5.	Provide copy of CR12, providing a list of directors and shareholding status.	Must meet

No	Criteria	Comply
	Where one or more of the shareholders is a company (Beneficial Ownership), the CR12 of such a company shall be provided. However, where the CR12 of the beneficial shareholders is not available, as at the time of the tender submission, the successful bidder shall be required to submit it before execution of the contract.	
6.	Dully filled Self-Declaration form.	Must meet
7.	Dully filled Confidential Business Questionnaire form.	Must meet
8.	Valid and current business permit 2024.	Must meet
9.	Tender Document to be sequentially serialized from the first to the last page including all the attachments in numerical digits format.. All blank pages must clearly marked “BLANK” .	Must meet
10.	Duly filled Certificate of Independent Tender Determination.	Must meet
11.	Duly filled Self Declaration that the Person/Tenderer is not Debarred in the Matter of the Public Procurement And Asset Disposal Act 2015.	Must meet
12.	Duly filled and stamped Self Declaration that the Person/Tenderer will not engage in any corrupt or fraudulent practice.	Must meet
13.	Duly filled Declaration and commitment to the Code of Ethics.	Must meet
14.	Warranty The supplied equipment shall have defects liability period of one calendar year of operation.	Must meet
15.	Duly filled certificates of visit to sites. Note: The bidder is required to submit the site Certificate signed by KAA staff/ representative at the site meeting. Attendance of site visit by technical staff of the bidder who will be part of the project implementation team submitted as key personnel.	Must meet

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

3.2.2. Technical Evaluation Criteria

No	Criteria	
1	<p><u>Past Experience:</u></p> <p>Proof of past three (3) similar works in the last five (5) years (i.e. 2019, 2020, 2021, 2022 and 2023) of an average value of KES 15,000,000.00 (fifteen Million Kenya Shillings) (<i>Similarity of the work shall be for supply and installation of carpark management systems</i>)</p> <p><i>Bidders must submit copies of documentary evidence for each work done such as Signed contracts or Purchase Order or Certificate of Completion). The ongoing works shall be accompanied with a completion certificate/Interim certificates for works completed of not less than 70% completion. These documents shall indicate the contractual value, year of implementation and scope of work.</i></p>	Must meet
2	<p><u>Financial Capability</u></p> <p>Proof of access to liquid assets or capacity to have a minimum cash flow of Kshs. 15,000,000 (Kenya Shillings Fifteen Million). Evidence shall be in form of current bank statement (not older than six months from date of tender closing),</p> <ul style="list-style-type: none"> a) Letter of intent to grant a line of credit addressed to the Managing Director Kenya Airports Authority (specific to this tender) from an approved financial institution indicating that the institution will provide the bidder with a line of credit should the bidder be successful or b) Overdraft facility from a commercial bank specifically for this tender indicating the amount to be availed or c) Current bank statement for the last three calendar months- May, 2024 June 2024, and July 2024 with an average cash flow of Kenya Shillings Fifteen Million (Kshs 15,000,000) or d) A combination of any of the above. 	Must meet

No	Criteria	
3	<p><u>Key Personnel:</u></p> <p>Project Manager Should have a degree in engineering or ICT related field with project management certification, and not less than ten (10) years' experience in similar works.</p> <p>4No Technicians (Electrical/Electronics) Should have at least a Diploma in Electrical/Electronic engineering or approved equivalent, with not less than five (5) years' experience in similar works/services.</p> <p>4No ICT Specialists Should have at least a degree in IT or equivalent and certification in CCNA, and at least three (3) years' experience in similar works.</p> <p>Note:</p> <ul style="list-style-type: none"> i) Bidder must provide academic certificates and CV, ii) A written undertaking signed by the nominee confirming his/her availability to carry out the assignment upon winning the bid. The written undertaking shall be addressed to MD/CEO Kenya Airports Authority and must be specific to this tender. 	Must meet
4	<p><u>Project Implementation:</u></p> <p>Provide detailed project methodology and project plan for performing the assignment and should consist of;</p> <ul style="list-style-type: none"> • Gantt chart (prepared in MS Project) for all sites that sets out the timeline of the project- showing when each activity is scheduled to start and finish. • Manufacturing and shipping plan for all equipment 	Must meet
5	<p><u>Technical Specifications:</u></p> <p>Must fill in the Technical specification of the proposed equipment in the technical compliance tables below.</p> <p>And provide Technical brochures/ Data sheet for the Equipment to be supplied with drawing.</p>	Must meet

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

3.2.3. Financial Evaluation Criteria

The tender shall be awarded to the lowest evaluated bidder.

3.2.4. Due Diligence

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.

1. Confirmation of the successfully completed and/or ongoing contracts
2. Confirmation of history of non-performing contracts
3. Confirmation of availability of key personnel
4. Confirmation and demonstration 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 Kshs. 25 million

Any false information provided by the bidder will lead to automatic disqualification.

SECTION IV – TENDERING FORMS

QUALIFICATION FORM

SUMMARY

1	2	3	4	5
Item No.	Qualification Subject	Qualification Requirement	Document To be Completed by Tenderer	For Procuring Entity's Use (Qualification met or Not Met)
1	Nationality	Nationality in accordance with ITT 3.6	Forms ELI – 1.1 and 1.2, with attachments	
2	Tax Obligations for Kenyan Tenderers	Has produced a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority in accordance with ITT 3.14.	Form of Tender	
3	Conflict of Interest	No conflicts of interest in accordance with ITT 3.3	Form of Tender	
4	PPRA Eligibility	Not having been declared ineligible by the PPRA as described in ITT 3.8	Form of Tender	
5	State-owned Enterprise	Meets conditions of ITT 3.7	Forms ELI – 1.1 and 1.2, with attachments	
6	Goods, equipment and services to be supplied under the contract	To have their origin in any country that is not determined ineligible under ITT 4.1	Forms ELI – 1.1 and 1.2, with attachments	
7	History of Non-Performing Contracts	Non-performance of a contract did not occur as a result of contractor default since 1 st January [.....].	Form CON-2	
8	Suspension Based on	Not under suspension based on-execution of a	Form of Tender	

1	2	3	4	5
Item No.	Qualification Subject	Qualification Requirement	Document To be Completed by Tenderer	For Procuring Entity's Use (Qualification met or Not Met)
	Execution of Tender/Proposal Securing Declaration by the Procuring Entity	Tender/Proposal Securing Declaration pursuant to ITT 19.9		
9	Pending Litigation	Tender's financial position and prospective long-term profitability still sound according to criteria established in 3.1 and assuming that all pending litigation will NOT be resolved against the Tenderer.	Form CON – 2	
10	Litigation History	No consistent history of court/arbitral award decisions against the Tenderer since 1 st January 2024	Form CON – 2	
11	Financial Capabilities	<p>(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 requirements estimated as Kenya Shillings [15 M] equivalent for the subject contract(s) net of the Tenderer's other commitments.</p> <p>(ii) The Tenderers shall also demonstrate, to the satisfaction of the Procuring Entity, that it has adequate sources of finance to meet the cash flow</p>	Form FIN – 3.1, with attachments	

1	2	3	4	5
Item No.	Qualification Subject	Qualification Requirement	Document To be Completed by Tenderer	For Procuring Entity's Use (Qualification met or Not Met)
		<p>requirements on works currently in progress and for future contract commitments.</p> <p>(iii) The audited balance sheets or, if not required by the laws of the Tenderer's country, other financial statements acceptable to the Procuring Entity, for the last <i>[insert number of years]</i> years shall be submitted and must demonstrate the current soundness of the Tenderer's financial position and indicate its prospective long-term profitability.</p>		
12	Average Annual Construction Turnover	Minimum average annual construction turnover of Kenya Shillings <i>[insert amount]</i> , equivalent calculated as total certified payments received for contracts in progress and/or completed within the last <i>[insert of year]</i> years, divided by <i>[insert number of years]</i> years	Form FIN – 3.2	
13	General Construction Experience	Experience under construction contracts in the role of prime contractor, JV member, sub-contractor, or management contractor for at least the last <i>[insert number of years]</i> years, starting 1 st January <i>[insert year]</i> .	Form EXP – 4.1	
	Specific Construction & Contract Management Experience	A minimum number of <i>[state the number]</i> similar contracts specified below that have been satisfactorily and substantially completed as a prime contractor, joint venture member, management contractor or sub-contractor between 1st January	Form EXP 4.2(a)	

1	2	3	4	5
Item No.	Qualification Subject	Qualification Requirement	Document To be Completed by Tenderer	For Procuring Entity's Use (Qualification met or Not Met)
		<p>[insert year] and tender submission deadline i.e. (number) contracts, each of minimum value Kenya shillings..... equivalent.</p> <p><i>[In case the Works are to be tender as individual contracts under multiple contract procedure, the minimum number of contracts required for purposes of evaluating qualification shall be selected from the options mentioned in ITT 35.4]</i></p> <p>The similarity of the contracts shall be based on the following: <i>[Based on Section VII, Scope of Works, specify the minimum key requirements in terms of physical size, complexity, construction method, technology and/or other characteristics including part of the requirements that may be met by specialized subcontractors, if permitted in accordance with ITT 34.3]</i></p>		

QUALIFICATION FORMS

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.

Item of equipment		
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 <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured	

Omit the following information for equipment owned by the Tenderer.

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

FORM PER – I

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.

Contractor' Representative and Key Personnel

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

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

FORM PER – 2

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

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

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:	
	Job title:	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:

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

TENDERER'S QUALIFICATION WITHOUT PRE-QUALIFICATION

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.

FORM ELI – 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 3.6 <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITT 3.5 <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITT 3.8, documents establishing: <ul style="list-style-type: none">• 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.

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 3.6.</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 3.8.</p> <p>2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.</p>

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 st 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 st January <i>[insert year]</i> specified in Section III, Evaluation and Qualification Criteria, requirement 2.1			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and Kenya Shilling equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Procuring Entity: <i>[insert full name]</i> Address of Procuring Entity: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> 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.			

Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)
		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.

Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: <i>[indicate complete contract name, number, and any other identification]</i> 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>

FORM FIN – 3.1:**Financial Situation and Performance**

Tenderer's Name: _____

Date: _____

JV Member's Name _____

ITT No. and title: _____

4.4.1. Financial Data

Type of Financial information in _____ (currency)	Historic information for previous _____ years, _____ (amount in currency, currency, exchange rate*, USD equivalent)				
	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

4.4.2 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		

4.4.3 Financial documents

The Tenderer and its parties shall provide copies of financial statements for *five (5)* years pursuant Section III, Evaluation and Qualifications Criteria, Sub-factor 3.1. The financial statements shall:

- (a) 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).
 - (b) be independently audited or certified in accordance with local legislation.
 - (c) be complete, including all notes to the financial statements.
 - (d) correspond to accounting periods already completed and audited.
- ☐ Attached are copies of financial statements¹ for the *five (5)* years required above; and complying with the requirements

¹ 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.

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	Amount Currency	Exchange rate	Kenya equivalent	Shilling
<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.

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 contract or contracts as specified in Section III, Evaluation and Qualification Criteria

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

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					

FORM EXP – 4.I

General Construction 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: _____	

FORM EXP – 4.2(a)**Specific Construction and Contract Management Experience**

Tenderer's Name: _____

Date: _____

JV Member's Name _____

ITT No. and title: _____

Similar Contract No.	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member JV <input type="checkbox"/>	in Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount				Kenya Shilling
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				

FORM EXP – 4.2(b)

Construction Experience in Key Activities

Tenderer's Name: _____

Date: _____

Tenderer's JV Member Name: _____

Sub-contractor's Name² (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"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount				Kenya Shilling
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year	Total quantity in the contract (i)	Percentage participation (ii)		Actual Quantity Performed (i) x (ii)
Year 1				
Year 2				
Year 3				
Year 4				
Procuring Entity's Name:				
Address: Telephone/fax number E-mail:				

² If applicable

	Information
Description of the key activities in accordance with Sub-Factor 4.2(b) of Section III:	

2. Activity No. Two

3.

SECTION IV - TENDERING FORMS

FORM OF TENDER

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

INSTRUCTIONS TO TENDERERS

- i) The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address.
- ii) All italicized text is to help Tenderer in preparing this form.
- iii) Tenderer must complete and sign CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION OF THE TENDERER attached to this Form of Tender.
- iv) The Form of Tender shall include the following Forms duly completed and signed by the Tenderer.
 - Tenderer's Eligibility- Confidential Business Questionnaire
 - Certificate of Independent Tender Determination
 - Self-Declaration of the Tenderer

Date of this Tender submission:

Tender No.: KAA/OT/MBD/0009/2024- 2025

Name of Tender: Supply and Installation of Parking Management System
Services at Kisumu International Airport

Alternative No.: N/A

To: Kenya Airports Authority

Dear Sirs,

1. In accordance with the Conditions of Contract, Specifications, Drawings and Bills of Quantities for the execution of the above named Works, we, the undersigned offer to construct and complete the Works and remedy any defects therein for the sum of
Kenya Shillings [[Amount in figures]

Shillings [amount in words]_____ Kenya

The above amount includes foreign currency amount (s) of [state figure or a percentage and currency] [figures]_____ [words]_____.

The percentage or amount quoted above does not include provisional sums, and only allows not more than two foreign currencies.

2. We undertake, if our tender is accepted, to commence the Works as soon as is

reasonably possible after the receipt of the Project Manager's notice to commence, and to complete the whole of the Works comprised in the Contract within the time stated in the Special Conditions of Contract.

3. We agree to adhere by this tender and it shall remain binding upon us and may be accepted at any time before that date.
4. Unless and until a formal Agreement is prepared and executed this tender together with your written acceptance thereof, shall constitute a binding Contract between us. We further understand that you are not bound to accept the lowest or any tender you may receive.
5. We, the undersigned, further declare that:
 - i) No reservations: We have examined and have no reservations to the tender document, including Addenda issued in accordance with ITT 28;
 - ii) Eligibility: We meet the eligibility requirements and have no conflict of interest in accordance with ITT 3 and 4;
 - iii) Tender-Securing Declaration: We have not been suspended nor declared ineligible by the Procuring Entity based on execution of a Tender-Securing or Proposal-Securing Declaration in the Procuring Entity's Country in accordance with ITT 19.8;
 - iv) Conformity: We offer to execute in conformity with the tendering documents and in accordance with the implementation and completion specified in the construction schedule, the following Works: **Supply and Installation of Parking Management System Services at Kisumu International Airport**;
 - v) Tender Price: The total price of our Tender, excluding any discounts offered in item I above is: *[Insert one of the options below as appropriate]*
 - vi) 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]*;
 - vii) Discounts: The discounts offered and the methodology for their application are:
 - viii) The discounts offered are: *[Specify in detail each discount offered.]*
 - ix) The exact method of calculations to determine the net price after application of discounts is shown below: *[Specify in detail the method that shall be used to apply the discounts]*;
 - x) Tender Validity Period: Our Tender shall be valid for the period **126 days** from the date fixed for the Tender submission deadline specified in TDS 22.1 (as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
 - xi) Performance Security: If our Tender is accepted, we commit to obtain a Performance Security in accordance with the Tendering document;

- xii) One Tender Per Tender: We are not submitting any other Tender(s) as an individual Tender, 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 3.4, other than alternative Tenders submitted in accordance with ITT 13.3;
- xiii) Suspension and Debarment: We, along with any of our subcontractors, suppliers, Project Manager, 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 Public Procurement Regulatory Authority or any other entity of the Government of Kenya, or any international organization.
- xiv) 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 3.8];
- xv) Commissions, gratuities, fees: We have paid, or will pay the following commissions, gratuities, or fees with respect to the tender 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.”)

- xvi) 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;
- xvii) Not Bound to Accept: We understand that you are not bound to accept the lowest evaluated cost Tender, the Most Advantageous Tender or any other Tender that you may receive;
- xviii) 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;
- xix) 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.
- xx) 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.
- xxi) **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.

xxii) We, the Tenderer, have completed fully and signed 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.
- 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 I- 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 signedday ofmonth, year

Date signed_____day of_____, ____

Notes

* *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 to be attached with the Tender.*

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/MBD/0009/2024- 2025
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
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				

d) **Registered Company**, provide the following details.

i) Private or public Company____

ii) State the nominal and issued capital of the Company____

Nominal Kenya Shillings

(Equivalent)..... Issued Kenya

Shillings (Equivalent).....

iii) Give details of Directors as follows.

	Names of Director	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 (Kenya Airports Authority)
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 controls, is 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.		
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.		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
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)

CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of Tender to the Kenya Airports Authority for **CAA/OT/MBD/0009/2024-2025 Supply and Installation of Parking Management System Services at Kisumu International Airport** 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].

SELF - DECLARATION FORMS

FORM SDI

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. **KAA/OT/MBD/0009/2024-2025 Supply and Installation
of Parking Management System Services at Kisumu International Airport
for Kenya Airports Authority** and 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/MBD/0009/2024-2025 Supply and Installation of Parking Management System Services at Kisumu International Airport** 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 (*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 (*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.....

B. APPENDIX I - FRAUD AND CORRUPTION

(Appendix I shall not be modified)

1. Purpose

2. 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.

3. 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 1.1 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 sub-section 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 bidder to whom was awarded contract, or a member of the group of bidders to whom the contract was awarded, but the subcontractor 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;
 - ii) “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;
 - iii) “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;
 - iv) “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;
 - v) “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) Defines more specifically, in accordance with the above procurement Act provisions set forth for fraudulent and collusive practices as follows:

"fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal process or the exercise of a contract to the detriment of the procuring entity or the tenderer or the contractor, and includes collusive practices amongst tenderers prior to or after tender submission designed to establish tender prices at artificial non-competitive levels and to deprive the procuring entity of the benefits of free and open competition.

- c) Rejects a proposal for award¹ of a contract if PPRA determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- d) Pursuant to the Kenya's above stated Acts and Regulations, may sanction or recommend to appropriate authority (ies) for sanctioning and debarment of a firm or individual, as applicable under the Acts and Regulations;
- e) 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 inspect² 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
- f) 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.

¹ 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.

² 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.

FORM OF TENDER SECURITY-[Option I-Demand Bank Guarantee]

Beneficiary: _____

Request for Tenders No: _____ **Date:** _____

TENDER GUARANTEE No.: _____

Guarantor: _____

1. We have been informed that _____ (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").
2. Furthermore, we understand that, according to the Beneficiary's conditions, Tenders must be supported by a Tender 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 _____ (_____) 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 there to provided by the Applicant, (i) has failed to execute the contract agreement, or (ii) has failed to furnish the Performance.
4. 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.
5. 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)]

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

FORMAT OF TENDER SECURITY [Option 2–Insurance Guarantee]

TENDER GUARANTEE No.: _____

1. Whereas [*Name of the tenderer*] (hereinafter called “the tenderer”) has submitted its tender dated [*Date of submission of tender*] for the [*Name and/or description of the tender*] (hereinafter called “the Tender”) for the execution of__under Request for Tenders No._____(“the ITT”).
2. KNOW ALL PEOPLE by these presents that WE of [**Name of Insurance Company**] having our registered office at (hereinafter called “the Guarantor”), are bound unto [*Name of Procuring Entity*] (hereinafter called “the Procuring Entity”) in the sum of (Currency and guarantee amount) for which payment well and truly to be made to the said Procuring Entity, the Guarantor binds itself, its successors and assigns, jointly and severally, firmly by these presents.

Sealed with the Common Seal of the said Guarantor this ____ day of _____ 20 ____.

3. NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Applicant:
 - 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 Procuring Entity 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 Procuring Entity's Tendering document.

then the guarantee 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.

4. 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) twenty-eight days after the end of the Tender Validity Period.

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

[Date]

[Witness]

[Signature of the Guarantor]

[Seal]

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

TENDER-SECURING DECLARATION FORM

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

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

Tender No.:.....*[insert number of tendering process]*

To:..... *[insert complete name of Purchaser]* I/We, the undersigned, declare that:

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

Signed:.....

Capacity / title (director or partner or sole proprietor, etc.)

Name:

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

Dated on day of *[Insert date of signing]* Seal or stamp

Appendix to Tender

Schedule of Currency requirements

Summary of currencies of the Tender for _____ *[insert name of Section of the Works]*

<i>Name of currency</i>	<i>Amounts payable</i>
Local currency: _____	
Foreign currency #1: _____	
Foreign currency #2: _____	
Foreign currency #3: _____	
Provisional sums expressed in local currency _____	[To be entered by the Procuring Entity]

PART II - WORK REQUIREMENTS

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1. OBJECTIVES

- A. The primary use of the proposed system is to capture vehicular movements in and out of the airport.
- B. Maximize revenue collected from motorists using airport's parking areas and roads.
- C. Efficiently control traffic entering and leaving the airport for the purpose of orderly movement, safety and security.
- D. Enhance customer experience.

2. SCOPE OF WORKS

- A. The Contractor shall supply, install, erect, test and commission all materials, equipment and software and manage and maintain the system in an acceptable condition as specified herein and as shown in the contract drawings.
- B. The scope of work shall include the following:
 - a. Supply and installation of parking management equipment including:
 - i. Automatic traffic barriers complete with vehicle detection loops and control electronics.
 - ii. Entry card dispensers and reader stations.
 - iii. Automatic exit pay point stations
 - iv. Exit card capture and reader stations
 - v. Vehicle sticker readers
 - vi. ANPR
 - vii. CCTV cameras
 - b. Supply and installation of parking management software
 - c. Management of prepayments
 - d. LAN and power supply cabling
 - e. 24/7 365 onsite technical Support and maintenance
 - f. Training for users consider.
 - g. After sales services

3. CODES AND STANDARDS

- A. The equipment, installation and works, being the subject of the Bidding Documents shall be produced and executed in accordance with the General and Technical Specifications, along the rules of trade and the best technique in use.
- B. Unless specified otherwise in this Specification, design, materials, manufacture, and testing of all works shall comply with the following Standards and recommendations;
 - a. IEC International Electro technical Commission Publications
 - b. ISO International Organization for Standardization
 - c. Kenya Bureau of Standards

- C. Materials, devices and small parts may comply with the national or international authorized Standard prevalent in the country of manufacture. However, adequate modification shall be made for the point of interface with the facilities provided in accordance with relevant Standards and regulations.

4. SUBMITTALS

- A. Implementation plan after notice to commence
- B. Product data sheets and equipment ratings
- C. Installation, Operation and Maintenance manuals

5. QUALITY ASSURANCE

- A. Dully stamped quality assurance forms or stickers.

6. DELIVERY, STORAGE AND HANDLING

- A. Equipment shall be handled and stored in accordance with manufacturer's instructions.

7. GENERAL REQUIREMENTS

7.1. Carpark Management System

- A. The carpark management system shall control the entrances and exits to and from the airport, manage the operation and collect payments with minimal manual intervention. All entries, exits and its automatic barriers shall be monitored and controlled remotely from the Carpark Management Server serving all parking areas as shown in the drawings. The occupancy of the parking areas may be monitored.
- B. The parking areas shall be accessible for visitors with different parking schemes, including but not limited to season, VIP, single-entry, prepayment and staff parking.
- C. The system shall be able to operate a comprehensive set of charges based on day of the week, holidays and time of day. The system shall have a facility to implement a set of temporary charges valid until recalled and a set of future charges to become automatically effective on a predefined date and time which are user-definable.
- D. Access shall be possible with a ticket, to be obtained at the entry of the parking area or vehicle mount stickers (for long term users) or the ANPR.
- E. Special tickets shall be provided to open automatic barriers, to be used by security personnel in case of emergency.
- F. The system shall have an anti-pass-back feature to prevent the misuse of all types of tickets or stickers.

- G. A vehicle license plate recognition system shall be implemented. The vehicle registration shall be executed by video cameras with digitizing capability suitable to be connected to the system. Cameras, supports and associated cabling are part of the scope of this section.
- H. Payment for single-entry parking shall be possible either by mobile payment or manually by cash/credit card/debit card at the pay stations to be found at the parking areas, portable POS for mobile payment at the exit.
- I. The parking management system shall be able to process detailed reports and a summary on a daily, weekly or monthly basis. The reports shall contain the following information as a minimum:
 - 1. Cash reconciliation
 - 2. Revenue collection
 - 3. Occupancy statistics
 - 4. Parking turnover
 - 5. Lane statistics
 - 6. Audit trails
 - 7. Trend analysis
- J. The system shall log each attempted misuse for identification of the ticket or vehicle sticker owner. Maintain a blacklist of offenders
- K. All equipment of the parking management system shall be computerized and automated. All equipment shall be able to function as a stand-alone device, so that the carpark management system remains operational in case there is no data communication possible and provides continuous service for parking.
- L. All equipment shall be provided with a perpetual calendar and a clock. The clock shall be automatically synchronized through the LAN at least once per day and after every restart.
- M. All equipment shall be provided with battery back-up to maintain service, date and time.
- N. The complete parking management system shall be connected to the Local Area Network of the airport. Connections, including cabling and cable ways, are part of this specification.
- O. Single use tickets (CAN ALSO BE TOKEN SUPPORTED?)
 - 1. Access tickets shall be obtained at the entry control station. The ticket is printed with a barcode/QR code, vehicle license plate number, entry point description, date and time. The barcode shall hold a unique serial number as a minimum.
 - 2. The ticket shall be readable by the pay station. When the payment is done, the ticket will allow exit within a user definable grace period.
 - 3. The access tickets shall be specially coated to resist heat and light under hot sun, ensuring that the parking tickets remain legible
 - 4. The ticket shall be of credit card size and thickness not less than 150gsm.
 - 5. The tickets shall be suitable for direct thermal printing

P. **RFID Vehicle Mount Stickers (RECOGNITION OF MOTOR VEHICLES COULD ALSO BE BE NUMBER PLATE BASED?)**

1. The system shall support the use of vehicle mounted stickers using RFID UHF technology.
2. Vehicle mounted stickers will be mounted on vehicles of the employer and airport employees on long term basis.
3. Communication with vehicle mounted stickers shall be on frequencies designated for these purposes. (Where necessary the Contractor is to obtain licenses for the Employer for the use of these frequencies.)
4. Vehicle mounted stickers shall operate between 3 and 6 m from the entry and exit station equipped for their use.
5. Where multiple parallel entry or exit lanes onto a parking area exist all lanes will be equipped for vehicle mounted stickers handling.

7.2. Entry Control Station

A. At every entrance of the toll station, entry control stations shall be located to control the access of vehicles using machine readable tickets or vehicle stickers. The station shall operate without manual intervention.

B. The entry control stations are located as indicated on the drawings. Each lane shall be provided with vehicle mounted sticker communication equipment. This lane will be identified appropriately.

C. Ticket Issuing

1. A single use ticket shall be obtained by pressing a button on the entry control station. The ticket will be supplied through a slot. The ticket shall be issued within two seconds.
2. A visual notification (e.g. a flashing light) shall be provided for the push-button to indicate that the station is ready to issue the next ticket.
3. The ticket serial/sequence number shall be random and generated by the Parking Management Server.

D. **RFID Vehicle Mount Sticker Reader (NUMBER PLATE)**

1. All entry control stations which control access to the airport shall be accessible with a vehicle mount sticker mounted on the vehicle.
2. The vehicle mount sticker shall be read from a distance of at least 6 m.
3. If the sticker is detected as valid, the control station shall open the automatic barrier.
4. If the sticker is detected as invalid, the control station shall not allow access to the airport.
5. The information of vehicles accessing the parking area shall be stored on the Parking Management Server. Information shall consist of location, date, time and identification of the vehicle.

E. Vehicle detection

1. The entry station shall incorporate vehicle detector electronics for a self-tuning induction loop as a vehicle presence check, a prior condition to activating the entry station. The loop detector shall be able to detect vehicles travelling at speeds up to 30 km/hr. It shall provide for at least three selectable sensitivities and four selectable frequencies.
2. Supply and installation of the vehicle detection loops is part of the works under this section.
3. The access station shall be activated whenever the vehicle detection electronics detects the presence of a vehicle.
4. After opening the automatic barrier, the vehicle detector electronics shall detect if the vehicle passes through the entrance.
5. If the vehicle detector electronics detects the vehicle going backwards, it shall be listed by date, time and location. If a ticket or vehicle sticker is used, this shall be blacklisted. An alert message shall be sent to the Parking Management Server

F. Automatic barrier

1. Motor drive
 - a. Barriers shall use a maintenance-free torque drive motor to open and close.
 - b. The barrier arm movement shall be jerk-free with short opening and closing time, not exceeding two seconds.
 - c. The barrier arm shall be locked when closed, except when power is off.
2. Barrier arms
 - a. Arms shall be constructed of aluminum and shall be rubber-padded on the underside.
 - b. The arm holder shall have a predetermined breaking point to cause the arm to fall onto the floor without damage when hit by a car,
 - c. The arm shall be painted with luminous paint.
3. The barrier gate must have a bidirectional self-locking function (when the electric barrier is in the open or closed position, external forces cannot cause the barrier rod to rise or fall).
4. The barrier gate must have a bidirectional self-locking function (when the electric barrier is in the open or closed position, external forces cannot cause the barrier rod to rise or fall).
5. The response time from when the remote control sends an execution control signal to when the barrier gate reacts must be less than 2 seconds, with a remote control range of at least 30 meters. The operating noise must be less than 60dB at a distance of 0.5 meters.
6. The automatic barrier shall be opened by the entry control station when access is allowed when a ticket is obtained or vehicle sticker is verified and the vehicle detection electronics detects a vehicle.
7. The automatic barrier shall be closed after the vehicle detection electronics sense that the vehicle has passed the barrier.
8. When the automatic barrier hits an obstacle, it shall open again immediately.
9. When the automatic barrier is open, the entry control station is deactivated until the barrier has lowered again.
10. After the vehicle has passed the automatic barrier and the barrier has lowered again, the access control station shall be activated.
11. It shall be possible to mechanically open the barrier with a key in case of emergency.

G. Display messages

1. The entry control station shall have a display to show messages automatically.
2. The current time shall be shown as a default.
3. The display shall be a backlit LCD display large enough to be readable from the motorist's position in the vehicle under all ambient light conditions.
4. At least 5 different messages shall be available.
5. The messages shall be available in English.
6. The proposed messages shall be formulated to be approved by the Employer

H. Only one type of control station shall be allowed.

- I. The entry control station shall be self-monitoring. In case of any failure, a notification shall be sent to the Parking Management Server.

- J. Provision shall be made for local pass-back in case of data communication failure and battery-backed memory for eight hours.

- K. In case the access control station is using battery backup power, a transaction shall be finished completely before loss of power.

L. Housing

1. Housing of the control station shall be a sheet steel cabinet. The cabinet shall be mounted on a steel plinth through which the ground cables of power and communication can enter the cabinet.
2. The steel shall have a thickness of minimum 1.5 mm with baked enamel finish or hardened, powder-coated steel of 2.5 mm thickness.
3. There shall be no sharp edges on the cabinet.
4. The cabinet shall have a securely lockable access door. The station shall maintain its normal function in case the door is open.
5. The cabinet shall be designed to withstand splashing water as occurring during a rain storm.
6. The cabinet shall be dust- and dirt proof and withstand the environmental conditions of the site.
7. The slot for tickets and cards shall be at a height accessible for a motorist sitting in a regular car.

M. Microprocessor

1. Each entry control station shall have its own microprocessor with associated electronics and controls. The microprocessor shall be of current technology and suitable for its intended use.
2. The microprocessor shall be suitable for data processing and control of ticket issuer, message display, the automatic barriers, vehicle detection and monitoring loops.
3. The microprocessor shall communicate with the Parking Management Server and shall perform checks on all vehicle stickers, including blacklisting.

4. The microprocessor shall have non-volatile storage capacity for at least 2,000 serial number ranges for cards with limited validity.
5. All messages and blacklisted card numbers shall be downloadable from the Parking Management Server.
6. The entry records of tickets and vehicle stickers, including numbers, shall be transmitted to the Parking Management Server in not more than three seconds.
7. The microprocessor software shall be of modular design and shall be field upgradeable, preferably through downloading from the Parking Management Server.
8. The microprocessor and associated electronics shall be protected from voltage surges as might be caused by lightning strikes.

N. Communication

1. It shall be possible to have a two-way voice communication between the entry control station and an operator with access to the Parking Management Server via a push button on the entry control station.
2. The system shall show the location of the entry control station which requests two way communications.
3. From the Parking Management Server, it shall be able to address one station to communicate with.
4. Communication shall be made through LAN connections using Voice over IP technology. Use of separate intercom cabling shall not be permitted.
5. The sound level of the speaker shall be sufficient to be clearly understandable under the prevailing ambient noise conditions of the airport. Sound level shall be internally adjustable.

7.3. Exit Control Station

- A. At every exit of the airport, an exit control station shall be located to control the exit of vehicles using machine readable tickets as issued by the entry stations and vehicle sticker readers. Each lane will be provided with vehicle sticker reader communication equipment. The station shall operate without manual intervention.
- B. The exit control stations are located as indicated on the drawings.
- C. Ticket control
 1. Tickets shall be read through a slot and can be withdrawn after the barrier is opened.
 2. A visual notification (e.g. a flashing light) shall be provided next to the slot to indicate that the station is ready to accept the next ticket
 3. The ticket will only be accepted if the exit time indicated on the ticket by the pay station is before the current time.
 4. If the ticket is accepted, the control station shall open the automatic barrier.
 5. If the ticket is not accepted, it shall be ejected.
 6. If the unacceptable ticket is not removed after 3 seconds, an audible sound shall be produced. If the ticket is not removed after 5 seconds, it shall be drawn back and an alert message shall be sent to the Parking Management Server.
- D. RFID Vehicle Mount Sticker Reader

1. The vehicle mount sticker shall be read from a distance of at least 6 m.
2. The information of vehicles leaving the airport shall be stored on the Parking Management Server. Information shall consist of location, date, time and identification of the vehicle.

E. Vehicle detection

1. The exit station shall incorporate vehicle detector electronics for a self-tuning induction loop as a vehicle presence check, a prior condition to activating the entry station. The loop detector shall be able to detect vehicles travelling at speeds up to 30 km/hr. It shall provide for at least three selectable sensitivities and four selectable frequencies.
2. Supply and installation of the vehicle detection loops is part of the works under this section.
3. The exit station shall be activated whenever the vehicle detection electronics detects the presence of a vehicle.
4. After opening the automatic barrier, the vehicle detector electronics shall detect if the vehicle passes through the exit.
5. If the vehicle detector electronics detects the vehicle going backwards, it shall be listed by date, time and location. An alert message shall be sent to the Parking Management Server

F. Automatic barrier

1. Motor drive
 - a. Barriers shall use a maintenance-free torque drive motor to open and close.
 - b. The barrier arm movement shall be jerk-free with short opening and closing time, not exceeding two seconds.
 - c. The barrier arm shall be locked when closed, except when power is off.
2. Barrier arms
 - a. Arms shall be constructed of aluminium and shall be rubber-padded on the underside.
 - b. The arm holder shall have a predetermined breaking point to cause the arm to fall onto the floor without damage when hit by a car,
 - c. The arm shall be painted with luminous paint.
3. The barrier gate must have a bidirectional self-locking function (when the electric barrier is in the open or closed position, external forces cannot cause the barrier rod to rise or fall).
4. The barrier gate must have a bidirectional self-locking function (when the electric barrier is in the open or closed position, external forces cannot cause the barrier rod to rise or fall).
5. The response time from when the remote control sends an execution control signal to when the barrier gate reacts must be less than 2 seconds, with a remote control range of at least 30 meters. The operating noise must be less than 60dB at a distance of 0.5 meters.
6. The automatic barrier shall be opened by the entry control station when access is allowed when a ticket is obtained or vehicle sticker is verified and the vehicle detection electronics detects a vehicle.

7. The automatic barrier shall be closed after the vehicle detection electronics sense that the vehicle has passed the barrier.
8. When the automatic barrier hits an obstacle, it shall open again immediately.
9. When the automatic barrier is open, the entry control station is deactivated until the barrier has lowered again.
10. After the vehicle has passed the automatic barrier and the barrier has lowered again, the access control station shall be activated.
11. It shall be possible to mechanically open the barrier with a key in case of emergency.

G. Display messages

1. The exit control station shall have a display to show messages automatically
2. The current time shall be shown as a default
3. The display shall be a back-lit LCD display large enough to be readable from the motorist's position in the vehicle under all ambient light conditions.
4. At least 5 different messages shall be available
5. The messages shall be available in English.
6. The proposed messages shall be formulated to be approved by the Employer

H. Each vehicle exit shall be registered including date, time and location. This information shall be sent to the Parking Management Server.

I. Local pass-back in case of data communication failure and battery-backed memory for 8 hours

J. Only one type of control station shall be allowed.

K. The exit control station shall be self-monitoring. In case of any failure a notification shall be sent to the Parking Management Server.

L. In case the exit control station is using battery backup power transactions shall be completed entirely before loss of power.

M. Housing

1. Housing of the control station shall be a sheet steel cabinet. The cabinet shall be mounted on a steel plinth through which the ground cables of power and communication can enter the cabinet.
2. The steel shall have a thickness of minimum 1.5 mm with baked enamel finish or hardened, powder-coated steel of 2.5 mm thickness.
3. There shall be no sharp edges on the cabinet.
4. The cabinet shall have a securely lockable access door. The station shall maintain its normal function in case the door is open.
5. The cabinet shall be designed to withstand splashing water as occurring during a rain storm.
6. The cabinet shall be dust- and dirt proof and withstand the environmental conditions of the site.
7. The slot for tickets and cards shall be at a height accessible for a motorist sitting in a regular car.

O. Microprocessor

1. Each exit control station shall have its own microprocessor with associated electronics and controls. The microprocessor shall be of current technology and suitable for its intended use.
2. The microprocessor shall be suitable for data processing and control of ticket processor, card processor, message display and audio system, the automatic barriers, vehicle detection and monitoring loops.
3. The microprocessor shall communicate with the Parking Management Server and shall perform checks on all cards, including blacklisting.
4. The microprocessor shall have non-volatile storage capacity for at least 2,000 serial number ranges for tickets with limited validity.
5. All messages and blacklisted tickets or stickers numbers shall be downloadable from the Parking Management Server.
6. The exit records of tickets and cards, including numbers, shall be transmitted to the Parking Management Server in three (3) seconds.
7. The microprocessor software shall be of modular design and shall be field upgradeable, preferably through downloading from the Parking Management Server.
8. The microprocessor and associated electronics shall be protected from voltage surges as might be caused by lightning strikes.

P. Communication

1. It shall be possible to have a two-way voice communication (intercom) between the exit control station and an operator with access to the Parking Management Server via a push button on the access control station.
2. The system shall show the location of the exit control station which requests two-way communication.
3. From the Parking Management Server, it shall be able to address one station to communicate with.
4. Communication shall be made through LAN connections using Voice over IP technology. Use of separate intercom cabling shall not be permitted.
5. The sound level of the speaker shall be sufficient to be clearly understandable under the prevailing ambient noise conditions of the airport. Sound level shall be internally adjustable.

7.4. Pay Stations

- A. At every parking area, at least one pay station shall be located. The station shall be operating without manual intervention.
- B. The pay stations shall be located as indicated on the drawings.
- C. Pay stations will be provided with appropriate weather shading. Supply and installation of the shading is part of the scope of this section. Design and aesthetics shall be approved by the Engineer.
- D. At every pay station, it shall be possible to pay automatically by credit card and debit cards commonly used in Kenya. It shall also be possible to pay manually by bank notes or approved

coins. The currency shall be Kenyan Shillings. Both pay facilities shall be incorporated in one station. For manual payment, the pay station shall be able to return change.

- E. Every transaction shall be registered including date, time and location and sent to the Parking Management Server
- F. Ticket control and payment
 - 1. If the inserted ticket is accepted, the required fee shall be shown in a display message.
 - 2. After the required fee is paid, time and date shall be entered on the ticket, including a user-definable grace period to exit the parking after payment.
 - 3. In case a ticket is not acceptable, an appropriate message shall be displayed. A notification shall be sent to the Parking Management Server.
- G. When the cash magazine is almost full, a notification shall be sent to the Parking Management Server. Also when the change cash magazine is almost empty, a notification shall be sent to the Parking Management Server.
- H. When cash is collected from the pay station, a notification shall be sent to the Parking Management Server including the amount of money, time and date and name and personnel number of the collector.
- I. Collection of cash is only possible after identification, validated by checking name, personnel number and authorization for collecting cash.
- J. The pay station shall be self-monitoring. In case of any failure a notification shall be sent to the Parking Management Server.
- K. Provision shall be made for local pass-back in case of data communication failure and battery-backed memory for eight hours
- L. In case the pay station is using battery backup power, a transaction shall be finished completely before loss of power.
- M. Only one type of pay station is allowed.
- N. Display messages:
 - 1. The pay station shall have a display to show messages automatically
 - 2. The current time shall be shown as a default
 - 3. The display shall be a back-lit LCD display large enough to be readable from both a normal person's standing position and in a wheel chair under all ambient light conditions.
 - 4. At least 20 different messages shall be available
 - 5. The messages shall be available in English.
 - 6. The proposed messages shall be formulated to be approved by the Employer
- O. Housing:

1. Housing of the pay station shall be a sheet steel cabinet. The cabinet shall be mounted on a steel foot through which the ground cables of power and communication can enter the cabinet.
2. The steel shall have a thickness of 1.5 mm with baked enamel finish or hardened, powder-coated steel of 2.5 mm thickness.
3. There shall be no sharp edges on the cabinet.
4. The cabinet shall have a securely lockable access door. The station shall maintain its normal function in case the door is open.
5. The cabinet shall be designed to withstand splashing water as occurring during a rain storm.
6. The cabinet shall be dust- and dirt proof and withstand the environmental conditions on site.
7. The slot for cards and tickets shall be at such a position to be accessible for both a normal person's standing position and in a wheel chair in the vehicle under all ambient light conditions.

P. Microprocessor:

1. Each pay station has its own microprocessor with associated electronics. The microprocessor shall be of current technology and suitable for its intended use.
2. The microprocessor shall be suitable for data processing and control of ticket processor, card processor, message display and audio system and automatic and manual payment.
3. The microprocessor shall communicate with the Parking Management Server and shall perform checks on all cards and tickets, including blacklisting.
4. The microprocessor shall have non-volatile storage capacity for at least 100 display messages, and 10,000 serial number ranges for cards with limited validity.
5. All messages and blacklisted card numbers shall be downloadable from the Parking Management Server.
6. The payment records of tickets and cards, including numbers shall be transmitted to the Parking Management Server in not more than three (3) seconds.
7. The microprocessor software shall be of modular design and shall be field upgradeable, preferably through downloading from the parking management server.
8. The microprocessor and associated electronics shall be protected from voltage surges as might be caused by lightning strikes.

Q. Communication:

1. It shall be possible to have a two-way voice communication between the exit control station and an operator with access to the Parking Management Server via a push button on the pay station.
2. The system shall show the location of the pay station which requests two-way communication.
3. From the Parking Management Server, it shall be possible to address one station to communicate with.
4. Communication shall be made through LAN connections using Voice over IP technology. Use of separate intercom cabling shall not be permitted.
5. The sound level of the speaker shall be sufficient to be clearly understandable under the prevailing ambient noise conditions of the airport. Sound level shall be internally adjustable.

7.5. Mobile Payments

The Parking Solution should integrate with most popular providers to process payments via the local payment gateways i.e. Mobile money (M-Pesa, Airtel money, T-Kash|) Banks (cards-Visa/Mastercard, Pesalink, etc.). The solution should also integrate with pre-existing payment processors for parking fee collection (KAA Paybill, KAA bank partners). A dedicated USSD Channel should also be available to enable mobile payments.

7.6. Portable POS Payments

Mobile Handheld Point of Sale System

A handheld mobile point-of-sale (mPOS) system consists of software and portable hardware that processes the parking transactions beyond locations where parking facilities have been set up. The handheld portable POS system should have the following features

- Ticket dispenser to be used to FastTrack vehicles entry into the facility in the event of delays and long queues. The ticket entry mode should produce tickets with barcode.
- Exit cashiering services to be used to FastTrack vehicles out of the facility in the event of delays and long queues. The cashiering mode should be able to scan tickets, handle payments and produce reports.
- The mobile point of sale should be able to complete online synchronization of data with the data that lies in the system central database.
- The mobile devices should have extended battery life, be chargeable and withstand extreme weather conditions.

7.7. Parking Management Server

- A. The Parking Management Server system shall be located in the existing server rooms or data centers. Operations on the Parking Management Server will take place through LAN attached workstations (client server configuration).
- B. The Parking Management Server shall be commercial off-the-shelf. Capacity shall be in line with its intended use and be sufficient to expand the system by a factor of two, including vehicle License Plate recognition.
- C. The platform must support importing data in EXCEL format; The platform must support querying and viewing various information and data reports, including daily business reports, monthly business reports, fund income and expenditure reports, traffic statistics reports, cash clearing reports, temporary parking fee details, Registered Vehicle recharge reports, change details reports, trip billing details, vehicle entry/exit details, on-site vehicle details, vehicle modification records, vehicle deduction details, merchant coupon reports, temporary parking refund details.
- D. The system supports comprehensive management of coupon usage. It must support adding and querying coupons, setting coupon name, type, deduction amount, validity period, usage count, recharge method, whether it can be used with other deductions. It must support

comprehensive control of coupon issuance quantity, setting caps, issuing permission settings, coupon blacklist settings. It must support batch import of merchant information in EXCEL format, directly setting merchant account name, password, permissions. It must support batch coupon issuance, regular batch issuance, coupon issuance approval, and switching merchant issuance permissions. It must support adding and querying merchant operator accounts, permissions, and editing operator name, role, permissions.

- E. Manage Registered Vehicles, support adding, modifying, deleting, recharging, refunding, deregistering/restoring. Support monthly rental, recharge vehicles, count-based vehicles. Support one space for multiple cars, charging temporary cars for excess spaces. Support configuring corresponding charging rules for different vehicle types (small cars, large cars) and various license plate types (temporary cars, monthly rental cars). Support different charging rules based on time period, zone, natural day, vehicle type. Support setting by Kenyan working days and weekends, and individual days as working days, holidays, or special days.
- F. The system must support viewing the holiday configuration of specified license plate types, Must support configuring specified days to use specific billing rules, Must support adding, editing, and deleting specified license plate types for weekly specifications.
- G. Must support displaying the overall operational status of the current parking lot, including at least the temporary parking amount for the day, vehicle entry/exit numbers for the day, yesterday's revenue, yesterday's traffic, total revenue for the month, and revenue/traffic curve charts.
- H. Must support viewing the list of services opened by the parking lot, invoice usage, fee details, and must support phone repair, maintenance work order submission, complaint functions; work order information must automatically update service progress.
- I. All data shall be recorded twice and shall include proper checksums and security features to prevent fraud through manipulation of the data. A backup of all data shall be done at least once a day.
- J. The computer shall be able to process data to the financial system for parking revenues. Data contains information about revenues including details of used parking areas, type of visitors, etc.
- K. The Computer shall be able to generate blacklist files, monitor the occupancy of all parking areas based on vehicle-counting data, control the related variable message signs and report any non-standard occurrences.
- L. The Parking Management Server shall be able to show all parking information on weekly, monthly and annual basis. Year-to-date information shall also be available.
- M. It shall also be possible to produce database, financial and statistical reports or a summary of this information. The lay-out and contents of online and printable reports shall be proposed for approval by the Employer.
- N. On demand, reports on maintenance, equipment failure and manual operation of barriers shall be available.

- O. It shall be possible to open and close the automatic barriers at the entrances and exits of the airport via LAN attached workstations for the Parking Management Server in case of emergency or failure.
- P. The Computer shall be able to monitor the status and processes of all equipment, including access and exit control stations, automatic barriers and pay stations.
- Q. The Computer shall be able to receive all notifications from the equipment and process it to the operator suggesting the required action and/or notification to the required location or person.
- R. Response time on notifications and requests from the equipment shall be less than three seconds.
- S. The computer shall have the function of monitoring, indication and diagnostic information for all equipment
- T. When backup power is used, a graceful automatic shutdown shall be executed before loss of battery backup power.
- U. Security
 - 1. The Parking Management Server shall have different levels of security to access information.
 - 2. The pass-back protection shall apply for each card and ticket recorded in the database.
- V. Communication
 - 1. It shall be possible to have a two-way communication by voice between the location of the Parking Management Server and all access and exit control stations and the various pay stations.
 - 2. The system shall show the location of the station that requests two-way communication.
 - 3. From the Parking Management Server, it shall be possible to address one station to communicate with.
 - 4. Communication shall be possible through connections made via the LAN.
- W. Performance:
 - 1. The server shall be able to process all activities as described in this section and to store all parking data.
 - 2. The pass-back information for cards shall be processed in three seconds to prevent causing any delay at the access or exit control station.
 - 3. Failed hard disks shall be hot exchangeable with no system downtime.
 - 4. The system shall be designed to have an availability of **99.4%**.
 - 5. Suitable back-up storage and housekeeping purposes shall be provided, including automatic unattended backup.
- X. The hardware shall be used both as the application server and the database server.

- Y. Servers shall be installed in the existing 19" equipment racks.
- Z. Account control for manual and automatic payment:
 - 1. The transactions processed by the pay stations shall be divided on separate accounts for cash, credit and debit card payments, Mobile payment to allow the reconciliation of accounts with different breakpoints.
 - 2. Separate user-configurable breakpoints shall be provided for all transactions.
 - 3. The software shall be designed to cater for a user-defined accounting day, e.g. midnight to midnight. It shall provide for full reconciliation of daily totals with bank clearing houses which end their day at a different hour.
- AA. The user interface of the Parking Management Server shall be GUI based and its design shall be based on a client server model.
- BB. LAN workstation shall be used to have access to the Parking Management Server.
- CC. Must support multiple payment methods, such as mobile self-service payment, coupon payment.
- DD. The Parking Management Server shall have license plate recognition software to provide a vehicle registration number system.
- EE. The system must have good modular design, supporting future custom development and data interface for parking lot operators.

7.8. Cabling

- A. For all equipment, power cables shall be provided. The cables shall have cable markers. The power cables shall be compliant with IEE Standard. Inside the building, the cables shall be installed in cable trays. Outside the building, cables shall be installed in appropriate buried ducts or HDPE tubes.
- B. All equipment shall be provided with fibre optic control cables to establish a connection with the Parking Management Server. Inside the building the equipment shall be connected to the existing LAN.

7.9. Interfaces

- A. Communication between the equipment and the Parking Management Service shall be able through LAN connection. All parking management data as described in this section shall be processed via the LAN.
- B. Interface with Financial System of the Airport. Data to be processed shall contain revenue information including details of parking area, type of visitor and date and time.
- C. Compatible interface shall be provided between the installed CCTV camera system and the existing ISMS at the airports.

7.10. Performance Requirements

- A. The system shall support all interfaces as specified in this section. Additionally, the system shall include interfaces to the Employer's financial systems using common standards for financial transaction exchange.
- B. The system shall be operational seven (7) days a week, 24 hours a day. The system shall have an availability of **99.4%** measured over any period of time. Definition of the system availability shall be provided in the SLA to be drawn at the beginning of the contract implementation.
- C. Scheduled downtime: Downtime to update the computer operating system or repair a component shall be acceptable reasons for downtime, but at no time shall more than one server be non-operational.
- D. The time required to restart and resynchronize the servers after a complete system failure shall not exceed fifteen minutes.

7.11. Vehicle Registration Number System

- A. The Contractor shall provide a vehicle registration number (license plate) system. The vehicle number registration system shall utilize image capture by camera and processing to recognize license plate details.
- B. Cameras shall be located at strategic locations near the access and exit stations of the parking areas to capture the image of the license plate of each vehicle entering through the access station.
- C. The images shall be processed by the Parking Management Server for analysis of the license plate and obtaining the registration number.
- D. The system shall be capable of capturing the license plate details of vehicles travelling at speeds up to 30 km/hr.
- E. The system shall be capable of functioning using daylight and artificial light. The Contractor is to ensure that adequate lighting is available in the areas concerned. The brightness of the supplementary light must be adjustable with three working modes: intelligent mode, always-on mode, and flash mode. The camera must maintain accurate color representation of the subject under changing lighting conditions and automatically set shutter speed based on exposure values.
- F. Video image data must be centrally stored on a central server according to the user-configured storage strategy, with support for local TF card storage.
- G. The camera must support motorized zoom adjustments via a debugging assistant.

- H. The license plate recognition camera must have an integrated design with a built-in LCD display screen. After recognizing the license plate, the server must send content to the LCD screen.
- I. The camera lens must have a heating defog function to improve stability and recognition accuracy in foggy, rainy, or snowy weather.
- J. The accuracy of recognition of the license plate number shall be 99.0% or better for all types of license plates commonly used in Kenya.
- K. The license plate number shall be saved in the database and linked to its corresponding entry record.
- L. The license plate number shall be used to interrogate the Parking Management Server for the entry record in case the ticket is reported lost. The parking charges shall be computed by using the entry record.
- M. The system shall allow generation of lists of (license plate details of) vehicles that have entered the parking area but not left it after a user defined period.
- N. The system shall be provided at both long and short term parking areas.

8. PRODUCTS

8.1. Manufacturing

- A. All equipment offered shall be the product of recognized and experienced manufacturers and shall be of basic design and size similar to such that has been in successful continuous operation for at least ten years preferably under similar climatic conditions. Proven equipment reliability and high availability are of prime importance and the attention of the Bidder is drawn to these particular requirements.
- B. As soon as practicable after entering into the Contract, the Contractor shall, having obtained the Engineer 's consent in accordance with the Conditions of Contract, enter into the Sub-contracts he considers necessary for the satisfactory completion of the Contract Works.
- C. All Sub-contractors and Sub-suppliers of components and materials shall be subject to the approval of the Engineer. Information shall be given on each Sub-order sufficient to identify the material or equipment to which the sub-order relates, stating that the material is subject to inspection by the Employer before dispatch.

8.2. Operating Conditions

- A. The equipment and all components shall be suitable for operation in ambient conditions of 5°C to 45°C without overheating and not less than 85% relative humidity in an unheated ventilated building or shed.
- B. The available power supply is 415/240VAC \pm 6% and 50Hz \pm frequency. The power supply is not regulated.

8.3. Compliance Matrix for Minimum Technical Requirements

8.3.1. Automatic Barriers

ITEM NO.	DESCRIPTION	MINIMUM REQUIREMENT	BIDDER'S OFFER
1.	Make and model	<i>Bidder to insert proposed make and model</i>	
2.	Compliance	ISO 13849 – Safety of machinery. BS EN 50081-1, BS EN 50082-1, EN 12635	
3.	Operating technology	Hydraulic or electromechanical Hydraulic or electromechanical, 4-bar mechanism for longer lifetime, Epicyclic gear motor, The barrier must have operation log recording, anti- double entry/exit, over-current protection, and anti-smash functions, lifting the rod immediately upon obstruction during lowering	
4.	Duty cycle	Continuous use	
5.	Beam/Arm length	3-4m based on width of lane	
6.	Beam profile	Rectangular	
7.	Opening/closing speed	Not more than 4 sec, Dual- direction self-locking function (the barrier rod cannot be raised or lowered by external force when the barrier is in the open or closed position).	
8.	Loop detector	Integrated, Dual	
9.	Manual mode	Key release switch, & Remote button with a remote-control distance ≥ 30 meters; operational noise $< 60\text{dB}$ (at 0.5 meters).	
10.	Accident protection	Safety edge	
11.	Interfaces		
12.	Material	Anti-corrosion treatment	
13.	Protection class	Suitable for outdoor. Not less than IP54	
14.	Colour(s)	Customised with corporate colours and logo as advised	

ITEM NO.	DESCRIPTION	MINIMUM REQUIREMENT	BIDDER'S OFFER
15.	MTBF	≥8 million cycles	
16.	Spare parts availability	>10 years	

8.3.2. Vehicle Detection Loops and Controllers

ITEM NO.	DESCRIPTION	MINIMUM REQUIREMENT	BIDDER'S OFFER
1.	Make and model	[Bidder to insert]	
2.	Installation	Direct burial	
3.	Conductors	Flexible (Class 5) tinned copper conductors. Temperature Rating: 85°C maximum conductor to BS EN 60228	
4.	Flame retardant	In compliance to BS EN 60332-1-2.	
5.	Operating Voltage	AC220V±15% / 50Hz	
6.	Response Time	10ms	
7.	Frequency Range	4 adjustable levels: Low Frequency / Medium-Low Frequency / Medium-High Frequency / High Frequency	
8.	Sensitivity	4 adjustable levels: High / Medium-High / Medium-Low / Low	
9.	Detection Loop Inductance	50-1000uH (recommended 100-300uH)	
10.	Detection Loop Lead	50-1000uH (recommended 100-300uH)	

8.3.3. Entry Control Station

The minimum requirements for the entry control station shall be as follows:

ITEM NO.	DESCRIPTION	MINIMUM REQUIREMENT	BIDDER'S OFFER
1.	Make and model	[Bidder to insert]	
2.	Housing	1.5mm thick stainless steel with baked enamel finish, lockable inspection backdoor door.	
3.	Operation	Online, offline or both	

ITEM NO.	DESCRIPTION	MINIMUM REQUIREMENT	BIDDER'S OFFER
4.	Microprocessor	Shall be of current technology and for communication with the server. Storage capacity at least 2,000 serial numbers	
5.	Push button	Ticket request illuminated push-button	
6.	Ticket printing and dispensing	Single ticket printed and issued within 2 seconds	
7.	Message display	Backlit LCD of at least screen size 12.1-inch and resolution 800x480 pixels	
8.	Vehicle sticker reader	Shall use RFID technology to read vehicle mounted sticker at a distance of at least 6m	
9.	ANPR		
	- Camera Functionality	<p>Lens must have heating and de-fogging function to improve stability and recognition accuracy in rain, fog, and snow</p> <p>Three trigger modes: vehicle detection trigger, video trigger, and hybrid trigger</p> <p>Three trigger modes: vehicle detection trigger, video trigger, and hybrid trigger</p> <p>License plate recognition must use video stream-based recognition methods</p> <p>Must have technology to control and recognize each layer of vehicle image information.</p>	

ITEM NO.	DESCRIPTION	MINIMUM REQUIREMENT	BIDDER'S OFFER
	- Camera Specifications	Operating Voltage: DC12V Power Consumption: ≤6W CPU: Dual-core 1GHz Memory Size: 1GB DDR3 Operating System: Linux FLASH: 256MB Image Storage: Network server upload, local TF card storage (32GB approximately 80,000 images) Communication: TCP/IP, ONVIF Lens Interface: D14 Resolution: 2560*1944 Capture Lane Width Range: ≤4 meters Capture Vehicle Speed Range: ≤20km/h Lens Specifications: 3.3-11mm, motorized focus Detection Trigger Mode: Video or vehicle detection Image Output Format: JPEG Focus Mode: Motorized focus Minimum Illumination: 0.1Lux Video Output Format: H.264/H.265 Digital Wide Dynamic Range (WDR): Supported Glare Suppression: Supported Night Enhancement: Supported 3D Noise Reduction: Supported Lighting Mode: Automatic Output Information: License plate number, license plate color, license plate photo	
	- Screen Specifications	Operating Voltage: DC 12V Screen Type: LCD non-touch screen Display Content: Parking duration, charging amount, QR codes, customizable display content	
	- Mainboard Specifications	Operating Voltage: DC 12V CPU: 64-bit 1.8GHz quad-core Cortex-A17 Operating System: Android Memory: 2GB eMMC Flash: 16GB	
	- Sensor	1 / 2.8 "3.23MP CMOS	
	- Focal length:	2.8-12 mm (Zoom/ motorized).	

ITEM NO.	DESCRIPTION	MINIMUM REQUIREMENT	BIDDER'S OFFER
	- Minimum illumination:	0.02 Lux to F1.4 (low light mode) / 0 Lux with IR LED On	
	- Wide Dynamic Range	2D WDR	
10.	Voice communication	Intercom communication between the entry control station and an operator	
11.	Data communication	Ethernet	
12.	Protection class	Suitable for outdoor. Not less than IP54 and to withstand splashing water	
13.	Interfaces		
14.	Colour(s)	Customised with corporate colours and logo.	
15.	MTBF	>2 million cycles.	
16.	Spare parts availability	>10 years.	

8.3.4. Exit Control Station

The minimum requirements for the exit control station shall be as follows:

ITEM NO.	DESCRIPTION	MINIMUM REQUIREMENT	BIDDER'S OFFER
1.	Make and model	<i>[Bidder to insert]</i>	
2.	Housing	1.5mm thick stainless steel with baked enamel finish, lockable inspection backdoor door.	
3.	Operation	Online, offline or both	
4.	Microprocessor	Shall be of current technology and for communication with the server. Storage capacity at least 2,000 serial numbers.	

ITEM NO.	DESCRIPTION	MINIMUM REQUIREMENT	BIDDER'S OFFER
5.	Ticket control and barcode/QR reader	Ticket to be read through a slot	
6.	Message display	Backlit LCD of at least screen size 12.1-inch and resolution 800x480 pixels.	
7.	Vehicle sticker reader	Shall use RFID technology to read vehicle mounted sticker at a distance of at least 6m	
8.	ANPR		
	- Camera Functionality	<p>Lens must have heating and de-fogging function to improve stability and recognition accuracy in rain, fog, and snow</p> <p>Three trigger modes: vehicle detection trigger, video trigger, and hybrid trigger</p> <p>Three trigger modes: vehicle detection trigger, video trigger, and hybrid trigger</p> <p>License plate recognition must use video stream-based recognition methods</p> <p>Must have technology to control and recognize each layer of vehicle image information.</p>	

ITEM NO.	DESCRIPTION	MINIMUM REQUIREMENT	BIDDER'S OFFER
	- Camera Functionality	Operating Voltage: DC12V Power Consumption: ≤6W CPU: Dual-core 1GHz Memory Size: 1GB DDR3 Operating System: Linux FLASH: 256MB Image Storage: Network server upload, local TF card storage (32GB approximately 80,000 images) Communication: TCP/IP, ONVIF Lens Interface: D14 Resolution: 2560*1944 Capture Lane Width Range: ≤4 meters Capture Vehicle Speed Range: ≤20km/h Lens Specifications: 3.3-11mm, motorized focus Detection Trigger Mode: Video or vehicle detection Image Output Format: JPEG Focus Mode: Motorized focus Minimum Illumination: 0.1Lux Video Output Format: H.264/H.265 Digital Wide Dynamic Range (WDR): Supported Glare Suppression: Supported Night Enhancement: Supported 3D Noise Reduction: Supported Lighting Mode: Automatic Output Information: License plate number, license plate color, license plate photo	
	- Screen specifications	Operating Voltage: DC 12V Screen Type: LCD non-touch screen Display Content: Parking duration, charging amount, QR codes, customizable display content	
	- Mainboard specifications	Operating Voltage: DC 12V CPU: 64-bit 1.8GHz quad-core Cortex-A17 Operating System: Android Memory: 2GB eMMC Flash: 16GB	
	- Sensor:	1 / 2.8 "3.23MP CMOS	
	- Focal length:	2.8-12 mm (Zoom/ motorized).	

ITEM NO.	DESCRIPTION	MINIMUM REQUIREMENT	BIDDER'S OFFER
	- Minimum illumination:	0.02 Lux to F1.4 (low light mode) / 0 Lux with IR LED On	
	- Wide Dynamic Range	2D WDR	
9.	Voice communication	Intercom communication between the entry control station and an operator.	
10.	Data communication	Ethernet	
11.	Protection class	Suitable for outdoor. Not less than IP54 and to withstand splashing water	
12.	Interfaces		
13.	Colour(s)	Customised with corporate colours and logo	
14.	MTBF	>2 million cycles.	
15.	Spare parts availability	>10 years.	

8.3.5. Pay Station

ITEM NO.	DESCRIPTION	MINIMUM REQUIREMENT	BIDDER'S OFFER
1.	Make and model	<i>[Bidder to specify]</i>	
2.	Cabinet	1.5mm thick stainless steel with baked enamel finish, lockable inspection backdoor door. Material: Metal cold-rolled steel with KISUMU Sun-proof, rust-proof, acid-proof, dust-proof, and anti-static treatment Dimensions: 700 x 482 x 1750 mm	
3.	Security	Door lock and open sensors	
4.	Display – for user instruction and interaction	Touchscreen colour display/HMI of at least 18.5" screen size (1366x768, 60Hz)	
5.	Intercom – for assistance request	Analog. Call button and speaker	
6.	Barcode/QR code Reader		

ITEM NO.	DESCRIPTION	MINIMUM REQUIREMENT	BIDDER'S OFFER
7.	Payment methods	Coins, bank notes, cards, Credit card, Debit card, Mpesa and supports multi-currency	
8.	Coin handling		
	Coin validation	Electronic	
	Capacity	1,000 coins containers	
	Coin types	≥5 different Kenya currency coins	
9.	Bank note handling		
	Notes validation and counterfeit detection		
	Denominations	≥3 different Kenya currency notes in 4 directions	
	Capacity	≥1,000 notes stacker and recycler	
10.	Change refund	Coin and bank notes	
11.	Receipt printer	Included	
	Printing Technology	Direct thermal Automatic paper cutting, paper end alarm, paper jam alarm, black mark detection Printing Width: Adjustable between 79mm and 80mm Paper Roll Diameter: 18mm Paper Type: Three-proof thermal paper (thickness 120g/m ²)	
	Print speed	200mm/s	
	Resolution	150dpi	
12.	Microprocessor	Shall be of current technology and for communication with the server. Storage capacity at least 10,000 serial numbers CPU: Celeron J1900 quad-core 2.0 GHz RAM: 4GB Hard Disk: 32GB LCD: 18.5-inch touch	

ITEM NO.	DESCRIPTION	MINIMUM REQUIREMENT	BIDDER'S OFFER
		screen (1366x768, 60Hz) Low-Power Motherboard: 6 COM ports, 6 USB ports, 1 parallel port, 2 1000M network ports Communication: TCP/IP	

8.3.6. Portable POS

The minimum requirements for the portable POS shall be as follows:

ITEM NO.	DESCRIPTION	MINIMUM REQUIREMENT	BIDDER'S OFFER
1.	Make and model	[Bidder to insert]	
2.	Ticket dispenser	To be used to FastTrack vehicles entry into the facility in the event of delays and long queues. The ticket entry mode should produce tickets with barcode.	
3.	Cashiering Mode	Exit cashiering services to be used to FastTrack vehicles out of the facility in the event of delays and long queues. The cashiering mode should be able to scan tickets, handle payments and produce reports.	
4.	Online Synchronization of Data	The mobile point of sale should be able to complete online synchronization of data with the data that lies in the system central database.	
5.	Mobile Devices	The mobile devices should have extended battery life, be chargeable and withstand extreme weather conditions.	
6.	STK PUSH for the handheld devices	STK PUSH for the handheld device and verification at the exit.(STK push is the a prefilled MPESA Menu where the customer only inputs their PIN	
7.	Report Statistics	Supports viewing current parking lot revenue information, including	

ITEM NO.	DESCRIPTION	MINIMUM REQUIREMENT	BIDDER'S OFFER
		total actual revenue, total due revenue, total free amounts, etc.	
8.	Information Prompt	Supports blacklisted vehicle entry/exit prompts for release decisions; supports locked vehicle exit information prompts to inform owners to unlock vehicles before exiting.	

8.3.7. Parking Management Software

ITEM NO.	DESCRIPTION	MINIMUM REQUIREMENT	BIDDER'S OFFER
1.	Architecture	Client/server, database driven The solution should have a virtual server set up and a private cloud backup to ensure processing speeds are upheld.	
2.	Audit trails	Log all process-related events, including actions of individual user.	
3.	Alarm management	Log all processed alarm recording the clearance time for the same.	
4.	Reports	Ability to use business intelligence tools to generate on-demand and custom reports. Reporting based on preconfigured templates or the user's own forms and diagrams including:	
		Vehicular traffic	
		Sales reports	
		Time of day trends	
5.	Integration	Point of sale	
		<u>Mobile Payment(Mobile Money, Credit Cards</u> Ability to integrate with most popular providers to process payments via the local payment gateways i.e. Mobile money (M-Pesa, Airtel money, T-Kash) Banks (cards- Visa/Mastercard, Pesalink, etc and KAA Paybill, KAA bank partners.)	
		Ability to integrate with third-party solutions i.e. Concessionaire's POSes, SAP ERP for billing, Valet services, Rewards and Loyalty solutions, KAA Identity Management System	

ITEM NO.	DESCRIPTION	MINIMUM REQUIREMENT	BIDDER'S OFFER
		ANPR	
		The solution should have capability to Integration with Active Directory, LDAP etc. and Provide for Whatsapp Channel for parking management, payment processing. The ticket details should also be sent to a determined email address and / or sms.	
		Local area network	
6.	Supervision of peripherals.	Display of equipment status and operation (entry/exit terminals, automatic pay stations, private access readers	
7.	User management and security	Configuration of access levels	
8.	API,s	Provide Open API for all systems functionality , Rest / Graphql to enable integrations to Third-party solutions	
9.	Modification of Software	All software components of the parking to be built on open source technology and allow for modifications and enhancements	
10.	Software Repositories	Provide link to repositories of current/proposed system version i.e. Gitlab, Github etc.	
11.	USSD	Provide for KAA dedicated USSD Channel for parking management, payment processing and other system functionalities for 1 year	
12.	Web Integration	Provide for Web version integrated to KAA's website (WordPress site) as a plugin for parking management, payment processing	
13.	Inbuilt Wallet System	Parking solution to have inbuilt wallet systems for payments, reversals, promotions etc.	
14.	KAA ESD	Parking solution to integrate with KAA ESD for taxation	
15.	Configuration Manuals &source code	All configuration manuals for all components (Both hardware and Software) to be provided by the vendor. The application source code to be provided	
16.	Modular Design	The platform must be modular in design, allowing flexible configuration based on application scenarios, and	

ITEM NO.	DESCRIPTION	MINIMUM REQUIREMENT	BIDDER'S OFFER
		able to integrate desktop software systems, WeChat public accounts, APP software, and other software modules.	
17.	Platform Design Principles	Must pass compatibility, usability, and portability tests for ease of use by parking lot operators.	
18.	Home Data Analysis	The platform's home page must display core data of the current parking lot, including: 1) Overview information of the parking lot. 2) Yesterday's revenue, yesterday's exit flow, cumulative revenue this month, yesterday's abnormal vehicles. 3) Line charts of entry, exit, and revenue data for the past 7 days, past 30 days, and past year. 4) Peak revenue, peak exit, and peak entry data for the past 7 days. 5) 24-hour technical support hotline.	
19.	User Rights Management	1) Support configuration of roles, organizations, and parking lot access permissions for platform operation users. 2) Support editing basic user information, including user name, phone number, work email, and remarks.	
20.	System Management Functions	1) Support configuration of basic information of the parking lot, including parking lot ID, name, total parking spaces, and remaining parking spaces. 2) Support division of a parking lot into multiple areas for separate configuration. 3) Support adding, querying, and editing channels of the parking lot, including channel name, channel type, traffic control, associated devices, and entry/exit areas. 4) Support configuration of all hardware devices at parking lot entrances/exits, including device name, device type, device IP address, and associated channel. 5) Support configuration of all software and hardware functions at parking lot entrances/exits, including	

ITEM NO.	DESCRIPTION	MINIMUM REQUIREMENT	BIDDER'S OFFER
		<p>basic parameter configuration, background function configuration, booth configuration, payment machine configuration, LCD screen configuration, etc.</p> <p>6) Support alarm information prompt function for the parking lot, including alarm information such as parking lot name, ID, alarm time, channel name, device IP address, device name, fault type, and device status.</p> <p>7) Support device status query function, querying operating status, software version, detection time, etc.</p> <p>8) Support log query function, querying operation logs, vehicle entry/exit logs, etc.</p>	
21.	Register Vehicles Management and Billing Functions	<p>1) Manage Registered vehicles, supporting add, modify, delete, recharge, refund, cancel/restore functions.</p> <p>2) Support monthly rental cars, recharge cars, and counted cars.</p> <p>3) Support one space for multiple cars, charging temporary rates for excess vehicles.</p> <p>4) Support configuring billing rules for different vehicle types (small cars, large cars) and multiple license plate types (temporary, monthly, etc.).</p> <p>5) Support configuring different billing rules by time period, area, calendar day, and vehicle type.</p> <p>6) Support setting workdays and weekends, and manually configuring certain days as workdays, holidays, or special days.</p>	
22.	Financial Management Data	<p>1) Support importing data in EXCEL format.</p> <p>2) Support querying and viewing various information and data reports, including daily business reports, monthly business reports, fund income and expenditure reports, traffic statistics reports, cash clearing reports, temporary parking fee details, internal vehicle recharge reports, change details, trip billing details, vehicle entry/exit details, on-site vehicle details, vehicle modification records, vehicle deduction details,</p>	

ITEM NO.	DESCRIPTION	MINIMUM REQUIREMENT	BIDDER'S OFFER
		merchant vouchers reports, temporary parking refund details, etc.	
23.	Electronic Vouchers Function	<p>1) Comprehensive management of voucher usage.</p> <p>2) Support adding and querying vouchers, setting voucher name, type, deduction amount, validity period, usage times, recharge method, whether to share with other deductions, etc.</p> <p>3) Comprehensive control over the issuance of vouchers, including setting caps, issuance authorization, blacklisting vouchers, etc.</p> <p>4) Support bulk import of merchant information in EXCEL format, directly setting merchant account names, passwords, and permissions.</p> <p>5) Support bulk issuance, periodic bulk issuance, issuance approval, and controlling merchant issuance permissions.</p> <p>6) Support adding and querying merchant operator accounts and permissions, editing operator names, roles, and permissions.</p>	
24.	Holiday Configuration Function	<p>1) Support querying holiday configurations for specified license plate types.</p> <p>2) Support configuring specified days to use certain billing rules.</p> <p>3) Support adding, editing, and deleting weekly specifications for specified license plate types.</p>	
25.	Visitor Reservation Function	<p>1) Support management of reserved vehicles, including adding, configuring, querying, and exporting.</p> <p>2) Support editing reservation vehicle information, including license plate number, reservation time, reservation type, reservation restrictions, etc.</p> <p>3) Support visitor authorization, including querying and exporting visitor information.</p> <p>4) Support querying visitor information, including visitor affiliation, license plate number, allowed parking time, payment authorization information, visitor QR code information.</p>	

ITEM NO.	DESCRIPTION	MINIMUM REQUIREMENT	BIDDER'S OFFER
26.	Settlement Port	Support multiple payment modes, such as mobile self-payment, voucher payment, etc.	
27.	Data Download Function	Support downloading parking lot data, including vehicle entry/exit details, trip billing details, vehicle deduction details, temporary parking fee details, etc.	
28.	Custom Function	Modular design for future custom development and data interfacing by the parking lot operator.	

8.3.8. CCTV Cameras

CCTV cameras will be installed to monitor the activities within and around the toll booths. The video footages will be connected to the existing CCTV system for viewing and recording. The minimum technical requirements are as follows:

ITEM NO.	DESCRIPTION	MINIMUM REQUIREMENT	BIDDER'S OFFER
1.	Make and model	As by Axis P1445-LE or approved equivalent	
2.	Mode	Day/Night	
3.	Casing	Outdoor, IP67	
4.	Resolution	1920 x 1080	
5.	Field of view – horizontal	110°–38°	
6.	Light sensitivity	≤0.1 Lux, colour	
7.	Wide dynamic range	Yes	
8.	Protocol	ONVIF	
9.	Analytics	Motion, perimeter	
10.	Power	PoE	

8.3.9. Local Area Network Switches and Cabling

A fibre cable network shall be established between the two toll stations, the data center and the airport's local area network. The minimum requirements of the network shall be as follows:

ITEM NO.	DESCRIPTION	MINIMUM REQUIREMENT	BIDDER'S OFFER
1.	Fibre optic cable		
	Manufacturer	As by Siemen or	

ITEM NO.	DESCRIPTION	MINIMUM REQUIREMENT	BIDDER'S OFFER
		approved equivalent	
	Cable type	Single mode, outdoor	
	Fibre count	4 pairs	
2.	Managed network switches		
	Manufacturer	Cisco	
	Power	Dual DC power	
	Ethernet port count	10 Gigabit RJ45 downlinks.	
	Fibre port count	4 Gigabit SFP uplinks	

8.3.10. **Power Supply**

ITEM NO.	DESCRIPTION	MINIMUM REQUIREMENT	BIDDER'S OFFER
1.	Power supply cables	<i>As by East African Cables or approved equivalent.</i>	
2.	Equipment rated voltage	415VAC±10% 3-phase, 240VAC±10% 1-phase or 24VDC	
3.	Backup batteries	To be provided for each control station and pay stations	
4.	Renewable energy	Solar energy shall be provided at to by the bidder for this site serve as primary power source for the entry and exit stations	

8.4. **Warranty**

The supplied equipment shall have defects liability period of one calendar year of operation.

9. **WORK EXECUTION**

9.1. **General**

- A. Before commencement of any works on site, the Contractor shall provide advance notification indicating the period and exact site boundary of intended excavation/piling works to the Engineer.
- B. The Contractor shall be required to establish a continuous monitoring plan to ensure that no worker or equipment that could cause damage intrudes into the areas where services are found.

9.2. Cable Tray, Trunking and Ducting in Buildings

- A. Installation of power and communication cables shall be done inside cable trays, trunking or cable ducts where appropriate.
- B. These shall be galvanized metal perforated cable trays. All fixing and mounting accessories shall be included.
- C. Where sizes of cable trays, trunking, and ducts are not detailed on drawing then these shall be adequately sized to support the cables without bunching and at least 50% reserve margin shall be allowed in size and weight be loaded.
- D. All routes shall be chosen to allow ease of access to all cables when installed. All horizontal cables are to be set around all vertical rising services as necessary. Ensure sufficient clearance from soffit for every installation.
- E. Earth continuity conductors shall be provided across gaps in all cable tray and trunking runs and bolted connections.
- F. Additional support shall be provided where the cable tray and trunking changes direction or cables drop out of the cable tray. Dome headed bolts, nuts and washers of finish suitable to the tray shall be used between trays.
- G. Suspension sets shall comprise threaded M10 zinc or cadmium plated hanger rods together with nuts and locking washers, supports channel hold down clips all of which shall have a galvanized finish. Any cut ends supports, rods, etc., must be corrosion protected by use of galvanized or equal. No extended rods to be left.

9.3. Trenching, Ducting, Backfilling and Restoration

- A. Unless otherwise specified, cable trenches shall be excavated to a minimum depth of 800mm below finished grade, except when crossing under a roadway, the minimum depth shall be 900mm unless otherwise specified. Where the cables cross the KPC pipeline (eg at KISUMU Airport), the depth shall be installed at least 1000mm below the pipeline or as guided by KPC.
- B. The Contractor shall excavate all cable trenches to a width not less than 300mm. The trench shall be widened where more than two cables are to be installed parallel in the same trench. Unless otherwise specified in the plans, all cables in the same location and running in the same general direction shall be installed in the same trench.
- C. When rock excavation is encountered, the rock shall be removed to a depth of at least 75mm below the required cable depth and it shall be replaced with bedding material of earth, red soil or sand containing no mineral aggregate particles that would be retained on a 1/4-inch (6mm) sieve. The Contractor shall ascertain the type of soil or rock to be excavated before bidding. All excavation shall be unclassified. Unclassified excavation will consist of the excavation of all material of whatever character encountered in the work.

- D. 75mm inside diameter cable ducts shall be laid in the trenches for installation of the fibre optic cables. The ducts and fittings shall be suitable for direct burial or encasement in concrete.
- E. The Contractor shall install the ducts at the approximate locations indicated on the drawings. The Engineer will indicate specific locations as the work progresses.
- F. All ducts shall be laid to slope toward transformer manholes for drainage. Slopes shall be at least 1mm per 400mm. On runs where it is not practicable to maintain the slope all one way, the ducts shall be sloped from the center in both directions toward manholes. Pockets or traps where KISUMUsture may accumulate shall be avoided.
- G. Prior to the laying of the cable ducts, the initial layer of backfill shall be 100mm thick (loose measurement), and shall be either earth or sand containing no mineral aggregate particles that would be retained on a 1/4-inch (6mm) sieve. After the laying of the ducts, the second layer shall be backfilled to 100mm (loose measurement) above the top of the ducts and shall be either earth or sand containing no mineral aggregate particles that would be retained on a 1/4-inch (6mm). These layers shall not be compacted.
- H. The third layer shall be 125mm thick (loose measurement) and shall contain no particles that would be retained on a 25mm sieve. The remainder of the backfill shall be excavated or imported materials and shall not contain stone or aggregate larger than 100mm maximum diameter. The subsequent layers of the backfill shall not exceed 200mm in maximum depth (loose measurement). The third and subsequent layers shall be thoroughly tamped and compacted to at least the density of the adjacent undisturbed soil, and to the satisfaction of the Engineer. If necessary to obtain the desired compaction, the backfill material shall be KISUMUstened or aerated as required.
- I. Where sod has been removed, it shall be replaced as soon as possible after the backfilling is completed. All areas disturbed by the trenching, storing of dirt, laying of ducts and other work shall be restored to its original condition.
- J. The restoration shall include any necessary topsoiling, fertilizing, liming, seeding, sodding, or mulching or as directed by the Engineer. The Contractor shall be held responsible for maintaining all disturbed surfaces and replacements until final acceptance.

9.4. Road Crossings

- A. All cables crossing roads shall be installed inside suitable ducts.
- B. The method of installing the duct shall be microtunneling/horizontal drilling (under all conditions) or road cutting and reinstatement.

9.4.1. Microtunneling or Horizontal Drilling

- A. The ducts shall not be less than 150mm internal diameter and shall be installed below the road's compacted subgrade layer.

- B. The method of installing the duct shall be microtunneling or horizontal drilling with a 150mm diameter PVC duct (under all conditions).

9.4.2. Road Cutting and Reinstatement

- A. The cutting of the road shall be done in a way that it shall not affect the flow of business.
- B. The approval to cut & backfill shall be done by the civil engineer to the contractor who shall ensure the right grading and mixes of asphalt or concrete is provided.

9.5. Testing and Commissioning

- A. Site Acceptance Testing (SAT) shall be carried out at the respective site of installation.
- B. Factory Acceptance Testing (FAT) is required under this contract. Factory Acceptance testing shall be done at manufacturer approved site for the equipment quoted by the bidder. The site must be where the equipments are manufactured, configured and tested as per the scope of work described. The system and equipment shall be the actual products or identical models of products to those designated to be delivered and installed at the Mombasa International Airport site. Acceptance of the system to perform sufficiently and provide specified functions shall be determined by the KAA representatives who will witness the testing. The KAA representatives for the factory acceptance testing will be three (4). The Cost shall be catered by KAA.
- C. The contractor/manufacturer shall prepare schedules of tests to be carried out during the tests, which they will submit to the employer at least 14 days before inspection and testing.

9.6. Training

- A. Advanced system administration and maintenance on-site training shall be carried out to the nominated members of the Airport support personnel. The number of members for each airport is as indicated in the Bills of Quantities
- B. The contractor/manufacturer shall prepare a training program, which shall be submitted to the employer at least 14 days in advance for approval.

9.7 Scope of Normal Preventive Maintenance for Car park equipment Devices

- A. The contractor shall carry out normal scheduled preventive and corrective maintenance on the existing Car park equipment, twice (2) a year.
- B. Replacement of parts of consumable items if they fail due to design, manufacture, faulty installation or normal wear and tear shall be included in the Normal Maintenance Services and/or User Support Services. The bidder will recommend parts to be replaced based on diagnosis and prior approval shall be obtained from Authorized representative. KAA will procure parts for replacement.
- C. Devices that are under warranty, care packs or other support agreements will be handled as per the terms of the agreements. This is intended to complement the support works to be provided by the bidder.

- D. A report on the faulty parts that need replacement should be handed over to the Authority at the end of every preventive maintenance work.
- E. The working hours for Normal Preventive Maintenance Services shall be at the most convenient time to be jointly agreed upon by the bidder and the Airport. This can be during office or non-office hours.
- F. There shall a **24/7/365** Onsite Technical support and maintenance with Resident Technicians.

9.8 Scope of Car-park Technical Support Responsibilities (Number – 2 Resident).

Technical Technician Services are those services not covered by the above Normal Preventive Maintenance Services. These shall include services carried by the bidder's personnel residing at the Kenya Airports Authority during the contract period. but the bidding company is expected to assist the personnel to resolve networking issues and other technical challenges that are beyond their capability without additional charges to KAA.

The bidder's resident personnel shall resolve user problems in liaison with KAA personnel in charge of the functions of but not limited to the following: -

- Install, configure, and support of network infrastructure that includes but not limited to Car Park payment workstations, barriers, cameras, routers, switches, wireless access points, Fibre and UTP cabling, patch cord, Licenses, IOS, Backup Configurations to ensure availability.
- Cable management and organization
- Extension of existing network as and when required.
- Provision of support for IP Phones
- Provision of support for IP Based Public Address (PA's) Systems
- Participate in roll out of networking hardware and software to ensure optimal deployment of resources.
- Tests and implements relevant technical system upgrades, patches and new installations.
- Recommends tests and implements tools to enhance system performance, integrity and administration.
- Escalation of problem that require further resolutions to the bidding company to ensure compliance to Service Level Agreements (SLA) and contracts.
- Monitor SDWAN links and liaise with the ISPs to ensure all airports connections for car park is accessible.
- Ensure compliance with SLA's and KAA Quality standards.
- Other duties that may be assigned by the Regional Airport Managers.

10. OPERATION AND MAINTENANCE MANUALS

- A. The Contractor shall prepare operation and maintenance manuals and submit one copy, in printed format, to the Employer or his representative within 7 days after the Completion Date.
- B. These shall be printed in English and be accompanied with relevant drawings and diagrams.

11. SCHEDULE OF DEVIATIONS FROM TECHNICAL SPECIFICATION

- A. All deviations from the Technical Specification shall be filled in by the Bidder clause by clause in this schedule.

SECTION	SPECIFICATION	CLAUSE NO.	DEVIATION
Etc.			

- B. The tenderer hereby certifies that the above mentioned are the only deviations from the technical specification. The tenderer further confirms that in the event any other data and information presented in the tenderer's proposal and accompanying documents including drawings, catalogues, etc., are at variance with the specific requirements laid out in the technical specifications, then the latter shall govern and will be binding on the tenderer for the quoted price.

Signature of Tenderer

12. SPARE PARTS

- A. The bidder shall submit with the tender a list of recommended fast moving spare parts that may be used within 2 years from commissioning, including a breakdown of prices.
- B. Spare parts supplied under the contract shall be properly packaged for long time storage.
- C. Mandatory spare parts when specified in the Bills of quantities shall be supplied.

SECTION VII- BILLS OF QUANTITIES

Preambles

- a) The Bill of Quantities shall form part of the Contract Documents and is to be read in conjunction with the Instructions to Tenderers, Conditions of Contract, Specifications and Drawings.
- b) The brief description of the items in the Bill of Quantities is purely for the purpose of identification, and in no way modifies or supersedes the detailed descriptions given in the Conditions of Contract and Specifications for the full direction and description of work and materials.
- c) The Quantities set forth in the Bill of Quantities are estimated and provisional, representing substantially the work to be carried out, and are given to provide a common basis for tendering and comparing of Tenders. There is no guarantee to the Contractor that he will be required to carry out all the quantities of work indicated under any one particular item or group of items in the Bill of Quantities. The basis of payment shall be the Contractor's rates and the quantities of work actually done in fulfillment of his obligation under the Contract.
- d) The prices and rates inserted in the Bills of Quantities will be used for valuing work executed, and the Engineer will measure the whole of the works executed in accordance with this Contract.
- e) A price or rate shall be entered in ink against every item in the Bill of Quantities with the exception of items, which already have provisional sums, affixed thereto. The Tenderers are reminded that no "nil" or "included" rates or "lump-sum" discounts will be accepted. The rates for various items should include discounts if any. Tenderers who fail to comply will be disqualified.
- f) Provisional sums (including Dayworks) in the Bill of Quantities shall be expended in whole or in part at the discretion of the Engineer in accordance with Sub-clause 36.4 of part of the Conditions of Contract.
- g) The price and rates entered in the Bill of Quantities shall, except insofar as it is otherwise provided under the Contract, include all Constructional plant to be used, labour, insurance, supervision, compliance, testing, materials, erection, maintenance or works, overheads and profits, taxes and duties together with all general risks, liabilities and obligations set out or implied in the Contract, transport, electricity and telephones, water, use and replenishment of all consumables, including those required under the Contract by the Engineer and his staff.
- h) "Authorized" "Directed" or "Approved" shall mean the authority, direction or approval of the Engineer.
- i) Unless otherwise stated, all measurements shall be net taken on the finished work carried out in accordance with the details shown on the drawings or instructed, with no allowance for extra cuts or fills, waste or additional thickness necessary to obtain the minimum finished thickness or dimensions required in this Contract. Any work

performed in excess of the requirements of the plans and specifications will not be paid for, unless ordered in writing by the Engineer.

PRELIMINARIES AND GENERAL

Schedule I.I. – Preliminaries and General

	Description	Unit	Qty	Rate	Amount
1.	Allow for insurances and bonds	Sum			
2.	Allow for setting up, mobilization and demobilization including provision of temporary office and store for the contractor				
	i. KISUMU Airport	Sum			
3.	Allow for liaison and attendance by KPC for crossing of the fibre cable across fuel pipeline at KISUMU Airport	Sum			
4.	Allow for liaison, attendance and programming to allow interfacing of the parking management servers with the existing ERP (SAP) at all airports	Sum			
5.	Allow for liaison, attendance and programming to enable mobile phone payments via Safaricom Mpesa and Airtel Money at all airports	Sum			
6.	Allow for liaison and attendance by nominated bank(s) for payment via credit/debit cards	Sum			
7.	Allow for signage relating the new car park management system at the toll stations and paystations as directed	Sum			

BILLS OF QUANTITIES FOR KISUMU INTERNATIONAL AIRPORT

Schedule 1.2. – Supply and Installation

	Description	Unit	Qty	Rate	Amount
1.	Supply and install automatic arm barriers at the entry and exit points as per specifications, including vehicle detection loop, electronic controls, mounting accessories and cabling.	No	7		
2.	Supply and install ticket dispenser and printer units for entry points as per specification including visual notification, I-button intercom, mounting accessories and cabling.	No	3		
3.	Supply and install barcode ticket reader units for exit points as per specification including visual notification, I-button intercom, mounting accessories and cabling	No	4		
4.	Supply and install UHF RFID Readers at entry and exit points as per specifications including mounting accessories and cabling.	No	7		
5.	Supply and install IP based automatic number plate recognition (ANPR) cameras at entry and exit points as per specifications, including ANPR software, mounting accessories and cabling.	No	7		
6.	Supply and install LED traffic lights (Red/Green) at entry and exit points as per specifications, including mounting accessories and cabling.	No	7		
7.	Supply and install paystation units for cash and debit/credit card payments at the car parks as per specifications including backup power supply, I-button intercom, mounting accessories, cabling and weather shading.	No	3		
8.	Supply and Install Portable Point of Sale	No	1		
9.	Supply and install optical overheight vehicle detection system at entry points as per specifications.	No	3		
10.	Supply and install IP based CCTV cameras around the paystations and at entry and exit points as per specifications including mounting accessories and cabling	No	7		
11.	Supply and install 12 port network switch (CISCO or Equivalent) at Toll Station No 1 as per specifications including patch cords and cable management facility	No	1		

	Description	Unit	Qty	Rate	Amount
12.	Supply and install 12 port network switch (CISCO or Equivalent) at Toll Station No 2 as per specifications including patch cords and cable management facility	No	1		
13.	Supply, install and connect power supply cables from the solar power plant to Toll Station No 1 for all equipment at the station	M	200		
14.	Supply and install backup power supply at Toll Station No 2 for all equipment at the station with specifications comprising of 3kW PV panels, 5kW hybrid inverter (<i>as by Victron, Phocos or Growatt</i>), 10kW-Hr Lithium Ion Phosphate batteries and including PV mounting and all cabling.	No	1		
15.	Supply, install and connect 8-core single mode outdoor fibre cable as per specifications and drawings including terminal box, pigtails and splicing of all cores.	M	2,200		
16.	Supply laptops for operations, management and maintenance of the system including application client software and licenses	No	3		
17.	Supply, install and configure application server software and database as per specification including all licenses (Software to be installed in the existing server)	Sum			

Schedule 1.3. – Building and Civil Works

	Description	Unit	Qty	Rate	Amount
	Carry out associated civil and building works as follows:				
1.	Construction of concrete foundations for installation of barriers, ticket readers, ticket dispensers, vehicle loop detectors and, paystations.	Sum			
2.	Cutting and reinstatement of bituminous pavement for installation of vehicle detection loops and cable ducts.	Sum			
3.	Cutting and reinstatement of bituminous road for installation of power and communication 2x63mm dia. cable ducts between Toll Station 1 booths	Sum			
4.	Trenching, ducting and backfilling of outdoor cables as per specifications.	M	2,000		

	Description	Unit	Qty	Rate	Amount
5.	Construction of standard 600mmx400mm manholes along the fibre cable route as per drawings.	No	10		
6.	Micro-tunneling to minimum 1000mm depth across various roads.	M	30		
7.	Trunking and ducting for network and power cables to all devices.	Sum			
8.	Construction of appropriate weather shading for the paystation equipment.	No	3		
9.	Construction of safety barriers at toll stations.	Sum			

Schedule 1.4. – Spares Parts

	Description	Unit	Qty	Rate	Amount
	Supply the following mandatory spare parts				
1.	Barrier booms	No	7		
2.	ANPR cameras	No	2		
3.	CCTV cameras	No	2		
4.	LED Traffic Lights	No	1		
5.	Portable Point of Sale	No	1		
6.					
	Supply the following recommended fast moving spare parts (Bidder to list)				
7.					
8.					
9.					
10.					
etc					

Schedule 1.5. – Supplementary Items

	Description	Unit	Qty	Rate	Amount
1.	Allow for provision of Operation and Maintenance (O&M) manuals	Sum			
2.	Allow for provision as-built drawings	Sum			

	Description	Unit	Qty	Rate	Amount
3.	User training	Staff	6		
4.	Maintenance training	Staff	6		
5.	Testing and commissioning	Sum			
6.	Accessories (Ticket rolls)	No			
7.	UHF RFID car stickers/tags	No			
8.	Paystation receipts	No			

SUMMARY OF TOTALS

Item	Description	Amount
1	<u>PRELIMINARIES AND GENERAL</u>	
	Total for Schedule 1.1 – Preliminaries and General	
2	<u>KISUMU INTERNATIONAL AIRPORT</u>	
	Total for Schedule 1.2 – Supply and Installation	
	Total for Schedule 1.3 – Building and Civil Works	
	Total for Schedule 1.4 – Spares Parts	
	Total for Schedule 1.5 – Supplementary Items	
	SUB TOTAL FOR KISUMU AIRPORT	
	SUB TOTAL 1: SUB TOTALS FOR KISUMU AIRPORT	
	Add 5% Contingency	
	SUB TOTAL 2: CONTINGENCY + SUB TOTAL 1.	
	Add 16% VAT	
	TOTAL COST INCLUSIVE OF ALL APPLICABLE TAXES PLUS DDP TO BE TAKEN TO FORM OF TENDER	

Total tender sum in words: **Kenya Shillings**

_____ Cents _____

(Bidder's Signature)

(Date)

For and on behalf of: _____

Witness: _____ Date: _____

Address: _____

Official Seal/Stamp:

POST DEFECT LIABILITY PERIOD ANNUAL TECHNICAL SUPPORT AND MAINTENANCE PROPOSAL

The bidder shall insert below the proposed cost of technical support and maintenance for a period of five years after the defect liability period for each system.

The total cost of technical support and maintenance shall be used in calculating the life cycle cost of the listed systems and equipment.

		YEAR				
		1	2	3	4	5
1	Carpark management system equipment, including automatic barriers, entry and exit control stations, pay stations, cameras etc.					
2	Servers, computers and ICT related hardware					
3	Software licenses					
4						
5						
	TOTAL					

PART III – CONDITIONS OF CONTRACT AND CONTRACT FORMS

SECTION VIII - GENERAL CONDITIONS OF CONTRACT

These General Conditions of Contract (GCC), read in conjunction with the Special Conditions of Contract (SCC) and other documents listed therein, should be a complete document expressing fairly the rights and obligations of both parties.

These General Conditions of Contract have been developed on the basis of considerable international experience in the drafting and management of contracts, bearing in mind a trend in the construction industry towards simpler, more straightforward language.

The GCC can be used for both smaller admeasurement contracts and lump sum contracts.

General Conditions of Contract

A. General

I. Definitions

I.1 Bold face type is used to identify defined terms.

- a) **The Accepted Contract Amount** means the amount accepted in the Letter of Acceptance for the execution and completion of the Works and the remedying of any defects.
- b) **The Activity Schedule** is a schedule of the activities comprising the construction, installation, testing, and commissioning of the Works in a lump sum contract. It includes a lump sum price for each activity, which is used for valuations and for assessing the effects of Variations and Compensation Events.
- c) **The Adjudicator** is the person appointed jointly by the Procuring Entity and the Contractor to resolve disputes in the first instance, as provided for in GCC 23.
- d) **Bill of Quantities** means the priced and completed Bill of Quantities forming part of the Bid.
- e) **Compensation Events** are those defined in GCC Clause 42 hereunder.
- f) **The Completion Date** is the date of completion of the Works as certified by the Project Manager, in accordance with GCC Sub-Clause 53.1.
- g) **The Contract** is the Contract between the Procuring Entity and the Contractor to execute, complete, and maintain the Works. It consists of the documents listed in GCC Sub-Clause 2.3 below.
- h) **The Contractor** is the party whose Bid to carry out the Works has been accepted by the Procuring Entity.
- i) **The Contractor's Bid** is the completed bidding document submitted by the Contractor to the Procuring Entity.
- j) **The Contract Price** is the Accepted Contract Amount stated in the Letter of Acceptance and thereafter as adjusted in accordance with the Contract.
- k) **Days** are calendar days; months are calendar months.
- l) **Day works** are varied work inputs subject to payment on a time basis for the Contractor's employees and Equipment, in addition to payments for associated Materials and Plant.
- m) **A Defect** is any part of the Works not completed in accordance with the Contract.
- n) **The Defects Liability Certificate** is the certificate issued by Project Manager upon correction of defects by the Contractor.
- o) **The Defects Liability Period** is the period **named in the SCC** pursuant to Sub-Clause 34.1 and calculated from the Completion Date.
- p) **Drawings** means the drawings of the Works, as included in the Contract, and any additional and modified drawings issued by (or on behalf of) the Procuring Entity in accordance with the Contract, include calculations and other information provided or approved by the Project Manager for the execution of the Contract.
- q) **The Procuring Entity** is the party who employs the Contractor to carry out the Works, **as specified in the SCC**, who is also the Procuring Entity.
- r) **Equipment** is the Contractor's machinery and vehicles brought temporarily to

the Site to construct the Works.

- s) **“In writing” or “written”** means hand-written, type-written, printed or electronically made, and resulting in a permanent record;
- t) The Initial Contract Price is the Contract Price listed in the Procuring Entity's Letter of Acceptance.
- u) **The Intended Completion Date** is the date on which it is intended that the Contractor shall complete the Works. The Intended Completion Date is **specified in the SCC**. The Intended Completion Date may be revised only by the Project Manager by issuing an extension of time or an acceleration order.
- v) **Materials** are all supplies, including consumables, used by the Contractor for incorporation in the Works.
- w) **Plant** is any integral part of the Works that shall have a mechanical, electrical, chemical, or biological function.
- x) **The Project Manager** is the person **named in the SCC** (or any other competent person appointed by the Procuring Entity and notified to the Contractor, to act in replacement of the Project Manager) who is responsible for supervising the execution of the Works and administering the Contract.
- y) **SCC** means Special Conditions of Contract.
- z) **The Site** is the area of the works as **defined as such in the SCC**.
- aa) **Site Investigation Reports** are those that were included in the bidding document and are factual and interpretative reports about the surface and subsurface conditions at the Site.
- bb) **Specification** means the Specification of the Works included in the Contract and any modification or addition made or approved by the Project Manager.
- cc) **The Start Date** is **given in the SCC**. It is the latest date when the Contractor shall commence execution of the Works. It does not necessarily coincide with any of the Site Possession Dates.
- dd) **A Subcontractor** is a person or corporate body who has a Contract with the Contractor to carry out a part of the work in the Contract, which includes work on the Site.
- ee) **Temporary Works** are works designed, constructed, installed, and removed by the Contractor that are needed for construction or installation of the Works.
- ff) **A Variation** is an instruction given by the Project Manager which varies the Works.
- gg) **The Works** are what the Contract requires the Contractor to construct, install, and turn over to the Procuring Entity, **as defined in the SCC**.

2 Interpretation

- 2.1 In interpreting these GCC, words indicating one gender include all genders. Words indicating the singular also include the plural and words indicating the plural also include the singular. Headings have no significance. Words have their normal meaning under the language of the Contract unless specifically defined. The Project Manager shall provide instructions clarifying queries about these GCC.

- 22 If sectional completion is specified in the SCC, references in the GCC to the Works, the Completion Date, and the Intended Completion Date apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).
- 23 The documents forming the Contract shall be interpreted in the following order of priority:
- a) Agreement,
 - b) Letter of Acceptance,
 - c) Contractor's Bid,
 - d) Special Conditions of Contract,
 - e) General Conditions of Contract, including Appendices,
 - f) Specifications,
 - g) Drawings,
 - h) Bill of Quantities⁶, and
 - i) any other document **listed in the SCC** as forming part of the Contract.

⁶In lump sum contracts, delete "Bill of Quantities" and replace with "Activity Schedule."

3. Language and Law

- 3.1 The language of the Contract is English Language and the law governing the Contract are the Laws of Kenya.
- 3.2 Throughout the execution of the Contract, the Contractor shall comply with the import of goods and services prohibitions in the Procuring Entity's Country when
- 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 taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods from that country or any payments to any country, person, or entity in that country.

4. Project Manager's Decisions

- 4.1 Except where otherwise specifically stated, the Project Manager shall decide contractual matters between the Procuring Entity and the Contractor in the role representing the Procuring Entity.

5. Delegation

- 5.1 Otherwise **specified in the SCC**, the Project Manager may delegate any of his duties and responsibilities to other people, except to the Adjudicator, after notifying the Contractor, and may revoke any delegation after notifying the Contractor.

6. Communications

- 6.1 Communications between parties that are referred to in the Conditions shall be effective only when in writing. A notice shall be effective only when it is delivered.

7. Subcontracting

- 7.1 The Contractor may subcontract with the approval of the Project Manager, but may not assign the Contract without the approval of the Procuring Entity in writing. Subcontracting shall not alter the Contractor's obligations.

8. Other Contractors

- 8.1 The Contractor shall cooperate and share the Site with other contractors, public authorities, utilities, and the Procuring Entity between the dates given in the Schedule of Other Contractors, as **referred to in the SCC**. The Contractor shall also provide facilities and services for them as described in the Schedule. The Procuring Entity may modify the Schedule of Other Contractors, and shall notify the Contractor of any such modification.

9. Personnel and Equipment

- 9.1 The Contractor shall employ the key personnel and use the equipment identified in its Bid, to carry out the Works or other personnel and equipment approved by the Project Manager. The Project Manager shall approve any proposed replacement of key personnel and equipment only if their relevant qualifications or characteristics are substantially equal to or better than those proposed in the Bid.
- 9.2 If the Project Manager asks the Contractor to remove a person who is a member of the Contractor's staff or work force, stating the reasons, the Contractor shall ensure that the person leaves the Site within seven days and has no further connection with the work in the Contract.
- 9.3 If the Procuring Entity, Project Manager or Contractor determines, that any employee of the Contractor be determined to have engaged in Fraud and Corruption during the execution of the Works, then that employee shall be removed in accordance with Clause 9.2 above.

10. Procuring Entity's and Contractor's Risks

- 10.1 The Procuring Entity carries the risks which this Contract states are Procuring Entity's risks, and the Contractor carries the risks which this Contract states are Contractor's risks.

11. Procuring Entity's Risks

- 11.1 From the Start Date until the Defects Liability Certificate has been issued, the following are Procuring Entity's risks:
- a) The risk of personal injury, death, or loss of or damage to property (excluding the Works, Plant, Materials, and Equipment), which are due to
 - i) use or occupation of the Site by the Works or for the purpose of the Works, which is the unavoidable result of the Works or
 - ii) negligence, breach of statutory duty, or interference with any legal right by the Procuring Entity or by any person employed by or contracted to him except the Contractor.
 - b) The risk of damage to the Works, Plant, Materials, and Equipment to the extent that it is due to a fault of the Procuring Entity or in the Procuring Entity's design, or

due to war or radioactive contamination directly affecting the country where the Works are to be executed.

- 11.2 From the Completion Date until the Defects Liability Certificate has been issued, the risk of loss of or damage to the Works, Plant, and Materials is a Procuring Entity's risk except loss or damage due to
- aa) a Defect which existed on the Completion Date,
 - bb) an event occurring before the Completion Date, which was not itself a Procuring Entity's risk, or
 - cc) the activities of the Contractor on the Site after the Completion Date.

12. Contractor's Risks

- 12.1 From the Starting Date until the Defects Liability Certificate has been issued, the risks of personal injury, death, and loss of or damage to property (including, without limitation, the Works, Plant, Materials, and Equipment) which are not Procuring Entity's risks are Contractor's risks.

13. Insurance

- 13.1 The Contractor shall provide, in the joint names of the Procuring Entity and the Contractor, insurance cover from the Start Date to the end of the Defects Liability Period, in the amounts and deductibles **stated in the SCC** for the following events which are due to the Contractor's risks:
- a) loss of or damage to the Works, Plant, and Materials;
 - b) loss of or damage to Equipment;
 - c) loss of or damage to property (except the Works, Plant, Materials, and Equipment) in connection with the Contract; and
 - d) personal injury or death.
- 13.2 Policies and certificates for insurance shall be delivered by the Contractor to the Project Manager for the Project Manager's approval before the Start Date. All such insurance shall provide for compensation to be payable in the types and proportions of currencies required to rectify the loss or damage incurred.
- 13.3 If the Contractor does not provide any of the policies and certificates required, the Procuring Entity may effect the insurance which the Contractor should have provided and recover the premiums the Procuring Entity has paid from payments otherwise due to the Contractor or, if no payment is due, the payment of the premiums shall be a debt due.
- 13.4 Alterations to the terms of an insurance shall not be made without the approval of the Project Manager.
- 13.5 Both parties shall comply with any conditions of the insurance policies.

14. Site Data

- 14.1 The Contractor shall be deemed to have examined any Site Data **referred to in the SCC**, supplemented by any information available to the Contractor.

15. Contractor to Construct the Works

- 15.1 The Contractor shall construct and install the Works in accordance with the Specifications and Drawings.

16. The Works to Be Completed by the Intended Completion Date

- 16.1 The Contractor may commence execution of the Works on the Start Date and shall carry out the Works in accordance with the Program submitted by the Contractor, as updated with the approval of the Project Manager, and complete them by the Intended Completion Date.

17. Approval by the Project Manager

- 17.1 The Contractor shall submit Specifications and Drawings showing the proposed Temporary Works to the Project Manager, for his approval.
- 17.2 The Contractor shall be responsible for design of Temporary Works.
- 17.3 The Project Manager's approval shall not alter the Contractor's responsibility for design of the Temporary Works.
- 17.4 The Contractor shall obtain approval of third parties to the design of the Temporary Works, where required.
- 17.5 All Drawings prepared by the Contractor for the execution of the temporary or permanent Works, are subject to prior approval by the Project Manager before this use.

18. Safety

- 18.1 The Contractor shall be responsible for the safety of all activities on the Site.

19. Discoveries

- 19.1 Anything of historical or other interest or of significant value unexpectedly discovered on the Site shall be the property of the Procuring Entity. The Contractor shall notify the Project Manager of such discoveries and carry out the Project Manager's instructions for dealing with them.

20. Possession of the Site

- 20.1 The Procuring Entity shall give possession of all parts of the Site to the Contractor. If possession of a part is not given by the date **stated in the SCC**, the Procuring Entity shall be deemed to have delayed the start of the relevant activities, and this shall be a Compensation Event.

21. Access to the Site

- 21.1 The Contractor shall allow the Project Manager and any person authorized by the Project Manager access to the Site and to any place where work in connection with the Contract is being carried out or is intended to be carried out.

22. Instructions, Inspections and Audits

- 22.1 The Contractor shall carry out all instructions of the Project Manager which comply with the applicable laws where the Site is located.

- 22.2 The Contractor shall keep, and shall make all reasonable efforts to cause its Subcontractors and sub-consultants to keep, accurate and systematic accounts and records in respect of the Works in such form and details as will clearly identify relevant time changes and costs.
- 22.3 The Contractor shall permit and shall cause its subcontractors and sub-consultants to permit, the Procuring Entity and/or persons appointed by the Public Procurement Regulatory Authority 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 the Public Procurement Regulatory Authority. The Contractor's and its Subcontractors' and sub-consultants' attention is drawn to Sub-Clause 25.1 (Fraud and Corruption) which provides, inter alia, that acts intended to materially impede the exercise of the Public Procurement Regulatory Authority's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Public Procurement Regulatory Authority's prevailing sanctions procedures).

23. Appointment of the Adjudicator

- 23.1 The Adjudicator shall be appointed jointly by the Procuring Entity and the Contractor, at the time of the Procuring Entity's issuance of the Letter of Acceptance. If, in the Letter of Acceptance, the Procuring Entity does not agree on the appointment of the Adjudicator, the Procuring Entity will request the Appointing Authority designated in the SCC, to appoint the Adjudicator within 14 days of receipt of such request.
- 23.2 Should the Adjudicator resign or die, or should the Procuring Entity and the Contractor agree that the Adjudicator is not functioning in accordance with the provisions of the Contract, a new Adjudicator shall be jointly appointed by the Procuring Entity and the Contractor. In case of disagreement between the Procuring Entity and the Contractor, within 30 days, the Adjudicator shall be designated by the Appointing Authority designated in the SCC at the request of either party, within 14 days of receipt of such request.

24. Settlement of Claims and Disputes

- 24.1 Contractor's Claims
- 24.1.1 If the Contractor considers itself 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 30 days after the Contractor became aware, or should have become aware, of the event or circumstance.
- 24.1.2 If the Contractor fails to give notice of a claim within such period of 30 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- Clause shall apply.
- 24.1.3 The Contractor shall also submit any other notices which are required by the Contract, and supporting particulars for the claim, all as relevant to such event or circumstance.

- 24.1.4 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.
- 24.1.5 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:
- a) this fully detailed claim shall be considered as interim;
 - b) 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
 - c) the Contractor shall send a final claim within 30 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.
- 24.1.6 Within 42 days after receiving a Notice of 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.
- 24.1.7 Within the above defined period of 42 days, the Project Manager shall proceed in accordance with Sub-Clause
- 24.1.8 [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.
- 24.1.9 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.
- 24.1.10 If the Project Manager does not respond within the timeframe defined 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 24.4 [Arbitration].
- 24.1.11 The requirements of this Sub-Clause are in addition to those of any other Sub-Clause which may apply to a claim. If the Contractor 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 24.3.

24.2 Amicable Settlement

24.2.1 Where a notice of a claim 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 a claim in accordance with Sub-Clause 24.1 above should move to commence arbitration after the fifty-sixth day from the day on which a notice of a claim was given, even if no attempt at an amicable settlement has been made.

24.3 Matters that may be referred to arbitration

24.3.1 Notwithstanding anything stated herein the following matters may be referred to arbitration before the practical completion of the Works or abandonment of the Works 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 Works or termination or alleged termination of the Contract, unless the Procuring Entity and the Contractor agree otherwise in writing.

24.4 Arbitration

24.4.1 Any claim or dispute between the Parties arising out of or in connection with the Contract not settled amicably in accordance with Sub-Clause 24.3 shall be finally settled by arbitration.

24.4.2 No arbitration proceedings shall be commenced on any claim or dispute where notice of a claim or dispute has not been given by the applying party within ninety days of the occurrence or discovery of the matter or issue giving rise to the dispute.

24.4.3 Notwithstanding the issue of a notice as stated above, the arbitration of such a claim or dispute shall not commence unless an attempt has in the first instance been made by the parties to settle such claim or dispute amicably with or without the assistance of third parties. Proof of such attempt shall be required.

24.4.4 The Arbitrator shall, without prejudice to the generality of his powers, have powers to direct such measurements, computations, tests or valuations as may in his opinion be desirable in order to determine the rights of the parties and assess and award any sums which ought to have been the subject of or included in any certificate.

24.4.5 The Arbitrator shall, without prejudice to the generality of his powers, have powers to open up, review and revise any certificate, opinion, decision, requirement or notice and to determine all matters in dispute which shall be submitted to him in the same

manner as if no such certificate, opinion, decision requirement or notice had been given.

- 24.4.6 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.
- 24.4.7 Neither Party shall be limited in the proceedings before the arbitrators to the evidence, or to the reasons for dissatisfaction given in its Notice of Dissatisfaction.
- 24.4.8 Arbitration may be commenced prior to or after completion of the Works. The obligations of the Parties, and the Project Manager shall not be altered by reason of any arbitration being conducted during the progress of the Works.
- 24.4.9 The terms of the remuneration of each or all the members of Arbitration shall be mutually agreed upon by the Parties when agreeing the terms of appointment. Each Party shall be responsible for paying one-half of this remuneration.

24.5 Arbitration with National Contractors

- 24.5.1 If the Contract is with national contractors, arbitration proceedings will be conducted in accordance with the Arbitration Laws of Kenya. In case of any claim or dispute, such claim or dispute shall be notified in writing by either party to the other with a request to submit it to arbitration and to concur in the appointment of an Arbitrator within thirty days of the notice. The dispute shall be referred to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed, on the request of the applying party, by the Chairman or Vice Chairman of any of the following professional institutions;

- i) Architectural Association of Kenya
- ii) Institute of Quantity Surveyors of Kenya
- iii) Association of Consulting Engineers of Kenya
- iv) Chartered Institute of Arbitrators (Kenya Branch)
- v) Institution of Engineers of Kenya

- 24.5.2 The institution written to first by the aggrieved party shall take precedence over all other institutions.

24.6 Alternative Arbitration Proceedings

- 24.6.1 Alternatively, the Parties may refer the matter to the Nairobi Centre for International Arbitration (NCIA) which offers a neutral venue for the conduct of national and international arbitration with commitment to providing institutional support to the arbitral process.

24.7 Failure to Comply with Arbitrator's Decision

- 24.7.1 The award of such Arbitrator shall be final and binding upon the parties.
- 24.7.2 In the event that a Party fails to comply with a final and binding Arbitrator's decision, then the other Party may, without prejudice to any other rights it may have, refer the matter to a competent court of law.

24.8 Contract operations to continue

24.8.1 Notwithstanding any reference to arbitration herein,

- a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
- b) the Procuring Entity shall pay the Contractor any monies due the Contractor.

25. Fraud and Corruption

25.1 The Government requires compliance with the country's Anti-Corruption laws and its prevailing sanctions policies and procedures as set forth in the Constitution of Kenya and its Statutes.

25.2 The Procuring Entity requires the Contractor 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 bidding 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.

B Time Control

26. Program

26.1 Within the time stated in the SCC, after the date of the Letter of Acceptance, the Contractor shall submit to the Project Manager for approval a Program showing the general methods, arrangements, order, and timing for all the activities in the Works. In the case of a lump sum contract, the activities in the Program shall be consistent with those in the Activity Schedule.

26.2 An update of the Program shall be a program showing the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining work, including any changes to the sequence of the activities.

26.3 The Contractor shall submit to the Project Manager for approval an updated Program at intervals no longer than the period stated in the SCC. If the Contractor does not submit an updated Program within this period, the Project Manager may withhold the amount stated in the SCC from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program has been submitted. In the case of a lump sum contract, the Contractor shall provide an updated Activity Schedule within 14 days of being instructed to by the Project Manager.

26.4 The Project Manager's approval of the Program shall not alter the Contractor's obligations. The Contractor may revise the Program and submit it to the Project Manager again at any time. A revised Program shall show the effect of Variations and Compensation Events.

27. Extension of the Intended Completion Date

27.1 The Project Manager shall extend the Intended Completion Date if a Compensation Event occurs or a Variation is issued which makes it impossible for Completion to be achieved by the Intended Completion Date without the Contractor taking steps to accelerate the remaining work, which would cause the Contractor to incur additional cost.

27.2 The Project Manager shall decide whether and by how much to extend the Intended Completion Date within 21 days of the Contractor asking the Project Manager for a decision upon the effect of a Compensation Event or Variation and submitting full

supporting information. If the Contractor has failed to give early warning of a delay or has failed to cooperate in dealing with a delay, the delay by this failure shall not be considered in assessing the new Intended Completion Date.

28. Acceleration

- 28.1 When the Procuring Entity wants the Contractor to finish before the Intended Completion Date, the Project Manager shall obtain priced proposals for achieving the necessary acceleration from the Contractor. If the Procuring Entity accepts these proposals, the Intended Completion Date shall be adjusted accordingly and confirmed by both the Procuring Entity and the Contractor.
- 28.2 If the Contractor's priced proposals for an acceleration are accepted by the Procuring Entity, they are incorporated in the Contract Price and treated as a Variation.

29. Delays Ordered by the Project Manager

- 29.1 The Project Manager may instruct the Contractor to delay the start or progress of any activity within the Works.

30. Management Meetings

- 30.1 Either the Project Manager or the Contractor may require the other to attend a management meeting. The business of a management meeting shall be to review the plans for remaining work and to deal with matters raised in accordance with the early warning procedure.
- 30.2 The Project Manager shall record the business of management meetings and provide copies of the record to those attending the meeting and to the Procuring Entity. The responsibility of the parties for actions to be taken shall be decided by the Project Manager either at the management meeting or after the management meeting and stated in writing to all who attended the meeting.

31. Early Warning

- 31.1 The Contractor shall warn the Project Manager at the earliest opportunity of specific likely future events or circumstances that may adversely affect the quality of the work, increase the Contract Price, or delay the execution of the Works. The Project Manager may require the Contractor to provide an estimate of the expected effect of the future event or circumstance on the Contract Price and Completion Date. The estimate shall be provided by the Contractor as soon as reasonably possible.
- 31.2 The Contractor shall cooperate with the Project Manager in making and considering proposals for how the effect of such an event or circumstance can be avoided or reduced by anyone involved in the work and in carrying out any resulting instruction of the Project Manager.

C Quality Control

32. Identifying Defects

- 32.1 The Project Manager shall check the Contractor's work and notify the Contractor of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Project Manager may instruct the Contractor to search for a

Defect and to uncover and test any work that the Project Manager considers may have a Defect.

33. Tests

- 33.1 If the Project Manager instructs the Contractor to carry out a test not specified in the Specification to check whether any work has a Defect and the test shows that it does, the Contractor shall pay for the test and any samples. If there is no Defect, the test shall be a Compensation Event.

34. Correction of Defects

- 34.1 The Project Manager shall give notice to the Contractor of any Defects before the end of the Defects Liability Period, which begins at Completion, and is defined in the SCC. The Defects Liability Period shall be extended for as long as Defects remain to be corrected.
- 34.2 Every time notice of a Defect is given, the Contractor shall correct the notified Defect within the length of time specified by the Project Manager's notice.

35. Uncorrected Defects

- 35.1 If the Contractor has not corrected a Defect within the time specified in the Project Manager's notice, the Project Manager shall assess the cost of having the Defect corrected, and the Contractor shall pay this amount.

D Cost Control

36. Contract Price⁷

- 36.1 The Bill of Quantities shall contain priced items for the Works to be performed by the Contractor. The Bill of Quantities is used to calculate the Contract Price. The Contractor will be paid for the quantity of the work accomplished at the rate in the Bill of Quantities for each item.

37. Changes in the Contract Price⁸

- 37.1 If the final quantity of the work done differs from the quantity in the Bill of Quantities for the particular item by more than 25 percent, provided the change exceeds 1 percent of the Initial Contract Price, the Project Manager shall adjust the rate to allow for the change. The Project Manager shall not adjust rates from changes in quantities if thereby the Initial Contract Price is exceeded by more than 15 percent, except with the prior approval of the Procuring Entity.
- 37.2 If requested by the Project Manager, the Contractor shall provide the Project Manager with a detailed cost breakdown of any rate in the Bill of Quantities.

38. Variations

- 38.1 All Variations shall be included in updated Programs⁹ produced by the Contractor.
- 38.2 The Contractor shall provide the Project Manager with a quotation for carrying out the Variation when requested to do so by the Project Manager. The Project Manager shall assess the quotation, which shall be given within seven (7) days of the request or within any longer period stated by the Project Manager and before the Variation is ordered.

38.3 If the Contractor's quotation is unreasonable, the Project Manager may order the Variation and make a change to the Contract Price, which shall be based on the Project Manager's own forecast of the effects of the Variation on the Contractor's costs.

38.4 If the Project Manager decides that the urgency of varying the work would prevent a quotation being given and considered without delaying the work, no quotation shall be given and the Variation shall be treated as a Compensation Event.

⁷In lump sum contracts, replace GCC Sub-Clauses 36.1 as follows:

36.1 The Contractor shall provide updated Activity Schedules within 14 days of being instructed to by the Project Manager. The Activity Schedule shall contain the priced activities for the Works to be performed by the Contractor. The Activity Schedule is used to monitor and control the performance of activities on which basis the Contractor will be paid. If payment for materials on site shall be made separately, the Contractor shall show delivery of Materials to the Site separately on the Activity Schedule.

⁸In lump sum contracts, replace entire GCC Clause 37 with new GCC Sub-Clause 37.1, as follows:

The Activity Schedule shall be amended by the Contractor to accommodate changes of Program or method of working made at the Contractor's own discretion. Prices in the Activity Schedule shall not be altered when the Contractor makes such changes to the Activity Schedule.

⁹In lump sum contracts, add "and Activity Schedules" after "Programs." ¹⁰In lump sum contracts, delete this paragraph.

38.5 The Contractor shall not be entitled to additional payment for costs that could have been avoided by giving early warning

38.6 If the work in the Variation corresponds to an item description in the Bill of Quantities and if, in the opinion of the Project Manager, the quantity of work above the limit stated in Sub-Clause 39.1 or the timing of its execution do not cause the cost per unit of quantity to change, the rate in the Bill of Quantities shall be used to calculate the value of the Variation. If the cost per unit of quantity changes, or if the nature or timing of the work in the Variation does not correspond with items in the Bill of Quantities, the quotation by the Contractor shall be in the form of new rates for the relevant items of work

38.7 Value Engineering: The Contractor 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) 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.

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

- a) accelerate the contract completion period; or
- b) reduce the Contract Price or the life cycle costs to the Procuring Entity; or
- c) improve the quality, efficiency, safety or sustainability of the Facilities; or
- d) yield any other benefits to the Procuring Entity, without compromising the functionality of the Works.

38.9 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 Contractor 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 life cycle costs due to

any benefit described in

(a) to (d) above, the amount to be paid to the Contractor shall be the full increase in the Contract Price.

39. Cash Flow Forecasts

- 39.1 When the Program¹¹, is updated, the Contractor shall provide the Project Manager with an updated cash flow forecast. The cash flow forecast shall include different currencies, as defined in the Contract, converted as necessary using the Contract exchange rates.

40. Payment Certificates

- 40.1 The Contractor shall submit to the Project Manager monthly statements of the estimated value of the work executed less the cumulative amount certified previously.
- 40.2 The Project Manager shall check the Contractor's monthly statement and certify the amount to be paid to the Contractor.
- 40.3 The value of work executed shall be determined by the Project Manager.
- 40.4 The value of work executed shall comprise the value of the quantities of work in the Bill of Quantities that have been completed¹².
- 40.5 The value of work executed shall include the valuation of Variations and Compensation Events.
- 40.6 The Project Manager may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later information.
- 40.7 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 Bill of Quantities or 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: *(corrected tender price – tender price)/tender price X 100*.

41. Payments

- 41.1 Payments shall be adjusted for deductions for advance payments and retention. The Procuring Entity shall pay the Contractor the amounts certified by the Project Manager within 30 days of the date of each certificate. If the Procuring Entity makes a late payment, the Contractor shall be paid interest on the late payment in the next payment. Interest shall be calculated from the date by which the payment should have been made up to the date when the late payment is made at the prevailing rate of interest for commercial borrowing for each of the currencies in which payments are made.
- 41.2 If an amount certified is increased in a later certificate or as a result of an award by the Adjudicator or an Arbitrator, the Contractor shall be paid interest upon the delayed payment as set out in this clause. Interest shall be calculated from the date upon which the increased amount would have been certified in the absence of dispute.

- 41.3 Unless otherwise stated, all payments and deductions shall be paid or charged in the proportions of currencies comprising the Contract Price.
- 41.4 Items of the Works for which no rate or price has been entered in shall not be paid for by the Procuring Entity and shall be deemed covered by other rates and prices in the Contract.

42. Compensation Events

42.1 The following shall be Compensation Events:

- d) The Procuring Entity does not give access to a part of the Site by the Site Possession Date pursuant to GCC Sub-Clause 20.1.
- e) The Procuring Entity modifies the Schedule of Other Contractors in a way that affects the work of the Contractor under the Contract.
- f) The Project Manager orders a delay or does not issue Drawings, Specifications, or instructions required for execution of the Works on time.
- g) The Project Manager instructs the Contractor to uncover or to carry out additional tests upon work, which is then found to have no Defects.
- h) The Project Manager unreasonably does not approve a subcontract to be let.
- i) Ground conditions are substantially more adverse than could reasonably have been assumed before issuance of the Letter of Acceptance from the information issued to bidders (including the Site Investigation Reports), from information available publicly and from a visual inspection of the Site.
- j) The Project Manager gives an instruction for dealing with an unforeseen condition, caused by the Procuring Entity, or additional work required for safety or other reasons.
- k) Other contractors, public authorities, utilities, or the Procuring Entity does not work within the dates and other constraints stated in the Contract, and they cause delay or extra cost to the Contractor.
- l) The advance payment is delayed.
- m) The effects on the Contractor of any of the Procuring Entity's Risks.
- n) The Project Manager unreasonably delays issuing a Certificate of Completion.

42.2 If a Compensation Event would cause additional cost or would prevent the work being completed before the Intended Completion Date, the Contract Price shall be increased and/or the Intended Completion Date shall be extended. The Project Manager shall decide whether and by how much the Contract Price shall be increased and whether and by how much the Intended Completion Date shall be extended.

42.3 As soon as information demonstrating the effect of each Compensation Event upon the Contractor's forecast cost has been provided by the Contractor, it shall be assessed by the Project Manager, and the Contract Price shall be adjusted accordingly. If the Contractor's forecast is deemed unreasonable, the Project Manager shall adjust the Contract Price based on the Project Manager's own forecast. The Project Manager shall assume that the Contractor shall react competently and promptly to the event.

¹¹ In lump sum contracts, add "or Activity Schedule" after "Program."

¹² In lump sum contracts, replace this paragraph with the following: "The value of work executed shall comprise the value of

completed activities in the Activity Schedule.”

- 42.4 The Contractor shall not be entitled to compensation to the extent that the Procuring Entity's interests are adversely affected by the Contractor's not having given early warning or not having cooperated with the Project Manager.

43. Tax

- 43.1 The Project Manager shall adjust the Contract Price if taxes, duties, and other levies are changed between the date 30 days before the submission of bids for the Contract and the date of the last Completion certificate. The adjustment shall be the change in the amount of tax payable by the Contractor, provided such changes are not already reflected in the Contract Price or are a result of GCC Clause 44.

44. Currency of Payment

- 44.1 All payments under the contract shall be made in Kenya Shillings

45. Price Adjustment

- 45.1 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, before deducting for Advance Payment, shall be adjusted by applying the respective price adjustment factor to the payment amounts due in each currency. A separate formula of the type specified below applies:

$$P = A + B \text{ Im/Io}$$

where:

P is the

adjustment factor for the portion of the Contract Price payable.

A and B are coefficients¹³ **specified in the SCC**, representing the non-adjustable and adjustable portions, respectively, of the Contract Price payable and Im is the index prevailing at the end of the month being invoiced and IOC is the index prevailing 30 days before Bid opening for inputs payable.

- 45.2 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 of all changes in cost due to fluctuations in costs.

46. Retention

- 46.1 The Procuring Entity shall retain from each payment due to the Contractor the proportion stated in the **SCC** until Completion of the whole of the Works.
- 46.2 Upon the issue of a Certificate of Completion of the Works by the Project Manager, in accordance with GCC 53.1, half the total amount retained shall be repaid to the Contractor and half when the Defects Liability Period has passed and the Project Manager has certified that all Defects notified by the Project Manager to the Contractor before the end of this period have been corrected. The Contractor may substitute retention money with an “on demand” Bank guarantee.

47. Liquidated Damages

- 47.1 The Contractor 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 Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

- 47.2 If the Intended Completion Date is extended after liquidated damages have been paid, the Project Manager shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in GCC Sub-Clause 41.1.

48. Bonus

- 48.1 The Contractor shall be paid a Bonus calculated at the rate per calendar day **stated in the SCC** for each day (less any days for which the Contractor is paid for acceleration) that the Completion is earlier than the Intended Completion Date. The Project Manager shall certify that the Works are complete, although they may not be due to be complete.

49. Advance Payment

- 49.1 The Procuring Entity shall make advance payment to the Contractor of the amounts stated in the **SCC** by the date stated in the **SCC**, against provision by the Contractor of an Unconditional Bank Guarantee in a form and by a bank acceptable to the Procuring Entity in amounts and currencies equal to the advance payment. The Guarantee shall remain effective until the advance payment has been repaid, but the amount of the Guarantee shall be progressively reduced by the amounts repaid by the Contractor. Interest shall not be charged on the advance payment.
- 49.2 The Contractor is to use the advance payment only to pay for Equipment, Plant, Materials, and mobilization expenses required specifically for execution of the Contract. The Contractor shall demonstrate that advance payment has been used in this way by supplying copies of invoices or other documents to the Project Manager.
- 49.3 The advance payment shall be repaid by deducting proportionate amounts from payments otherwise due to the Contractor, following the schedule of completed percentages of the Works on a payment basis. No account shall be taken of the advance payment or its repayment in assessing valuations of work done, Variations, price adjustments, Compensation Events, Bonuses, or Liquidated Damages.

50. Securities

- 50.1 The Performance Security shall be provided to the Procuring Entity no later than the date specified in the Letter of Acceptance and shall be issued in an amount **specified in the SCC**, 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 date of issue of the Certificate of Completion in the case of a Bank Guarantee, and until one year from the date of issue of the Completion Certificate in the case of a Performance Bond.

51. Dayworks

- 51.1 If applicable, the Dayworks rates in the Contractor's Bid shall be used only when the Project Manager has given written instructions in advance for additional work to be paid for in that way.
- 51.2 All work to be paid for as Dayworks shall be recorded by the Contractor on forms approved by the Project Manager. Each completed form shall be verified and signed by the Project Manager within two days of the work being done.
- 51.3 The Contractor shall be paid for Dayworks subject to obtaining signed Dayworks forms.

52. Cost of Repairs

- 52.1 Loss or damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the Defects Correction periods shall be remedied by the Contractor at the Contractor's cost if the loss or damage arises from the Contractor's acts or omissions.

E Finishing the Contract

53. Completion

- 53.1 The Contractor shall request the Project Manager to issue a Certificate of Completion of the Works, and the Project Manager shall do so upon deciding that the whole of the Works is completed.

54. Taking Over

- 54.1 The Procuring Entity shall take over the Site and the Works within seven days of the Project Manager's issuing a certificate of Completion.

55. Final Account

- 55.1 The Contractor shall supply the Project Manager with a detailed account of the total amount that the Contractor considers payable under the Contract before the end of the Defects Liability Period. The Project Manager shall issue a Defects Liability Certificate and certify any final payment that is due to the Contractor within 56 days of receiving the Contractor's account if it is correct and complete. If it is not, the Project Manager shall issue within 56 days a schedule that states the scope of the corrections or additions that are necessary. If the Final Account is still unsatisfactory after it has been resubmitted, the Project Manager shall decide on the amount payable to the Contractor and issue a payment certificate.

¹³The sum of the two coefficients A and B should be 1 (one) in the formula for each currency. Normally, both coefficients shall be the same in the formulae for all currencies, since coefficient A, for the non-adjustable portion of the payments, is a very approximate figure (usually 0.15) to take account of fixed cost elements or other non-adjustable components. The sum of the adjustments for each currency are added to the Contract Price.

56. Operating and Maintenance Manuals

- 56.1 If "as built" Drawings and/or operating and maintenance manuals are required, the Contractor shall supply them by the dates stated in the SCC.

56.2 If the Contractor does not supply the Drawings and/or manuals by the dates stated in the SCC pursuant to GCC Sub-Clause 56.1, or they do not receive the Project Manager's approval, the Project Manager shall withhold the amount **stated in the SCC** from payments due to the Contractor.

57. Termination

57.1 The Procuring Entity or the Contractor may terminate the Contract if the other party causes a fundamental breach of the Contract.

57.2 Fundamental breaches of Contract shall include, but shall not be limited to, the following:

- a) the Contractor stops work for 30 days when no stoppage of work is shown on the current Program and the stoppage has not been authorized by the Project Manager;
- b) the Project Manager instructs the Contractor to delay the progress of the Works, and the instruction is not withdrawn within 30 days;
- c) the Procuring Entity or the Contractor is made bankrupt or goes into liquidation other than for a reconstruction or amalgamation;
- d) a payment certified by the Project Manager is not paid by the Procuring Entity to the Contractor within 84 days of the date of the Project Manager's certificate;
- e) the Project Manager gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Project Manager;
- f) the Contractor does not maintain a Security, which is required;
- g) the Contractor has delayed the completion of the Works by the number of days for which the maximum amount of liquidated damages can be paid, as **defined in the SCC**; or
- h) if the Contractor, in the judgment of the Procuring Entity has engaged in Fraud and Corruption, as defined in paragraph 2.2 a of the Appendix A to the GCC, in competing for or in executing the Contract, then the Procuring Entity may, after giving fourteen (14) days written notice to the Contractor, terminate the Contract and expel him from the Site.

57.3 Notwithstanding the above, the Procuring Entity may terminate the Contract for convenience.

57.4 If the Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible.

57.5 When either party to the Contract gives notice of a breach of Contract to the Project Manager for a cause other than those listed under GCC Sub-Clause 56.2 above, the Project Manager shall decide whether the breach is fundamental or not.

58. Payment upon Termination

58.1 If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the Project Manager shall issue a certificate for the value of the work done and Materials ordered less advance payments received up to the date of the issue of the certificate and less the percentage to apply to the value of the work not completed, as specified in the SCC. Additional Liquidated Damages shall not apply. If the total amount due to the Procuring Entity exceeds any payment due to the Contractor, the difference shall be a debt payable to the Procuring Entity.

- 58.2 If the Contract is terminated for the Procuring Entity's convenience or because of a fundamental breach of Contract by the Procuring Entity, the Project Manager shall issue a certificate for the value of the work done, Materials ordered, the reasonable cost of removal of Equipment, repatriation of the Contractor's personnel employed solely on the Works, and the Contractor's costs of protecting and securing the Works, and less advance payments received up to the date of the certificate.

59. Property

- 59.1 All Materials on the Site, Plant, Equipment, Temporary Works, and Works shall be deemed to be the property of the Procuring Entity if the Contract is terminated because of the Contractor's default.

60. Release from Performance

- 60.1 If the Contract is frustrated by the outbreak of war or by any other event entirely outside the control of either the Procuring Entity or the Contractor, the Project Manager shall certify that the Contract has been frustrated. The Contractor shall make the Site safe and stop work as quickly as possible after receiving this certificate and shall be paid for all work carried out before receiving it and for any work carried out afterwards to which a commitment was made.

SECTION IX – SPECIAL CONDITIONS OF CONTRACT (SCC)

Except where otherwise specified, all Special Conditions of Contract should be filled in by the Procuring Entity prior to issuance of the bidding document. Schedules and reports to be provided by the Procuring Entity should be annexed.

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
A. General	
GCC 1.1 (q)	<p>The Procuring Entity is: Kenya Airports Authority</p> <p>Address: P.O. Box 19001-00501 Nairobi, Kenya</p> <p>Authorized contact Representative: General Manager, Procurement & Logistics</p> <p>Email: tenders@kaa.go.ke</p>
GCC 1.1 (u)	<p>The Intended Completion Date for the whole of the Works shall be: 24 weeks after the Start Date followed by a maintenance for period of Five (5) years.</p>
GCC 1.1 (x)	<p>The Project Manager is:</p> <p>General Manager (Marketing and Business Development), Kenya Airports Authority, P.O. Box 19001-00501 Nairobi, Kenya</p>
GCC 1.1 (z)	<p>The Site are located at:</p> <p>Site 1 – KISUMU International Airport, Mombasa</p>
GCC 1.1 (cc)	<p>The Start Date shall be</p> <p>7 days after the Project Manager's notice to commence</p>
GCC 1.1 (gg)	<p>The Works consist of:</p> <p>Supply and Installation of Carpark Management System at KISUMU, International Airport</p>
GCC 2.2	<p>Sectional Completions are: N/A</p>
GCC 5.1	<p>The Project Manager may delegate any of his duties and responsibilities.</p>
GCC 8.1	<p>Schedule of other contractors: N/A</p>
GCC 9.1	<p>Key Personnel</p> <p>GCC 9.1 is replaced with the following:</p>

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	<p>9.1 Key Personnel are the Contractor's personnel named in this GCC 9.1 of the Special Conditions of Contract. The Contractor shall employ the Key Personnel and use the equipment identified in its Bid, to carry out the Works or other personnel and equipment approved by the Project Manager. The Project Manager shall approve any proposed replacement of Key Personnel and equipment only if their relevant qualifications or characteristics are substantially equal to or better than those proposed in the Bid.</p>
GCC 13.1	<p>The minimum insurance amounts and deductibles shall be:</p> <ul style="list-style-type: none"> (a) for loss or damage to the Works, Plant and Materials: <i>[insert amounts]</i>. (b) For loss or damage to Equipment: <i>[insert amounts]</i>. (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>[insert amounts]</i>. (d) for personal injury or death: <ul style="list-style-type: none"> (i) of the Contractor's employees: <i>[amount]</i>. (ii) of other people: <i>[amount]</i>.
GCC 14.1	Site Data are: N/A
GCC 20.1	<p>The Site Possession Date(s) shall be:</p> <p>The same as The Start Date</p>
GCC 23.1 & GCC 23.2	<p>Appointing Authority for the Adjudicator: Nairobi Centre for International Arbitration (NCIA) guidelines.</p> <p>Hourly rate and types of reimbursable expenses to be paid to the Adjudicator: <i>[insert hourly fees and reimbursable expenses]</i>.</p>
B. Time Control	
GCC 26.1	The Contractor shall submit for approval a Program for the Works within seven (7) days from the date of the Letter of Acceptance.
GCC 26.3	<p>The period between Program updates is four (4) weeks.</p> <p>The amount to be withheld for late submission of an updated Program is Kshs. 50,000</p>
C. Quality Control	

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
GCC 34.1	The Defects Liability Period is: 365 days .
D. Cost Control	
GCC 38.9	If the value engineering proposal is approved by the Procuring Entity the amount to be paid to the Contractor shall be 50% of the reduction in the Contract Price.
GCC 44.1	The currency of the Procuring Entity's Country is: Kenya Shillings .
GCC 45.1	The Contract is not subject to price adjustment in accordance with GCC Clause 45, and the following information regarding coefficients does not apply.
GCC 46.1	The proportion of payments (Retention) retained is: five (5%) percentage from each interim payment certificate
GCC 47.1	<p>The liquidated damages for the whole of the Works are 0.10 percentage of the final Contract Price per day.</p> <p>The maximum amount of liquidated damages for the whole of the Works is 10 percentage of the final Contract Price.</p>
GCC 48.1	The Bonus for the whole of the Works is 0.10 percentage of the final contract price per day . The maximum amount of Bonus for the whole of the Works is 10 percent of the final Contract Price .
GCC 49.1	<p>There is NO Advance Payments.</p> <p>Mode of payment is:</p> <ul style="list-style-type: none"> a) 60% upon the delivery and acceptance of the equipment b) 40% on installation, testing, commission and training of staff be paid to the Contractor no later than 60 days after submission of claims. <p>Note:</p> <p>There will be 5% retention for each payment.</p>

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
GCC 50.1	<p>The Performance Security amount is ten (10% percent) of the Accepted Contract Amount.</p> <p>The Performance Security shall be a demand guarantee in any of the following forms at the Tenderer's option:</p> <ul style="list-style-type: none"> i) an unconditional Bank Guarantee issued by reputable commercial bank); or ii) an irrevocable letter of credit; or iii) a Banker's cheque issued by a reputable commercial bank
E. Finishing the Contract	
GCC 56.1	<p>The date by which operating and maintenance manuals are required is Seven (7) days after commissioning.</p> <p>The date by which “as built” drawings are required is Seven (7) days after commissioning.</p>
GCC 56.2	The amount to be withheld for failing to produce “as built” drawings and/or operating and maintenance manuals by the date required in GCC 58.1 is Kshs. 100,000.
GCC 57.2 (g)	The maximum number of days is: 100 days.
GCC 58.1	The percentage to apply to the value of the work not completed, representing the Procuring Entity’s additional cost for completing the Works, is zero (0%) percentage.

SECTION X – CONTRACT FORMS

FORM No I – 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 Tender Information Form on the format below.

FORMAT

1. For the attention of Tenderer's Authorized Representative

- i) Name: *[insert Authorized Representative's name]*
- ii) Address: *[insert Authorized Representative's Address]*
- iii) Telephone: *[insert Authorized Representative's telephone/fax numbers]*
- iv) 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.]

2. Date of transmission: *[email]* on *[date]* (local time)

This Notification is sent by (Name and designation)

3. Notification of Intention to Award

- i) Procuring Entity: *[insert the name of the Procuring Entity]*
- ii) Project: *[insert name of project]*
- iii) Contract title: *[insert the name of the contract]*
- iv) Country: *[insert country where ITT is issued]*
- v) 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:

4. Request a debriefing in relation to the evaluation of your tender

Submit a Procurement-related Complaint in relation to the decision to award the contract.

- a) The successful tenderer
 - i) Name of successful Tender____

ii) Address of the successful Tender ____

iii) Contract price of the successful Tender Kenya Shillings ____

(in words_
)

b) Other Tenderers

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. For Tenders not evaluated, give one main reason the Tender was unsuccessful.

SNo	Name of Tender	Tender Price as read out	Tender's evaluated price (Note a)	One Reason Why not Evaluated
1				
2				
3				
4				
5				

(Note a) State NE if not evaluated

5. How to request a debriefing

- a) **DEADLINE:** The deadline to request a debriefing expires at midnight on [insert date] (local time).
- b) 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 (5) Business Days of receipt of this Notification of Intention to Award.
- c) Provide the contract name, reference number, name of the Tenderer, contact details; and address the request for debriefing as follows:
 - i) Attention: [insert full name of person, if applicable]
 - ii) Title/position: [insert title/position]
 - ii) Agency: [insert name of Procuring Entity]
 - iii) Email address: [insert email address]
- d) If your request for a debriefing is received within the 3 Days deadline, we will provide the debriefing within five (3) 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 (3) 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.
- e) 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.

- f) 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) Days from the date of publication of the Contract Award Notice.

6. How to make a complaint

- a) Period: Procurement-related Complaint challenging the decision to award shall be submitted by midnight, *[insert date]* (local time).
- b) Provide the contract name, reference number, name of the Tenderer, contact details; and address the Procurement-related Complaint as follows:
 - i) Attention: *[insert full name of person, if applicable]*
 - ii) Title/position: *[insert title/position]*
 - iii) Agency: *[insert name of Procuring Entity]*
 - iv) Email address: *[insert email address]*
- c) 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 Standstill Period and received by us before the Standstill Period ends.
- d) Further information: For more information refer to the Public Procurement and Disposals Act 2015 and its Regulations available from the Website info@ppra.go.ke or complaints@ppra.go.ke.
You should read these documents before preparing and submitting your complaint.
- e) There are four essential requirements:
 - i) 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.
 - ii) The complaint can only challenge the decision to award the contract.
 - iii) You must submit the complaint within the period stated above.
 - iv) You must include, in your complaint, all of the information required to support your complaint.

7. Standstill Period

- i) **DEADLINE:** The Standstill Period is due to end at midnight on *[insert date]* (local time).
- ii) The Standstill Period lasts ten (14) Days after the date of transmission of this Notification of Intention to Award.
- iii) The Standstill Period may be extended as stated in paragraph Section 5 (d) 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:** _

FORM No 2 – REQUEST FOR REVIEW

FORM FOR REVIEW(r.203(1))

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 ofdated the...day of20.....in the matter of Tender No.....of20..... for(Tender description).

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical address.....P. O. Box No..... 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:

- 1.
- 2.

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

- 1.
- 2.

SIGNED(Applicant) Dated on.....day of/...20.....

FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day of20.....

SIGNED

Board Secretary

FORM No 3 – LETTER OF AWARD

[letterhead paper of the Procuring Entity] [date]

To: *[name and address of the Contractor]*

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 Contract Data]* for the Accepted Contract Amount *[amount in numbers and words] [name of currency]*, as corrected and modified in accordance with the Instructions to Tenderers, is hereby accepted by *(name of Procuring Entity)*.

You are requested to furnish the Performance Security within 30 days in accordance with the Conditions of Contract, using, for that purpose, one of the Performance Security Forms included in Section VIII, Contract Forms, of the Tender Document.

Authorized Signature:.....

Name and Title of Signatory:.....

Name of Procuring Entity.....

Attachment: *Contract Agreement*.....

FORM No 4 – CONTRACT AGREEMENT

THIS AGREEMENT made the _____ day of _____, 20_____, between _____ of _____ (hereinafter “the Procuring Entity”), of the one part, and _____ of _____ (hereinafter “the Contractor”), of the other part:

WHEREAS the Procuring Entity desires that the Works known as _____ should be executed by the Contractor, and has accepted a Tender by the Contractor for the execution and completion of these Works and the remedying of any defects therein,

The Procuring Entity and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.
 - a) the Letter of Acceptance
 - b) the Letter of Tender
 - c) the addenda Nos _____ (if any)
 - d) the Special Conditions of Contract
 - e) the General Conditions of Contract;
 - f) the Specifications
 - g) the Drawings; and
 - h) the completed Schedules and any other documents forming part of the contract.
3. In consideration of the payments to be made by the Procuring Entity to the Contractor as specified in this Agreement, the Contractor hereby covenants with the Procuring Entity to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Entity hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the Laws of Kenya on the day, month and year specified above.

Signed and sealed by _____ (for the Procuring Entity)

Signed and sealed by _____ (for the Contractor).

FORM No 5 – PERFORMANCE SECURITY

[Option I - Unconditional Demand Bank Guarantee]

[Guarantor letterhead]

Beneficiary: _____ *[insert name and Address of Procuring Entity]*

Date: _____ *[Insert date of issue]*

Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

1. We have been informed that _____
_____ (hereinafter called "the Contractor") has
entered into Contract No. _____ dated _____
_____ with (name of Procuring Entity)
_____ (the Procuring Entity as the Beneficiary),
for the execution of
_____ (hereinafter 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 Contractor, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____
(in words),¹ 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.....², and any demand for payment under it must be received by us at the 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.*

¹The 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 of the Contract or a freely convertible currency acceptable to the Beneficiary.

²Insert 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.

FORM No 6 – 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 (hereinafter called “the Surety”), are held and firmly bound unto _____] as Oblige (hereinafter 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 hereinafter 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 thereunder, 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 hereunder, 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 7 – ADVANCE PAYMENT SECURITY

[Demand Bank Guarantee]

[Guarantor letterhead]

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 Contractor") has entered into Contract No. _____ dated _____ with the Beneficiary, for the execution of _____ (hereinafter called "the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum _____ (in words) is to be made against an advance payment guarantee.
3. At the request of the Contractor, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of (in words _____) 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 Contractor 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 Contractor 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 _____, 20____, whichever is earlier. Consequently, 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.

¹The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency of the advance payment as specified in the Contract.

²Insert 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.

FORM No 8 – RETENTION MONEY SECURITY

[Demand Bank Guarantee]

[Guarantor letterhead]

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 _____ *[insert name of Contractor, which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called "the Contractor") has entered into Contract No. _____ *[insert reference number of the contract]* dated _____ with the Beneficiary, for the execution of _____ *[insert name of contract and brief description of Works]* (hereinafter called "the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, the Beneficiary retains moneys up to the limit set forth in the Contract ("the Retention Money"), and that when the Taking-Over Certificate has been issued under the Contract and the first half of the Retention Money has been certified for payment, and payment of *[insert the second half of the Retention Money]* is to be made against a Retention Money guarantee.
3. At the request of the Contractor, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]* _____ (*[insert amount in words]* _____)' 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 Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or show grounds for your demand or the sum specified therein.
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 second half of the Retention Money as referred to above has been credited to the Contractor on its account number _____ at _____ *[insert name and address of Applicant's bank]*.
5. This guarantee shall expire no later than the Day of, 2.....², and any demand for payment under it must be received by us at the office indicated above 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.

¹The Guarantor shall insert an amount representing the amount of the second half of the Retention Money.

²Insert a date that is twenty-eight days after the expiry of retention period after the actual completion date of the contract. 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.

FORM No 9 – BENEFICIAL OWNERSHIP DISCLOSURE FORM

INSTRUCTIONS TO TENDERERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form (“Form”) is to be completed by the successful tenderer. 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 Tenderer by meeting one or more of the following conditions:

- Directly or indirectly holding 25% or more of the shares.*
- Directly or indirectly holding 25% or more of the voting rights.*

Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer.

Tender Reference No.: **KAA/OT/MBD/0009/2024- 2025**

Name of the Assignment: **Supply and Installation of Parking Management System Services at Kisumu International Airport**

To: Kenya Airports Authority

In response to 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

Identity of Beneficial Owner	Directly or indirectly holding 25% or more of the shares (Yes / No)	Directly or indirectly holding 25 % or more of the Voting Rights (Yes / No)	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)
<i>[include full name (last, middle, first), nationality, country of residence]</i>			

OR

ii) We declare that there is no Beneficial Owner meeting one or more of the following conditions: directly or indirectly holding 25% or more of the shares. Directly or indirectly holding 25%

or more of the voting rights. Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer.

OR

We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Tenderer shall provide explanation on why it is unable to identify any Beneficial Owner]

Directly or indirectly holding 25% or more of the shares. Directly or indirectly holding 25% or more of the voting rights.

Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer]”

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]

Title 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 signed [insert date of signing] day of..... [Insert month], [insert year]



CERTIFICATE OF BIDDER'S 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 conducting the visit)

Visited the site in regard to: **KAA/OT/MBD/0009/2024-2025**
Supply and Installation of Parking Management System Services at Kisumu International Airport

Having previously studied the contract documents, I have carefully examined the site and that:

1. I have made myself familiar with the local conditions likely to influence the **Supply and Installation of Parking Management System Services at Kisumu International Airport**, cost thereof and am fully aware that all scopes will be done as per the specifications.
2. I further satisfy that am satisfied with the description of the works shown by the client's representative and that I understand perfectly the works to be provided as specified and implied in the execution of the contract.

On behalf of Bidder

Signed.....

Date.....

On behalf of Client

Signed.....

Date.....

BENEFICIAL OWNERSHIP DISCLOSURE

INSTRUCTIONS TO TENDERERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form ("Form") is to be completed by the successful tenderer. 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 Tenderer by meeting one or more of the following conditions:

Directly or indirectly holding 25% or more of the shares.

Directly or indirectly holding 25% or more of the voting rights.

Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer.

Tender Reference No.: **KAA/OT/MBD/0009/2024-2025**

Name of the Assignment: **Supply and Installation of Parking Management System Services at Kisumu International Airport**

In response to 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 hereby provide the following beneficial ownership information.

Details of beneficial ownership

Identity of Beneficial Owner	Directly or indirectly holding 25% or more of the shares (Yes / No)	Directly or indirectly holding 25% or more of the Voting Rights (Yes / No)	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)
<i>[include full name (last, middle, first), nationality, country of residence]</i>			

OR

ii) We declare that there is no Beneficial Owner meeting one or more of the following conditions: directly or indirectly holding 25% or more of the shares. Directly or indirectly holding 25% or more of the voting rights. Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer.

OR

We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Tenderer shall provide explanation on why it is unable to identify any Beneficial Owner]

Directly or indirectly holding 25% or more of the shares. Directly or indirectly holding 25% or more of the voting rights.

Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer]”

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