



**PROVISION OF CLEANING SERVICES
FOR GENERAL AREAS, TOILETS AND PEST CONTROL
MANAGEMENT SERVICES AT
WAJIR INTERNATIONAL AIRPORT**

(Eligibility Duly Registered Youth Owned Enterprises only)

TENDER NO: KAA/ OT/ WAJIR/ 0022/ 2024-2025

October 2024

**THE MANAGING DIRECTOR/CEO
KENYA AIRPORTS AUTHORITY
P.O. BOX 19001
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**THE AIRPORT MANAGER
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INVITATION TO TENDER

TENDER NO. KAA/ OT/ WAJIR/ 0022/ 2024-2025

DATE; 1ST October, 2024

TENDER NO: PROVISION OF CLEANING SERVICES FOR GENERAL AREAS, TOILETS AND PEST CONTROL MANAGEMENT SERVICES AT WAJIR INTERNATIONAL AIRPORT.

1. Kenya Airports Authority invites sealed tenders for **the Provision of Cleaning Services for General areas, Toilets and Pest Control Management Services at Wajir International Airport.**
2. Tendering will be conducted under Open tendering Process using a standardized tender document
3. The invited firms and any other qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours from 8.00 am to 5.00 pm local time, Monday to Friday except lunch time between 1.00 pm and 2.00 pm and on public holidays at the address given below.
4. A complete set of Tender documents are downloadable from the KAA supplier login screen using the link <https://kaa.go.ke/corporate/procurement/> . Tender documents obtained electronically will be free of charge.
5. Tender documents may be viewed and downloaded for free from the website ((www.kaa.go.ke)). Tenderers who download the tender document must forward their particulars immediately to tenders@kaa.go.ke to facilitate any further clarification or addendum. *No other communication channel shall be used except through this email address.*
6. The Tenderer shall chronologically serialize all pages of the tender documents submitted including any attachments.
7. The tender shall be submitted online on or before **24TH October 2024 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 screen (Technical Proposal on C folder under technical Rfx Response system will lead you to the second screen (Cfolder) where the system creates a folder specific to you for uploading your response documents, click on “Tech Bid” the system will allow you to create a document, Click “create” button and attach the documents. and Financial Proposal on Price Submission Screen). A step-by-step manual/guide is available for downloading using the link <https://www.kaa.go.ke/corporate/procurement/manuals/>. Bidders should note that documents submitted for purposes of registration for login credentials do not form part of the tender document.
8. All Prices quoted should be inclusive of all costs and taxes; and must be in Kenya shillings and shall remain valid for 126 days from the closing date of Tender.
9. Tenders will be opened online immediately on **24TH October 2024 at 11.00 am.** at the Conference Room, 1st Floor, Kenya Airports Authority Headquarters complex building. However, 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.

10. Bidders shall not have access to the eProcurement system after the official closing time.
11. The addresses referred to above are:
 - a. **Address for obtaining further information and for purchasing 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 PROCEDURE

SECTION I -INSTRUCTIONS TO TENDERERS

A. General

I. Scope of Tender

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

2 Throughout this tendering document:

The terms:

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

3. Fraud and Corruption

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

- 3.4 Unfair Competitive Advantage-Fairness and transparency in the tender process require that the Firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. The Procuring Entity shall indicate in the **TDS** firms (if any) that provided consulting services for the contract being tendered for. The Procuring Entity shall check whether the owners or controllers of the Tenderer are same as those that provided consulting services. The Procuring Entity shall, upon request, make available to any tenderer information that would give such firm unfair competitive advantage over competing firms.

4. Eligible Tenderers

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

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

JV shall not sub contract to foreign firms more than 10 percent of the contract price, excluding provisional sums.

- 4.12 The Competition Act of Kenya requires that firms wishing to tender as Joint Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Competition Act, 2010. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for tender, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from the Competition Authority of Kenya may be accessed from the website www.cak.go.ke
- 4.13 A Tenderer may be considered ineligible if he/she offers goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.
- 4.14 A Kenyan tenderer shall be eligible to tender if it provides evidence of having fulfilled his/her tax obligations by producing a valid tax compliance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

5 Qualification of the Tenderer

- 5.1 All Tenderers shall provide in Section IV, Tendering Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.
- 5.2 In the event that pre-qualification of Tenderers has been undertaken as stated in ITT 18.3, the provisions on qualifications of the Section III, Evaluation and Qualification Criteria shall not apply.

B. Contents of Tendering Document

6 Sections of Tendering Document

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

PART I: Tendering Procedures

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

PART 2: Procuring Entity's Requirements

- v) Section V-Procuring Entity's Requirements

PART 3: Contract

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

- 6.2 The Invitation to Tender (ITT) notice or the notice to pre-qualify Tenderers, as the

case may be, issued by the Procuring Entity is not part of this tendering document.

- 6.3 Unless obtained directly from the Procuring Entity, the Procuring Entity is not responsible for the completeness of the document, responses to requests for clarification, the Minutes of the pre-Tender meeting (if any), or Addenda to the tendering document in accordance with ITT 10. In case of any contradiction, documents obtained directly from the Procuring Entity shall prevail.
- 6.4 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tendering document and to furnish with its Tender all information or documentation as is required by the tendering document.

7. Site Visit

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

8 Pre-Tender Meeting

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

9 Clarification of Tender Documents

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

in the **TDS**, the Procuring Entity shall also promptly publish its response at the webpage identified in the **TDS**. Should the clarification result in changes to the essential elements of the Tender Documents, the Procuring Entity shall amend the Tender Documents appropriately following the procedure under ITT 8.4.

10 Amendment of Tender Documents

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

C. Preparation of Tenders

11 Cost of Tendering

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

12 Language of Tender

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

13 Documents Comprising the Tender

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

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

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

14 Form of Tender and Activity Schedule

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

15 Alternative Tenders

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

16. Tender Prices and Discounts

- 16.1 The prices and discounts (including any price reduction) quoted by the Tenderer in the Form of Tender and in the Activity Schedule (s) shall conform to the requirements specified below.
- 16.2 All lots (contracts) and items must be listed and priced separately in the Activity Schedule(s).
- 16.3 The Contract shall be for the Services, as described in Appendix A to the Contract and in the Specifications (or Terms of Reference), based on the priced Activity Schedule, submitted by the Tenderer.
- 16.4 The Tenderer shall quote any discounts and indicate the methodology for their application in the Form of Tender in accordance with ITT 16.1.
- 16.5 The Tenderer shall fill in rates and prices for all items of the Services described in the Specifications (or Terms of Reference), and listed in the Activity Schedule in Section VII, Procuring Entity's Requirements. Items for which no rate or price is entered by the Tenderer will not be paid for by the Procuring Entity when executed and shall be deemed covered by the other rates and prices in the Activity Schedule.

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

17 Currencies of Tender and Payment

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

18 Documents Establishing Conformity of Services

- 18.1 To establish the conformity of the Non-Consulting Services to the tendering document, the Tenderer shall furnish as part of its Tender the documentary evidence that Services provided conform to the technical specifications and standards specified in Section VII, Procuring Entity's Requirements.
- 18.2 Standards for provision of the Non-Consulting Services are intended to be descriptive only and not restrictive. The Tenderer may offer other standards of quality provided that it demonstrates, to the Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section VII, Procuring Entity's Requirements.
- 18.3 Tender to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a Service provider or group of service providers, qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between tenderers, and thereby help to prevent any corrupt influence in relation to the procurement processor contract management.
- 18.4 The purpose of the information described in ITT 18.3 above, overrides any claims to confidentiality which a tenderer may have. There can be no circumstances in which it would be justified for a tenderer to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for a Tenderer's failure to disclose, or failure to provide required information on its ownership and control.
- 18.4 The Tenderer shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the tenderer under ITT18.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.

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

19 Documents Establishing the Eligibility and Qualifications of the Tenderer

- 19.1 To establish Tenderer's eligibility in accordance with ITT4, Tenderers shall complete the Form of Tender, included in Section IV, Tendering Forms.
- 19.2 The documentary evidence of the Tenderer's qualification submitted with the Contract if its Tender is accepted shall establish to the Procuring Entity's satisfaction that the Tenderer meets each of the qualification criteria specified in Section III, Evaluation and Qualification Criteria.
- 19.3 All Tenderers shall provide in Section IV, Tendering Forms, a preliminary description of the proposed methodology, work plan and schedule.
- 19.4 In the event that pre-qualification of Tenderers has been undertaken, only Tenders from prequalified Tenderers shall be considered for award of Contract. These qualified Tenderers should submit with their Tenders any information updating their original pre-qualification applications or, alternatively, confirm in their Tenders that the originally submitted pre-qualification information remains essentially correct as of the date of Tender submission.
- 19.5 If pre-qualification has not taken place before Tendering, the qualification criteria for the Tenderers are specified in Section III, Evaluation and Qualification Criteria.

20 Period of Validity of Tenders

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

21 Tender Security

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

- d. Furnish a performance security in accordance with ITT 47.
- 21.8 Where tender securing declaration is executed, the Procuring Entity shall recommend to the PPRA that PPRA debars the Tenderer from participating in public procurement as provided in the law.
- 21.9 The Tender Security or Tender-Securing Declaration of a JV must be in the name of the JV that submits the Tender. If the JV has not been legally constituted into a legally enforceable JV at the time of Tendering, the Tender security or Tender-Securing Declaration shall be in the names of all future members as named in the Form of intent referred to in ITT 4.1 and ITT 13.2.
- 21.10A tenderer shall not issue a tender security to guarantee itself.

22 Format and Signing of Tender

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

D. Submission and Opening of Tenders

23 Sealing and Marking of Tenders

- 23.1 Depending on the sizes or quantities or weight of the tender documents, a tenderer may use an envelope, package or container. The Tenderer shall deliver the Tender in a single sealed envelope, or in a single sealed package, or in a single sealed container bearing the name and Reference number of the Tender, addressed to the Procuring Entity and a warning not to open before the time and date for Tender opening date. Within the single envelope, package or container, the Tenderer shall place the following separate, sealed envelopes:
 - a. in an envelope or package or container marked "ORIGINAL", all documents comprising the Tender, as described in ITT 13; and
 - b. in an envelope or package or container marked "COPIES", all required copies of the Tender; and
 - c. if alternative Tenders are permitted in accordance with 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.

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

24 Deadline for Submission of Tenders

- 24.1 Tenders must be received by the Procuring Entity at the address and no later than the date and time specified **in the TDS**. When so specified **in the TDS**, Tenderers shall have the option of submitting their Tenders electronically. Tenderers submitting Tenders electronically shall follow the electronic Tender submission procedures specified **in the TDS**.
- 24.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders by amending the tendering document in accordance with ITT9, in which case all rights and obligations of the Procuring Entity and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

25 Late Tenders

- 25.1 The Procuring Entity shall not consider any Tender that arrives after the dead line for submission of Tenders, in accordance with ITT 24. Any Tender received by the Procuring Entity after the deadline for submission of Tenders shall be declared late, rejected, and returned 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 a n authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with ITT 21.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Tender must accompany the respective written notice. All notices must be:
- a) Prepared and submitted in accordance with ITT 21 and ITT 22 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” or “MODIFICATION;” and
 - b) Received by the Procuring Entity prior to the deadline prescribed for submission of Tenders, in accordance with ITT 23.
- 26.2 Tenders requested to be withdrawn in accordance with ITT 25.1 shall be returned unopened to the Tenderers.
- 26.3 No Tender may be withdrawn, substituted, or modified in the interval between the deadline for submission of Tenders and the expiration of the period of Tender validity specified by the Tenderer on the Form of Tender or any extension thereof.

27 Tender Opening

- 27.1 Except as in the cases specified in ITT 23 and ITT 25.2, the Procuring Entity shall, at the Tender opening, publicly open and read out all Tenders received by the deadline at the date, time and place specified **in the TDS** in the presence of Tenderers' designated representatives and anyone who choose to attend. Any specific electronic Tender opening procedures required if electronic tendering is permitted in accordance with ITT 23.1 shall be as specified **in the TDS**.
- 27.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding Tender shall not be opened, but returned to the Tenderer. If the withdrawal envelope does not contain a copy of the "power of attorney" confirming the signature as a person duly authorized to sign on behalf of the Tenderer, the corresponding Tender will be opened. No Tender withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Tender opening.
- 27.3 Next, envelopes marked "SUBSTITUTION" shall be opened and read out and exchanged with the corresponding Tender being substituted, and the substituted Tender shall not be opened, but returned to the Tenderer. No Tender substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Tender opening.
- 27.4 Next, envelopes marked "MODIFICATION" shall be opened and read out with the corresponding Tender. No Tender modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening.
- 27.5 Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Tenderer and whether there is a modification; the total Tender Prices, per lot (contract) if applicable, including any discounts and alternative Tenders; the presence or absence of a Tender Security or Tender-Securing Declaration, if required; and any other details as the Procuring Entity may consider appropriate.
- 27.6 Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall be considered further. The Form of Tender and the priced Activity Schedule are to be initialed by representatives of the Procuring Entity attending Tender opening in the manner specified **in the TDS**.
- 27.7 The Procuring Entity shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT25.1).
- 27.8 The Procuring Entity shall prepare a record of the Tender opening that shall include, as a minimum:
- a) The name of the Tenderer and whether there is a withdrawal, substitution, or modification;
 - b) The Tender Price, per lot (contract) if applicable, including any discounts; and
 - c) any alternative Tenders;
 - d) The presence or absence of a Tender Security or Tender-Securing Declaration, if one was required.
 - e) Number of pages of each tender document submitted
- 27.9 The Tenderers' representatives who represent shall be requested to sign the record. The omission of a Tenderer's signature on the record shall not invalidate the contents and effect of the record. A copy of the tender opening register shall be distributed to

Tenderer upon request.

E. Evaluation and Comparison of Tenders

28 Confidentiality

- 28.1 Information relating to the evaluation of Tenders and recommendation of contract award, shall not be disclosed to Tenderers or any other persons not officially concerned with the Tendering process until information on the Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 42.
- 28.2 Any effort by a Tenderer to influence the Procuring Entity in the evaluation or contract award decisions may result in the rejection of its Tender.
- 28.3 Notwithstanding ITT 28.2, from the time of Tender opening to the time of Contract Award, if any Tenderer wishes to contact the Procuring Entity on any matter related to the Tendering process, it should do so in writing.

29 Clarification of Tenders

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

30 Deviations, Reservations, and Omissions

- 30.1 During the evaluation of Tenders, the following definitions apply:
 - a) "Deviation" is a departure from the requirements specified in the tendering document;
 - b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the tendering document; and
 - c) "Omission" is the failure to submit part or all of the information or documentation required in the tendering document.

31 Determination of Responsiveness

- 31.1 The Procuring Entity's determination of a Tender's responsiveness is to be based on the contents of the Tender itself, as defined in ITT 12.
- 31.2 A substantially responsive Tender is one that meets the requirements of the tendering document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
 - a) If accepted, would:
 - i. affect in any substantial way the scope, quality, or performance of the Non-Consulting Services specified in the Contract; or

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

32 Arithmetical Errors

- 32.1 The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.
- 32.2 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:
- a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
 - b) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive .and
 - c) If there is a discrepancy between words and figures, the amount in words shall prevail
- 32.3 Tenderers shall be notified of any error detected in their bid during the notification of a ward.

33 Conversion to Single Currency

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

34 Margin of Preference and Reservations

- 34.1** Margin of preference on local service providers may be allowed if it is deemed that the services require participation of foreign tenderers. If so allowed, it will be indicated in the **TDS**.
- 34.2** Where it is intended to reserve the contract to specific groups under Small and Medium Enterprises, or enterprise of women, youth and /or persons living with disability, who are appropriately registered as such by the authority to be specified in the **TDS**, a procuring entity shall ensure that the invitation to tender specifically indicates that only businesses/firms belonging to the specified group are eligible to tender as specified in the **TDS**. Otherwise, if not so stated, the invitation will be open to all tenderers.

35 Evaluation of Tenders

- 35.1** The Procuring Entity shall use the criteria and methodologies listed in this ITT and Section III, Evaluation and Qualification Criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies, the Procuring Entity shall determine the Best Evaluated Tender. This is the Tender of the Tenderer that meets the qualification criteria and whose Tender has been determined to be:
- a) Substantially responsive to the tendering document; and
 - b) The lowest evaluated cost.
- 35.2** In evaluating the Tenders, the Procuring Entity will determine for each Tender the evaluated Tender cost by adjusting the Tender price as follows:
- a) Price adjustment due to discounts offered in accordance with ITT 16.4;
 - b) price adjustment due to quantifiable non material non-conformities in accordance with ITT 31.3;
 - c) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with ITT 33; and
 - d) any additional evaluation factors specified **in the TDS** and Section III, Evaluation and Qualification Criteria.
- 35.3** The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be considered in Tender evaluation.
- 35.4** In the case of multiple contracts or lots, Tenderers are allowed to tender for one or more lots and the methodology to determine the lowest evaluated cost of the lot (contract) and for combinations, including any discounts offered in the Form of Tender, is specified in Section III, Evaluation and Qualification Criteria. For one or more lots (contracts). Each lot or contract will be evaluated in accordance with ITT
- 35.5.** The methodology to determine the lowest evaluated tenderer or tenderers based one lot (contract) or based on a combination of lots (contracts), will be specified in Section III, Evaluation and Qualification Criteria. In the case of multiple lots or contracts, tenderer will be will be required to prepare the Eligibility and Qualification Criteria Form for each Lot.

36 Comparison of Tenders

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

37 Abnormally Low Tenders and

Abnormally High Tenders

Abnormally Low Tenders

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

Abnormally High Tenders

- 37.4 An abnormally high price is one where the tender price, in combination with other constituent elements of the Tender, appears unreasonably too high to the extent that the Procuring Entity is concerned that it (the Procuring Entity) may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between Tenderers is compromised.
- 37.5 In case of an abnormally high price, the Procuring Entity shall make a survey of the market prices, check if the estimated cost of the contract is correct and review the Tender Documents to check if 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 maybe.
- 37.6 If the Procuring Entity determines that the Tender Price is abnormally too high because genuine competition between tenderers is compromised (often due to collusion, corruption or other manipulations), the Procuring Entity shall reject all Tenders and shall institute or cause competent Government Agencies to institute an investigation on the cause of the compromise, before retendering.

38 Unbalanced and/or Front-Loaded Tenders

- 38.1 If in the Procuring Entity's opinion, the Tender that is evaluated as the lowest evaluated price is seriously unbalanced and/or front loaded, the Procuring Entity may require the Tenderer to provide written clarifications. Clarifications may include detailed price analyses to demonstrate the consistency of the tender prices with the scope of works, proposed methodology, schedule and any other requirements of the Tender document.
- 38.2 After the evaluation of the information and detailed price analyses presented by the Tenderer, the Procuring Entity may as appropriate:
- a) Accept the Tender; or
 - b) require that the total amount of the Performance Security be increased at the expense of the Tenderer to a level not exceeding 10% of the Contract Price; or
 - c) agree on a payment mode that eliminates the inherent risk of the Procuring Entity paying too much for undelivered works; or
 - d) Reject the Tender.

39 Qualification of the Tenderer

- 39.1 The Procuring Entity shall determine to its satisfaction whether the Tenderer that is selected as having submitted the lowest evaluated cost and substantially responsive Tender is eligible and meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.
- 39.2 The determination shall be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT 18. The determination shall not take into consideration the qualifications of other firms such as the Tenderer's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Tenderer that submitted the Tender.
- 39.3 An affirmative determination shall be a prerequisite for award of the Contract to the Tenderer. A negative determination shall result in disqualification of the Tender, in which event the Procuring Entity shall proceed to the Tenderer who offers a substantially responsive Tender with the next lowest evaluated cost to make a similar determination of that Tenderer's qualifications to perform satisfactorily.

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

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

F. Award of Contract

43 Award Criteria

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

42 Notice of Intention to enter in to a Contract

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

43 Stand still Period

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

44 Debriefing by the Procuring Entity

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

45 Letter of Award

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

46 Signing of Contract

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

47 Performance Security

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

48 Publication of Procurement Contract

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

49 Adjudicator

- 49.1 The Procuring Entity proposes the person named **in the TDS** to be appointed as adjudicator or under the Contract, at an hourly fee specified in **the TDS**, plus reimbursable expenses. If the Tenderer disagrees with this Tender, the Tenderer should so state in the Tender. If, in the Form of Acceptance, the Procuring Entity has not agreed on the appointment of the Adjudicator, the Adjudicator shall be appointed by the Appointing Authority designated in the Special Conditions of Contract at the request of either party.

50 Procurement Related Complaint

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

SECTION II - TENDER DATA SHEET (TDS)

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

ITT Referen	A. General
ITT1.1	<p>The reference number is: CAA/ OT/ WAJIR/ 0022/ 2024-2025</p> <p>The Procuring Entity is Kenya Airports Authority</p> <p>The name of the contract is: Provision of cleaning services for general areas, toilets, and pest control management at wajir international airport.</p>
ITT1.2(a)	<ol style="list-style-type: none"> 1. Upon accessing the tender documents, you will be required to respond to the tender online using the following link https://suppliers.kaa.go.ke/irj/portal. 2. 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. 3. All relevant submission documents must be attached on the login screen (Technical Proposal on Cfolder under technical Rfx Response system will lead you to the second screen (Cfolder) where the system creates a folder specific to you for uploading your response documents, Do not click and attach your documents on the collaboration folder. click on "Tech Bid" the system will allow you to create a document, Click "create" button and attach the documents. and Financial Proposal on Price Submission Screen). 4. A step by step manual/guide is available for downloading using the link https://www.kaa.go.ke/corporate/procurement/manuals/ <p>Completed Tender documents and its attachments shall be submitted online before the closing date 24th October 2024 at 11.00 am</p>
ITT4.1	Maximum number of joint ventures shall be; N/A
ITT 8.1	They shall be a site visit on 16th October 2024 at Wajir International Airport at 10.00 am
ITT 8.2	The questions in Writing to reach the Procurement & Logistics department not later than three (3) days before Tender closing/Opening date.
ITT9.1	<p>For clarification of tender purposes, the Procuring Entity's address is;-</p> <p>For Tender submission purposes only the following the Procuring Entity's address is approved:</p> <p>Name of Procuring Entity: Kenya Airports Authority Postal Address and name of Officer to be intentioned: General Manager (Procurement & Logistics) P.O. BOX 19001-00501 Nairobi</p> <p>Physical Address for hand courier delivery of the tender security only to our office: Kenya Airports Authority Headquarters Complex Building, Jomo Kenyatta International Airport, Airport North Road, 2nd Floor, Procurement & Logistics Department</p> <p>Date and time for submission of Tenders 24th October 2024 at 11.00 am</p>

	<p>Please note that all our tenders shall be submitted electronically except the original tender security which shall submitted to the office of the General Manager (Procurement & Logistics) on or before the closing time which is on 24th October 2024 at 11.00 am</p> <p>Clarification from the bidders to be sent through the email address tenders@kaa.go.ke not later than 3 days from the tender opening date.</p>
	C. Preparation of Tenders
ITT13.1(j)	The tenderer shall submit the following additional in its tender;documents;documents as provided evaluation criteria
ITT 14.1	Alternative tenders shall not be accepted
ITT14.2	Alternative times for completion shall not be permitted
ITT14.3	Alternative technical solutions shall be permitted for the following parts of the Services ...N/A...
ITT15.1	Alternative tenders shall not be Considered.
ITT15.2	Alternative times for completion are explicitly not invited. .
ITT15.3	Alternative technical solutions for specified parts of the services will be not be allowed.
ITT16.7	The Prices quoted by the tenderer shall be not be subject to adjustment during the performance of the contract.
ITT20.1	The tender validity period Shall be 126 days.
ITT21.1	The tender Security shall Not be required for these tender Tender Securing Declaration form Shall be required for these Tender
ITT21.3 (a)	The tender price shall Not be adjusted
ITT21.9(b)	The Procuring entity Shall declare the Tenderer ineligible to be awarded a contract by the Procuring Entity for a period ofNA.....

ITT22.1	Completed Tender documents and its attachments must be submitted online before the closing date. All relevant submission documents must be attached on the login screen (Technical Proposal on Cfolder under technical Rfx Response system will lead you to the second screen (Cfolder) where the system creates a folder specific to you for uploading your response documents. Do not click and attach your documents on collaboration folder. Click on “Tech Bid” the system will allow you to create a document, Click “create” button and attach the documents and Financial Proposal on Price Submission Screen). A step by step manual/guide is available for downloading using the link https://www.kaa.go.ke/corporate/procurement/manuals
ITT 22.3	The written confirmation of Authorization to sign on behalf of the Tenderer Shall consist of :A written, Signed and Stamped Power of Attorney. However, this is not required for sole proprietorships.
	E. Submission and Opening of Tenders
ITT 33.1	Bidders may not tender in other currencies which are used in international trade.
ITT 24.1	Completed Tender documents and its attachments must be submitted online before the closing date. All relevant submission documents must be attached on the login screen (Technical Proposal on Cfolder under technical Rfx Response system will lead you to the second screen (Cfolder) where the system creates a folder specific to you for uploading your response documents. Do not click and attach your documents on collaboration folder. Click on “Tech Bid” the system will allow you to create a document, Click “create” button and attach the documents and Financial Proposal on Price Submission Screen). A step by step manual/guide is available for downloading using the link https://www.kaa.go.ke/corporate/procurement/manuals
ITT 27.1	<p>Tenders will be opened online immediately on 24th October 2024 at 11.00 am at the Conference Room, 1st Floor, Kenya Airports Authority Headquarters complex building. However, a virtual link shall be provided to those tenderers who shall have registered that they will submit their tenders 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 tender opening.</p> <p>Please note that all our tenders shall be submitted electronically except the original tender security which shall submitted to the office of the General Manager (Procurement & Logistics) on or before the closing time which is on 24th October 2024 at 11.00 am</p>
ITT 27.6	The Form of Tender and priced Activity Schedule shall be initiated byN/A representatives of the Procuring Entity Conducting the Tender opening....N/A
E.	Evaluation and Comparison
ITT 31.7	The factors selected and expressed in monetary terms to facilitate comparison of Tenders are to be based on the lowest evaluated bidder

ITT33.1	The Currency to be used is Kenya Shillings.
ITT34.1	Margin of Preference allowed or not allowed.....N/A
ITT34.2	N/A
F.	Award of Contract
ITT 48.1	The Adjudicator proposed by the procuring entity is.....The hourly fee for this proposed Adjudicator shall beThe biographical data of the proposed Adjudicator is as follows:.....
ITT 49.1	<p>The procedure for making a procurement related complaint are detailed in the “Notice of Intention to Award the Contract” herein and are also available from the PPRA website www.ppra.go.ke or email compliance@ppra.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 to: General Manager, Procurement & Logistics, Kenya Airports Authority Email address: tenders@kaa.go.ke. In summary, a Procurement-related Complaint may challenge any of the following: (i) The terms of the Tender Documents; and (ii) The Procuring Entity’s decision to award the contract.</p>

SECTION III – EVALUATION AND QUALIFICATION CRITERIA

1. General Provision

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

1.3 Evaluation and contract award Criteria

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

2 Preliminary examination for Determination of Responsiveness

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

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

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

Part I:Preliminary Evaluation Criteria, Mandatory requirements.

PRELIMINARY EVALUATION REQUIREMENTS

Bidders shall submit the following mandatory requirements

No	Requirement	Compliance
1.	Duly filled, signed and stamped Form of Tender	Must meet
2.	Attach copy of Registration of Business/Certificate of Incorporation	Must meet
3.	Duly filled Confidential Business Questionnaire	Must meet
4.	A valid Tax Compliance Certificate	Must meet
5.	Duly Filled Tender Securing Declaration Form	
6.	Copy of valid Business Permit for year 2024	Must meet
7.	The service provider to indicate the minimum monthly wage rate inclusive of house allowance to pay each of the categories of staff as per the latest Government Gazette notice on minimum wage rates.	Must meet
8.	A written declaration that the service provider shall comply with all labour laws and the minimum wage regulations during the entire period of the contract. Failure to meet this requirement during the contract period will be a ground for cancellation of the contract. The indicators for these are Payment of salaries in time- there should be no complaints from your staff of delayed salaries.	Must meet
9.	Provide copy of CR12 or equivalent from country of origin (in case of joint venture with a foreign company), providing a list of directors and shareholding status. Where one or more of the shareholders is a company (Beneficial Ownership), the CR12 or equivalent from country of origin of such a company shall be provided. However, where the CR12 of the beneficial shareholders is not available, as at the time of the tender submission, the successful bidder shall be required to submit it before execution of the contract. This requirement is not applicable to sole proprietorships and partnerships under Business Names.	Must meet
11.	Provide copies of proof of current and valid Work Injury Benefits Insurance Cover	Must Meet
12	Bidders to serialize their bidding documents from the first to the last page including all the attachments.	Must meet
13	Provide Current Compliance Certificate from National Social Security Fund and payment remittance advises for the months of	Must meet

	July, August & September 2024 for employees engaged by the firm.	
14	Provide Current Compliance Certificate from National Hospital Insurance Fund and payment remittance advise for the months July, August & September 2024 for employees engaged by the firm.	Must meet
15	Provide a letter from the Ministry of Labour on compliance of meeting the minimum wages	Must meet
16	Have you been a service provider to Kenya Airports Authority within the last three years- Yes or No? Bidders whose contracts have been terminated by Kenya Airports Authority within the last three years due to poor performance or have been given a rating of poor performance in three consecutive performance reviews periods shall be disqualified at the preliminary stage irrespective of whether they have qualified or not;	Must meet
17	Provide copies of staff payrolls for the months of July, August and September 2024 for duly certified by your bank confirming that salaries were remitted through the bank.	Must meet
16	Provide a proof of registration with the Pest Control & Poisons Board (License certificate / Payment receipt).	
17	Attach a current and valid AGPO/WGPO Certificate from National Treasury for Enterprise Registered under the preferences and reservation regulations 2013 - Registered Youth enterprises Group Category only.	Must meet
18	Provide proof of existing account with a Bank or Financial Institution where the mandatory signatory is Youth.	Must Meet
19	Duly filled Certificate Of Independent Tender Determination	Must Meet
20	Provide Proof of Registration with the Pest Control & Poison Board in Form of License/ Certificate	
21	(a) Self-Declaration that the Person/Tenderer is not Debarred in the Matter of the Public Procurement And Asset Disposal Act 2015. (b) Duly filled and stamped Self Declaration that the Person/Tenderer will not engage in any corrupt or fraudulent practice. (c) Duly filled Declaration and commitment to the Code of Ethics	Must Meet
22	Bidders to provide a written undertaking that they shall only use duly approved materials by Kenya Bureau of Standards for the following consumable materials: 1. 1 White Jumbo Toilet Paper 200M 2. 1 Hand Paper Towel	Must Meet

	3. 1 Automatic Air Freshener 4. 1 Foam Hand Wash Soap 5. 1 White Disposable Toilet Seat Cover NB;The successful bidder shall be required to submit the samples prior to commencement of services	
23	Duly filled site visit certificate- The site visit will be based on prior booking where bidders will be required to request through the email address, tenders@kaa.go.ke . <u>However they are not mandatory and therefore shall not form part of the evaluation criteria</u>	Optional

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

TECHNICAL EVALUATION.

TECHNICAL REQUIREMENTS – CLEANING & PEST CONTROL

Evaluation Matrix

No	Requirement	
1	<p>Proof of qualified and experienced technical key personnel. Bidders must have at least a minimum of one personnel who is a Lead Expert with Certificate in Environmental Management/ Biological Sciences/Entomology / Agriculture Entomology or equivalent.</p> <p>Bidders shall submit the following documents which shall be used to evaluate:</p> <ul style="list-style-type: none"> • Copies of academic certificates • Curriculum vitae <p>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.</p>	Must Meet
2.	One (1) Trained and Qualified Site Supervisor with either a Certificate in Housekeeping or Institutional Management (Housekeeping Category) or Certificate in Housekeeping or Institutional Management (Housekeeping Category) from a Recognized Government Institution of Higher Learning with a minimum of One (1) years' relevant work experience in Housekeeping. (Must attach Copies of Certificates and CV)	
3.	Must demonstrate access to the following key minimum equipment necessary to undertake the work. Show proof of ownership by providing Lease/Hire Agreement or Purchase Receipt.	Must
	Scrubbing machines (Minimum 1 in number)	

	Scrubbing/Incorporating pads (Minimum 1 in number)	
	Dry and wet vacuum cleaner (minimum 1 in number)	
	Walk behind scrubber (Minimum 1 in number)	
	Disposable Toilet Seat Covers Dispensers for all the Toilets	
	Equivalent extension cables to the number of machines (Minimum 1 extension cables)	
	Housekeeping Trolley	
	Knapsacks or equivalent (Minimum 2 in number)	
	Fogging Machines or equivalent (Minimum 2 in number)	
	PPEs	
4.	<p>Provide at least Two (2) applicators with experience in pest control /Fumigation for a minimum of One (1) years experience.</p> <ul style="list-style-type: none"> Curriculum vitae signed by the nominee Attach O Level Certificate. <p>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.</p>	Must
6.	Provide a valid Occupational Health and Safety Certificate	Must Meet
7.	Letter/Certificate from NEMA for Pest Control Services	Must Meet
8.	<p>Tenderers' capacity to have access to line of credit/liquid assets of not less than Kshs.500,000.00 in form of :</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- July, 2024, August, 2024, and September 2024, with an average cash flow of Kenya Shillings two hundred thousand or d) A combination of any of the above. 	Must meet
9.	<p>Bidder to provide a detailed Safety procedures which should incorporate (but not limited to) the following:-</p> <p>I. Correct use of Caution signs,</p>	A write up of not less than a page

	2. Correct use of PPEs e.g.(, reflective jackets, safety boots, nose masks) 3. Working at heights 4. Safety procedures (use of correct chemicals)	
10.	A detailed Work Plan/Schedule, this shall include:	Proof in form of a template
	Allocation of staff,	
	Training schedule,	
	Specific machines to be used during operations	
	Type of Cleaning Detergents and chemicals to be used	Provide list in form of table
11.	Proof of experience in two (2) similar services in type and complexity undertaken with an average value of Kshs.500,000 as the principal service provider within the last three (3) years and provide names and location of clients who may be contacted for clarification (Proof to be in a form of LPO or contract agreements).	Proof to be in form of LPO or contract agreements.
12.	Bidders who have two or more current on-going/running cleaning contracts in KAA will not be considered for this tender.	compliance

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

NOTE:

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

3 Tender Evaluation (ITT 35)

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

following criteria shall apply:

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

4 Multiple Contracts

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

OPTION I

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

OPTION 2

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

5 Alternative Tenders (ITT 15.1)

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

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

6 MARGIN OF PREFERENCE

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

- 6.1 If the TDS so specifies, the Procuring Entity will grant a margin of preference of fifteen percent (15%) to be loaded on evaluated prices of foreign tenderers, where the percentage of shareholding of Kenyan citizens is less than fifty-one percent (51%).
- 6.2 Contractors applying for such preference shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractor's qualifies for a margin of preference.
- 6.3 After Tenders have been received and reviewed by the Procuring Entity, responsive Tenders shall be assessed to ascertain their percentage of shareholding of Kenyan citizens. Responsive tenders shall be classified into the following groups:
 - i) Group A: tenders offered by Kenyan Contractors and other Tenderers where Kenyan citizens hold shares of over fifty one percent (51%).
 - ii) Group B: tenders offered by foreign Contractors and other Tenderers where Kenyan citizens hold shares of less than fifty one percent (51%).
- 6.4 All evaluated tenders in each group shall, as a first evaluation step, be compared to

7 Post qualification and Contract ward (ITT 39), more specifically,

- ii) Minimum average annual turnover of Kenya Shillings _____ [insert amount], equivalent calculated as total certified payments received for contracts in progress and/or completed within the last _____ [insert of year] years.

- iv) Contractor's Representative and Key Personnel, which are specified as

- v) Contractors key equipment listed on the table “Contractor's Equipment” below and more specifically
listed as *[specify requirements for each lot as applicable]*

- vi) Other conditions depending on their seriousness.

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

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of the default of the Tenderer, or the member of a JV in the last three (3) (*specify years*). The required information shall be furnished in the appropriate form.

b) Pending Litigation

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

c) Litigation History

There shall be no consistent history of court/arbitral award decisions against the Tenderer, in the last_(*Specify years*)- *Not applicable*

All parties to the contract shall furnish the information in the appropriate form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the year's specified. A consistent history of awards against the Tenderer or any member of a JV may result in rejection of the tender. *Not applicable*

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];

- f) **Discounts:** The discounts offered and the methodology for their application are:
- i) The discounts offered are: *[Specify in detail each discount offered.]*
 - ii) The exact method of calculations to determine the net price after application of discounts is shown below: *[Specify in detail the method that shall be used to apply the discounts];*
- g) **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 23.1 (as amended if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- h) **Performance Security:** If our Tender is accepted, we commit to obtain a Performance Security in accordance with the tendering document;
- i) **One Tender Per Tenderer:** We are not submitting any other Tender(s) as an individual Tenderer, and we are not participating in any other Tender(s) as a Joint Venture member or as a subcontractor, and meet the requirements of ITT 4.3, other than alternative Tenders submitted in accordance with ITT 14;
- j) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the PPRA. Further, we are not ineligible under Kenya's official regulations or pursuant to a decision of the United Nations Security Council;
- k) **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 4.6];*
- g) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract: *[insert complete name of each Recipient, its full address, r gratuity].*

Name of Recipient	Address	Reason	Amount

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

- a) *[Delete if not appropriate, or amend to suit]* We confirm that we understand the provisions relating to Standstill Period as described in this tendering document and the Procurement Regulations.
- l) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Form of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- m) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Best Evaluated Tender or any other Tender that you may receive; and
- o) **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.
- p) **Collusive practices:** We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent tender Determination” attached below.
- q) **Code of Ethical Conduct:** We undertake to adhere by the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal, copy available from _____ (specify website) during the procurement process and the execution of any resulting contract.
- r) We, the Tenderer, have completed fully and signed the following Forms as part of our Tender:
- i) Tenderer's Eligibility; Confidential Business Questionnaire—to establish we are not in any conflict to interest.
 - ii) Certificate of Independent Tender Determination—to declare that we completed the tender without colluding with other tenderers.
 - iii) Self-Declaration of the Tenderer—to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
 - iv) 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:..... *[insert complete name of person signing the Tender]

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]

i) 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/WAJIR/0022/2024-2025
3	Date and Time of Tender Opening	24th October 2024 at 11.00 am
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.....(Name of Procuring Entity) who has/have an interest or relationship in this firm?

Yes/No.....

If yes, provide details as follows.

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

ii) **Conflict of interest disclosure**

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.		

f) Certification

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

Full Name _____

Title or Designation _____

(Signature)

(Date)

ii) CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of Tender to the _____ Kenya
Airports Authority _____ [Name of
Procuring Entity] for: _____ [Name
and number of tender] 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]*

(iii) SELF-

DECLARATION

FORMS

FORM SD I

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

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

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of (*insert name of the Company*) who is a Bidder in respect of **Tender No.** for.....(*insert tender title/description*) for..... (*insert name of the Procuring entity*) 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.....** for (insert tender title/description) for(insert name of the Procuring entity) 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.....

...

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

(Appendix I shall not be modified)

1. Purpose

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

2. Requirements

The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Consultants, Contractors and Suppliers; any Sub-contractors, Sub-consultants, Service providers or Suppliers; any Agents (whether declared or not); and any of their Personnel, involved and engaged in procurement under Kenya's Laws and Regulation, observe the highest standard of ethics during the procurement process, selection and contract execution of all contracts, and refrain from Fraud and Corruption and fully comply with Kenya's laws and Regulations as per paragraphs 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 subsection commits an offence;
- 3) Without limiting the generality of the subsection (1) and (2), the person shall be:-
 - a) disqualified from entering into a contract for a procurement or asset disposal proceeding; or
 - b) if a contract has already been entered into with the person, the contract shall be voidable;
- 4) The voiding of a contract by the procuring entity under subsection (7) does not limit any legal remedy the procuring entity may have;
- 5) An employee or agent of the procuring entity or a member of the Board or committee of the procuring entity who has a conflict of interest with respect to a procurement:-
 - a) Shall not take part in the procurement proceedings;
 - b) Shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract; and
 - c) shall not be a subcontractor for the tenderer to whom was awarded contract, or a member of the group of tenderers to whom the contract was awarded, but the subcontract or appointed shall meet all the requirements of this Act.
- 6) An employee, agent or member described in subsection (1) who refrains from doing

anything prohibited under that subsection, but for that subsection, would have been within his or her duties shall disclose the conflict of interest to the procuring entity;

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

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

- a) Defines broadly, for the purposes of the above provisions, the terms set forth below as follows:
 - i) "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - 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 debar 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.

¹For 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.

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

2 TENDERER INFORMATION FORM

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

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

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

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

1. Tenderer's Name <i>[insert Tenderer's legal name]</i>
2. In case of JV, legal name of each member: <i>[insert legal name of each member in JV]</i>
3. Tenderer's actual or intended country of registration: <i>[insert actual or intended country of registration]</i>
4. Tenderer's year of registration: <i>[insert Tenderer's year of registration]</i>
5. Tenderer's Address in country of registration: <i>[insert Tenderer's legal address in country of registration]</i>
6. Tenderer's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
<div style="border: 1px solid black; height: 100px; width: 100%; position: relative;"> <div style="position: absolute; top: 5px; left: 5px;">7.</div> <div style="position: absolute; top: 50px; left: 5px;"> <ul style="list-style-type: none"> • <input type="checkbox"/> • <input type="checkbox"/> • <input type="checkbox"/> </div> </div>
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

OTHER FORMS

3. TENDERER'S JV MEMBERS INFORMATION FORM

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

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

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

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

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

4. FORM OF TENDER SECURITY- DEMAND BANK GUARANTEE

Beneficiary: _____

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

TENDER GUARANTEE No.: _____

Guarantor: _____

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

[signature(s)]

5. FORM OF TENDER SECURITY

(TENDER BOND) *[The Surety shall fill in this Tender Bond Form in*

accordance with the instructions indicated.] BOND NO. _____

1. BY THIS BOND *[name of tenderer]* as Principal (herein after called “the Principal”), and *[name, legal title, and address of surety]*, **authorized to transact business in** *[name of country of Purchaser]*, as Surety (herein after called “the Surety”), are held and firmly bound unto *[name of Purchaser]* as Obligee (herein after called “the Purchaser”) in the sum of *[amount of Bond]* *[amount in words]*, for the payment of which sum, well and truly to be made, we, the said Principal and Surety, bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.
2. WHEREAS the Principal has submitted or will submit a written Tender to the Purchaser dated the _____ Day of _____, 20_____, for the supply of *[name of Contract]* (herein after called the “Tender”).
3. NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Principal:
 - a) Has withdrawn its Tender during the period of Tender validity set forth in the Principal's Letter of Tender (“the Tender Validity Period”), or any extension thereto provided by the Principal; or
 - b) Having been notified of the acceptance of its Tender by the Purchaser during the Tender Validity Period or any extension thereto provided by the Principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to tenderers (“ITT”) of the Purchaser's Tendering document.then the Surety undertakes to immediately pay to the Purchaser up to the above amount upon receipt of the Purchaser's first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.
4. The Surety hereby agrees that its obligation will remain in full force and effect upto and including the date 30 days after the date of expiration of the Tender Validity Period set forth in the Principal's Letter of Tender or any extension thereto provided by the Principal.
5. IN TESTIMONY WHEREOF, the Principal and the Surety have caused these presents to be executed in their respective names this day of __20__.

Principal: _____ Surety: _____

Corporate Seal (where appropriate)

(Signature)

(Printed name and title)

(Signature)

(Printed name and title)

¹ The amount of the Bond shall be denominated in the currency Kenya shillings or the equivalent amount in a freely convertible currency. ² 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. ³ If applicable

¹ The amount of the Bond shall be denominated in Kenya Shillings or the equivalent amount in a freely convertible currency. ¹ The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance, less provisional sums, if any, and denominated either in the currency(cies) of the world

6. FORM OF TENDER - SECURING DECLARATION

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

Date:.....[date (as day, month and year)] ITT No.:.....[number of Tendering process] Alternative No.:.....[insert identification No if this is a Tender for an alternative] To:.....[complete name of Procuring Entity] We, the undersigned, declare that: We understand that, according to your conditions, Tenders must be supported by a Tender-Securing Declaration.

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

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

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

Name of the

Tenderer*_____

_____ Name of the person duly authorized to sign the

Tender on behalf of the

Tenderer**_____

_____ Title of the person signing the

Tender_____

_____ Signature of the person named

above_____

_____ Date signed_____ day

of_____,_____

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

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

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

QUALIFICATION FORMS

7. FOREIGN TENDERERS 40% RULE

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

ITEM	Description of Work Item	Describe location of Source	COST in K. shillings	Comments, if any
A				
	Local Labor			
1				
2				
3				
4				
5				
B	Sub contracts from Local sources			
1				
2				
3				
4				
5				
C	Local materials			
1				
2				
3				
4				
5				
D	Use of Local Plant and Equipment			
1				
2				
3				
4				
5				
E	Add any other items			
1				
2				
3				
4				
5				
6				
	TOTAL COST LOCAL CONTENT		XXXXX	
	PERCENTAGE OF CONTRACT PRICE			

8. FORM EQU: EQUIPMENT

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

Equipment information	Name of manufacturer	Model and power rating
	Capacity	Year of manufacture
Current status	Current location	
	Details of current commitments	
	Name of owner	
Source	Address of owner 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	Telephone	Contact name and title
Agreements	Fax	Telex
	Details of rental / lease / manufacture agreements specific to the project	

9. FORM PER-1

Tenderer's/Contractor's Representative

and Key Personnel Schedule

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

Tenderer's/Contractor' Representative and Key Personnel.

1.	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>

10. FORM PER - 2:

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

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

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

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

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

Commitment to duration of contract:

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

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

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

Name of Contractor's Representative or Key Personnel:

[insert name]

Signature: _____

Date: (day month year):

Countersignature of authorized representative of the Tenderer:

Signature:

Date: (day month year):

TENDERERS QUALIFICATION WITHOUT PREQUALIFICATION

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

II. FOR

MEL I -I.I

Tenderer

Information Form

Date:

ITT No. and

title:

Tenderer's name
In case of Joint Venture (JV), name of each member:
Tenderer's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Tenderer's actual or intended year of incorporation:
<input type="text"/> in country of registration]:
Tenderer's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mailaddress: _____

1. Attached are copies of original documents of

- ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 4.4
- ☐ In case of JV, letter of intent to form JV or JV agreement, in accordance with ITT 4.1
- ☐ In case of state-owned enterprise or institution, in accordance with ITT 4.6, documents establishing:

☐ The nature and the scope

☐ The status and the nature

☐ The nature and the scope

☐ The nature and the scope

Tenderer's JV Information Form

Date: _____ ITT No. and title: _____

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<div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;"><small>(*) The address can't be displayed</small></div>
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E-mail address: _____

- Attached are copies of original documents of

☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITT 4.4.

☐ In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Procuring Entity, in accordance with ITT 4.6.
- Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

13. FORM CON -2

Historical Contract Non-Performance, Pending Litigation and

Litigation History. Tenderer's Name:_____

Date:_____ JV Member's Name_____ ITT No. and title:_____

<input type="checkbox"/> The action can be resolved					
<input type="checkbox"/> The action can be resolved					
<input type="checkbox"/> The action can be resolved					
<input type="checkbox"/> The action can be resolved					
<input type="checkbox"/> The action can be resolved	<input type="checkbox"/> The action can be resolved	<input type="checkbox"/> The action can be resolved			
<input type="checkbox"/> The action can be resolved	<input type="checkbox"/> The action can be resolved	<input type="checkbox"/> The action can be resolved			
No pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3.					
<input type="checkbox"/>	<input type="checkbox"/> The action can be resolved				
<input type="checkbox"/>	<input type="checkbox"/> The action can be resolved				



14. FORM FIN –3.1:

Financial Situation and Performance

Tenderer's

Name:

Date:

JV

Member's

Name

ITT

No.

and

title:

6.4.1. Financial Data

<input type="text"/>	<input type="text"/> _____ years,				
<input type="text"/>					
	<input type="text"/> 1	<input type="text"/>	Year 3	<input type="text"/>	<input type="text"/> 5
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					

<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
Profits Before Taxes (PBT)					
<input type="text"/>					
Cash Flow from Operating Activities					

*Refer to ITT 15 for the exchange rate

15. Sources of Finance

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

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

Financial documents

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

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

Attached are copies of financial statements² for the _____ years required above; and complying with the requirements

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

15. Sources of Finance

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

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

Financial documents

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

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

Attached are copies of financial statements² for the _____ years required above; and complying with the requirements

16. FORM FIN –3.2:

Average Annual Construction Turnover

Tenderer's Name: _____

Date: _____ JV

Member's Name _____

ITT No. and title: _____

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

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

17. FORM FIN -3.3:

Financial Resources

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

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

18. FORM FIN -3.4:

Current Contract Commitments / Works in Progress

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

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

--	--	--	--	--	--

19. FORM EXP - 4.I

General Relevant Work Experience

Tenderer's Name: _____

Date: _____ JV Member's

Name _____ ITT No. and

title: _____ Page_of _____ pages

Starting Year	Ending Year	Contract Identification	Role of Tenderer
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ <input type="checkbox"/> The tenderer is the supplier <input type="checkbox"/> The tenderer is the contractor <input type="checkbox"/> The tenderer is the manufacturer <input type="checkbox"/> The tenderer is the supplier of Procuring <input type="checkbox"/> The tenderer is the contractor <input type="checkbox"/> The tenderer is the manufacturer	
		<input type="checkbox"/> The tenderer is the supplier <input type="checkbox"/> The tenderer is the contractor <input type="checkbox"/> The tenderer is the manufacturer <input type="checkbox"/> The tenderer is the supplier of Procuring <input type="checkbox"/> The tenderer is the contractor <input type="checkbox"/> The tenderer is the manufacturer	

20. FORM EXP - 4.2 (a)

Specific Work and Management Experience

Tenderer's Name: _____ Date: _____ JV _____ Member's
Name _____ ITT No. and title: _____

<input type="checkbox"/> The person will be assigned	<input type="checkbox"/> The person will be assigned		
<input type="checkbox"/> The person will be assigned			
<input type="checkbox"/> The person will be assigned			
<input type="checkbox"/> The person will be assigned			
<input type="checkbox"/> The person will be assigned	<input type="checkbox"/> The person will be assigned <input type="checkbox"/> The person will be assigned	<input type="checkbox"/> The person will be assigned <input type="checkbox"/> The person will be assigned	<input type="checkbox"/> The person will be assigned <input type="checkbox"/> The person will be assigned
<input type="checkbox"/> The person will be assigned	<input type="checkbox"/> The person will be assigned		<input type="checkbox"/> The person will be assigned
<input type="checkbox"/> The person will be assigned			
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<input type="checkbox"/> The person will be assigned			
<input type="checkbox"/> The person will be assigned			
1. <input type="checkbox"/> The person will be assigned			
<input type="checkbox"/> The person will be assigned			
3. <input type="checkbox"/> The person will be assigned			
<input type="checkbox"/> The person will be assigned			
5. <input type="checkbox"/> The person will be assigned			
<input type="checkbox"/> The person will be assigned			

2 Activity No. Two

3.

³If applicable

SCHEDULE FORMS

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

WORK SCHEDULES AND SPECIFICATIONS

SECTION V - SCHEDULE OF REQUIREMENTS

SCOPE OF GENERAL AREAS CLEANING, TOILETS AND PEST CONTROL MANAGEMENT SERVICES.

THE SCOPE OF WORK / SPECIFICATIONS

PROVISION OF CLEANING SERVICES FOR GENERAL AREAS, TOILETS AND PEST CONTROL MANAGEMENT SERVICES, AT WAJIR INTERNATIONAL AIRPORT

I. GENERAL

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

2. LOCATION OF WORKS


The services, offered by a legally Registered Cleaning and Pest Control Management Services Company, will be performed at the Wajir International Airport which is located in Wajir

3. DETAILED WORKS

The services will be executed and maintained in strict accordance with the contract to the satisfaction of the Head of Housekeeping and Port health as the case may be and shall comply with and adhere strictly to their instructions and or directions.

The contractor shall perform the services in the following areas

- a. Passenger Terminal Block and related areas
- b. External Terminal Walkway (Arrivals and Departures
- c. External Terminal Veranda (Arrival and Departures)

- 
- d. Entrance Lobby,screen machine area, Check –In area (Arrival/Departure)
 - e. Corridor to AM office,server room
 - f. KAA registry store & server room
 - g. All KAA Offices including washrooms and related areas
 - h. VIP Lounges including washrooms and related areas
 - i. CIP Lounge ,kitchen and washrooms
 - j. Passenger lounge hall both A & B including washrooms and related areas
 - k. KAA Administration Block, including washrooms and related areas
 - l. KAA Administration Block compound and related areas
 - m. Fire Station including washrooms and related areas
 - n. Exterior main entrance, Generator Room and related areas
 - o. Main Road near Genset and related areas
 - p. Parking near Terminal Building and related areas
 - q. Operations Gate House (Vehicle Apron Access security booth and related areas
 - r. Staff Gazebo Room and related areas
 - s. Apron/ Taxiway and related areas
 - t. Airside open areas
 - u. All washrooms among other areas
 - v. Arrival gate walkway,baggage waiting bay and its related areas

SCHEDULE OF REQUIREMENTS FOR GENERAL AREAS AND TOILETS

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

Consumables

- (a) Quality Jumbo Toilet Papers (White in color and approved by the Authority) – Approximately one (1) Jumbo Toilet Paper Bales (48 pcs) per day 200M each.
- (b) Hand Paper Towels (White in color and approved by the Authority) – Approximately Four (1) Bales (12 pcs) of Hand Paper Towels per day
- (c) Disposable Toilet Seat Covers White in color and approved by the Authority
- (d) Disinfectants – Approved by the Authority
- (e) Detergents – Approved by the Authority
- (f) Stain Removers – Approved by the Authority
- (g) Polishes – Approved by the Authority
- (h) Degreasers – Approved by the Authority
- (i) Toilet Cleaner – Approved by the Authority's representative
- (j) Automated Air fresheners (Consistent scent approved by the Authority)
- (k) Portable Air fresheners – (Consistent scent approved by the Authority)
- (l) Urinal mats – As advised by Authority
- (m) Transparent linings – As per the NEMA requirements Approval
- (n) Foam soap – Approved by the Authority
- (o) Methylated spirit – Approved by the Authority
- (p) Window cleaners – Approved by Authority
- (q) Bath soap – As advised by the Authority
- (r) Leather Polishes

Tools and Equipment

- (a) Scrubbing/ Buffing machines (minimum 1 in number) with corresponding number of extension cable
- (b) Wet and Dry Vacuum Cleaner/Hoover with a corresponding extension cable
- (c) Housekeepers Trolley and Detergent Basket
- (d) Ladders Aluminum (2 in number)
- (e) Safety Belts
- (f) Wheeled Refuse collection Trolleys (minimum 2 in number)
- (g) Walk behind sweeper
- (h) Mop Buckets
- (i) Aluminum mop handles
- (j) Round and Kentucky color coded mops
- (k) Floor shining mops

- (l) Walk behind scrubber
- (m) Squeezers (Minimum 2 in number)
- (n) Brooms – (Hand, Soft, Hard, Makuti etc.)
- (o) Deck Scrubbers
- (p) Yellow Dusters
- (q) Toilet Seat Cover Sanitizer Dispenser
- (r) Ordinary dusters
- (s) Dust pans/Dust brooms
- (t) Caution Signs
- (u) Color coded biodegradable bags
- (v) White cleaning cloths
- (w) Chamois Leather
- (x) Two (2) sets of well fitted uniforms, reflective jackets, rain coats and a pair of safety flat black shoes, gumboots
- (y) Safety belts and dust/ear masks
- (z) Helmets, and gloves
- (aa) Peddle sanitary bins e.g. white/cream

Operations Plan

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

- a) Deployment of staff to cover 15 hours and emergencies
- b) Deployment of staff showing allocation of duties on daily, weekly and monthly basis,
- c) Distribution of equipment to achieve intended purpose in all areas.
- d) Emergency or contingency measures in terms of staffing for any eventuality like water shortage, flight delays, flooding, flight cancellations, VVIP's movement, evacuations, Rain, State functions etc.
- e) Reliable staff transport.
- f) Supervision Policies and Job Description for each personnel as per the proposed position
- g) Manpower strength of the personnel proposed for the contract
- h) Organization Structure
- i) Staff qualifications and experiences relevant to housekeeping

5.1.3 QUALITY ASSURANCE

The supervisors will be expected to inspect and verify the quality of works round the clock. All the areas as captured in the BQ shall be expected to be clean and shiny every time. And in case it rains the stagnant water to be cleared as soon as possible.

I.1.4 DURATION OF THE CONTRACT

The tenderer shall provide the service for a duration of **three (3) years** from the date of commencement of this Contract (hereinafter referred to as “**the term**”). This contract shall be deemed to have commenced immediately after signing by both parties. The term may be extended upon agreement by both parties and subject to continuous satisfactory work performance.

SCOPE OF WORK / SPECIFICATIONS FOR PEST CONTROL

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

Including:-

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

LOCATION OF WORKS

The services, offered by qualified Certified staff will be performed at Wajir International Airport which is located in Wajir.

DETAILED WORKS

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

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

The contractor shall provide pest control services in the contract areas in accordance with Pest Control Products Board Act Cap 346, Laws of Kenya, Kenya Airports Authority Pest Control Policy and Public Health Act Cap 242

All works shall be executed in a way that it does not interfere with the normal operations of the Airport such as flow of passengers, personnel movements and shall comply with the Airport Regulations, uphold the Principles of World Health Organization (WHO) regarding the Chemical usage and their effects on Human Health, Environmental preservation and ILO Regulations on Occupational Hazards and Biosafety Protocol Compliance.

MAIN TASKS

- a) Baiting
- b) Spraying
- c) Flushing
- d) Fuming
- e) Smoking
- f) Trapping
- g) Sucking
- h) Collecting
- i) Capturing
- j) Disposal
- k) Cleaning

- l) Destroy at source
All the pests as applicable in each case.

SOURCE OF PRODUCTS

All the chemicals and apparatus used shall be registered and or licensed by Kenya Pharmaceuticals and Poisons Licensing Board, Pest Control Products Board and duly approved by Port Public Health Officer and Head of Housekeeping.

The Contractor shall show or prove the Product name, Active ingredients and percentage of the chemical, Dilution ratio, Registration number of the chemical, Quantity of the product to be used in a given area and expiry date of the product.

TECHNICAL SPECIFICATIONS

SCOPE OF WORKS FOR PROVISION OF CLEANING AND PEST CONTROL MANAGEMENT SERVICES FOR GENERAL AREAS, TOILETS, CAR PARKS, APRON/AIRSIDE

The contractor shall be required to maintain highest standards of cleanliness and decorum as is applicable to International Airport Standards. The contractors obligation shall be measured against standards

Surface/Areas defined to include:

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

a) Floors

i) Carpeted

- Spot clean and shampoo the carpets as need arises.
- Hoover the carpets daily.
- Mend the carpets before shampooing to avoid further tears.
- Removing of stains and chewing gums.

ii) Concrete

- Scrub daily using scrubbing machines and stain removing detergent and to retain them clean at all times,
- Apply floor seal suitable for the surface to enhance appearance

iii) Ceramic Floors

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

iv) Wooden Surfaces

- Clean to retain the clean and polished surface all times.

b) Walls and Pillars

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

c) Stairs and Landings

- Clean metal and wooden and polish them on daily basis
- Clean all stairs, remove all dirt, litter, stains and spills,
- Shampoo carpeted stairs and remove any mark or stains.

d) Glass walls, windows, doors and sign boards

- Clean them and keep them devoid of dust or any marks

e) Furniture, Counters, Booths, Desks

- Clean and shampoo upholstered furniture on monthly basis or when necessary
- Clean and polish upholstered furniture using recommended leather polish
- Dust plastic chairs daily and Scrub them on weekly basis to retain their original color,
- Clean, dust and polish wooden tables and counters on daily basis
- Arrange all furniture in an orderly manner.
- Remove disused and broken furniture, collect and move it to designated areas
- Transfer furniture to different location when need arises
- Mend minor tears to avoid further damage through washing.
- Clean

f) Skirting and Edges

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

g) Refuse Collection Points

- Sweep thoroughly, wash and dispose rubbish and food remains properly using plastic bags to designated areas
- Wash the areas thoroughly and disinfect them daily
- Maintain the area clean and dry

h) Pavements, Car parks, Roads and Pathways

- Scrub and clean pavements
- Sweep and remove all litter from car parks
- Uproot all weeds and grass in pavements, car parks and roads and dispose it. Also control growth of weeds using approved herbicides.
- Degrease parking's daily.

i) Waste Bins and Ash Trays

- Provide high quality waste bins and transparent color coded polythene linings in the entire airport

- Collect and manage all refuse in the entire airport lounges, aprons, car parks, restaurants and offices including for all tenants, restaurants, shops and restrooms seal and transfer to designated refuse trolley area. Empty and clean all dustbins and ash-trays immediately
- Clean and disinfect them daily
- Empty FOD bins daily

j) Telephone heads

- Damp-wipe with detergent solution and sanitizer daily

k) Conveyor belts, boarding gate counters and Screening Machines, transfer desks

- Collect all rubbish and papers, dust, damp-clean, remove all stains and stickers
- Polish belts daily and metal rails to be scrubbed daily
- Degrease under the conveyor belts when necessary
- Remove stickers and gums daily

l) Lifts and Escalators

- Damp-clean and polish them to retain their original gloss
- Clean the lift doors, car walls and roof and make it sparkling clean
- Clean mirrors spotless clean
- Clean the escalator daily devoid of dust deposit in the rubber
- Report defective lifts and escalators to Housekeeping Department or Engineering.

m) Dust the walls and remove cobwebs

n) Roof Tops

- Remove rubbish and clean the rooftops of the main buildings and all interior booths and offices.
- Remove litter from gully traps and down pipes ensuring no litter enters into them.

O Apron/Airside

- Sweep and collect all loose papers, litter and FOD's.
- Clean and dry all oil and fuel spillage and provide stone dust.
- Remove cans, tins from drainage around the ring building
- Remove and control weeds and grass, sweep loose stones from the taxiways, holding areas and loop,
- Scrub the areas around refuse trolleys and disinfect daily
- Scrub the concrete floor adjacent to all offices
- Clean the walls and remove stains when necessary
- Remove bird nests
- Remove cobwebs
- Manage **all refuse** for orderly collection by Garbage Contractor
- Clean and polish conveyor belts.

p) V.I.P. Lounges

- Clean and maintain the lounges at very high standards and appearance

- Remove and Dry-clean curtains, towels, beddings, mats and upholstery.
- Water the flowers and potted plants and remove dried ones daily
- Provide recommended air fresheners
- Clean and polish furniture daily
- Clean and shampoo upholstered furniture on monthly basis or when necessary
- Hoover the carpets and remove stains and chewing gums daily

(q) Offices

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

r) Ceiling, roof space, partitioning and windows

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

s) Glass partitions/Windows

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

t) Curtains, carpets, towels and mats

Appropriate care shall be taken for curtains and carpets. Dry-clean all fabrics, upholstery and curtains to the due satisfaction of the Airport Manager. Vacuum clean all carpets daily and shampoo them occasionally to retain their clean and fresh nature. Neaten the curtains and replace curtain hooks and runners appropriately.

u) Queue stands

Clean them on a daily basis that is damp wipe and weekly polish them so that they can retain their shine.

a) Toilets

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

1) Toilet Bowls

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

2) Urinals

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

3) Accessories

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

4) Sanitary Bins

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

5) Toilets walls, partitions and floors

Clean toilets walls, fittings and fixtures as often as necessary and remove all stains and wetness at all times.. **Continuously** mop toilets round the clock using recommended disinfectant and clean water. Floors should remain dry and free of any dirt and marks of any kind. Clean and remove cobwebs, dirty marks and stains.

6) Orderly Arrangement

Clean and arrange neatly toilet tools, equipment and containers.

7) Toilet Custody

Provide security to toilet cubicles with each toilet being manned by **one person per toilet at all times (24 hour basis)** to maintain its cleanliness, accountability of fixtures contained therein and to curtail misuse, vandalism and theft.

8) Dustbins

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

9) Toilet Cubicle Fixtures

Dust and wipe cubicle fixtures.

Address immediately toilet blockages and minor plumbing problems at your cost

10)Quality assurance

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

11)Staff Identification

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

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

12)Signage/Barriers

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

13)Floor Rags/Mats

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

14)Garbage collection

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

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

16)Staff Reporting

The contractor should ensure staff arrive at work on time.

17)Pest Control

- Pest control activities against (cockroaches, fleas, moths, spiders, bees, snakes, locusts, grasshoppers, termites, mosquitoes, scorpions) among others to be done in all areas

BILLS OF QUANTITIES

The Bills of Quantities (BQ) for Provision of Cleaning Services for General areas, Toilets and Pest Control Services should be read in conjunction with the instructions to bidders, special conditions of contracts, the schedule of works and drawings.

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

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

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

DETAILED PEST CONTROL SPECIFICATION

HIGH RISK AREAS	PESTS	SURFACE	TASK	FREQUENCY	APPARATUS	COMPLIANCE
Passenger Departure and arrival Terminal Buildings and all offices within the Airport, Washrooms	Viruses Control, Rats, rodents, cockroaches flies, lice	Offices, Furniture, Trays, Screening machines area, Trays, Bio hazard bins and other high touch areas	Spraying, Fumigating, Disinfecting, Cleaning	After every use	Knapsacks, sprayers, Fogging Machine, Cleaning clothes.	
CIP lounge and kitchens area	Rats, rodents, cockroaches, fleas, lice	Cupboards, cookers, furniture, sinks, walls, ceilings, drawers, boxes, counters, food and beverage stores, other stores	Baiting, collection and safe disposal	Monthly	Baits, sprayers, chemicals, traps, polythene bags, protective gear	
Drains and grease traps, stagnant	Rats, rodents, cockroaches,	Pipes, drains, gulley traps	Baiting, collection and safe disposal	Monthly	Baits, sprayers, chemicals	

waters					,protectiv e gear	
All shops , curios shops and concessionai re areas	Cockroaches, rats, rodents, fleas, lice	Lockers, drawers, sinks, mosquitoes,	Spraying, collection and safe disposal	Monthly	Baits, sprayers, chemicals , protectiv e gears	
Restrooms Stores, wires and machine rooms	Cockroaches, rats, rodents, fleas, lice , mosquitoes,	Lockers, mattresses, furniture, drawers, walls, ceilings, wires ducts machines	Spraying, baiting, fuming,	Monthly	Baits, sprayers, chemicals , protectiv e gears, traps	
lounges, checking in counters, boarding gates, car rental and Airline kiosks	Cockroaches, fleas, lice, mosquitoes	Bedrooms, drawers, lockers furniture, toilet facilities, counters, walls, ceiling	Spraying, baiting,	Monthly	Sprays, chemical, protectiv e gears,	
VIP Lounges both Old and New terminal	Cockroaches, snakes, rats, rodents, Ants mosquitoes, bees, moths, spiders, locusts, termites, grasshoppers	Bedrooms, stores, First aid rooms, offices, lounges, refuse areas, toilet facilities, drains, kitchen	Spraying, baiting, fuming, smoking, trapping, sucking, destroying at source	Monthly	Baits, traps, sprays, chemicals , protectiv e gears	
Toilet facilities	Cockroaches, mosquitoes, rats, rodents, spiders, ants	Walls, ceilings, pantries, baby changers	Spraying, trapping, sucking, baiting	Monthly	Baits, traps, sprays, chemicals , protectiv e gears	
Fire stations/Elec trical stations both for the Old and New Terminal	Cockroaches, mosquitoes, rats, rodents, fleas, lice, moths, termites, grasshoppers, locusts, spiders	Walls, ceilings, lockers, drawers, bedrooms, restrooms, stores, kitchens,	Trapping, spraying, sucking, baiting	Monthly	Baits, chemicals , protectiv e gears, traps	
COVEC ICT Training and Conference Room	Cockroaches, mosquitoes, rats, rodents, lice, fleas,	Walls, ceilings, kitchens, drawers, lockers, furniture	Trapping, baiting, spraying, collection and safe disposal	Monthly	Baits, chemicals , protectiv e gear	
Indoor and	cockroaches	Plates,	spraying	Quarte	Chemical	

external plants containers		container		rly	s, protectiv e gears	
Apron/Airside	Cockroaches, mosquitoes, rats, rodents, fleas, lice, grasshoppers, locusts, cats	Offices, lockers, stores, restrooms, drawers, bedrooms, mattresses, walls, ceilings,	Spraying, sucking, trapping, baiting, safe disposal, destruction at source	Monthly	Chemical s, traps, sprayers, protectiv e gears,	
Refuse areas	Rats, rodents, cockroaches, ants	Grounds,	Spraying, trapping, baiting	Weekly	Chemical s, traps, sprayers, protectiv e gear	
Police stations- current administratio n block	Rats, rodents, cockroaches, fleas, lice, mosquitoes	kitchens, drawers, lockers, furniture	Spraying, trapping, baiting, collecting and safe disposal	Monthly	Chemical s, sprayers, protectiv e gears,	
OTHER AREAS						
Car parks,	Rats, rodents, snakes	Drains , parking areas	Baiting, collection and safe disposal	Quarte rly	Chemical s, traps, baits, polythen e bags	
Stairs	Cockroaches	Rails	Spraying, trapping	Quarte rly	Traps	
Fire escape areas	Cockroaches	Stairs /rails	Spraying, trapping	Quarte rly	Traps	
Fire equipment closets, equipment and plant rooms	Cockroaches, rats, rodents	Machines and equipments	Spraying, trapping	quarterl y	Chemical s, traps, polythen e bags, protectiv e gear	
Service passages	Mosquitoes	Walls, ceilings	Destruction at source	Rainy seasons, quarterl y	Chemical s, protectiv e gear	
Administrati on offices	Cockroaches,	kitchens, drawers, lockers, furniture	Spraying, trapping	Quarte rly	Chemical s, traps, protectiv e gears, sprayers	
Control rooms	Cockroaches, mosquitoes, fleas, lice	kitchens, drawers, lockers, furniture	Spraying, trapping,	Monthly	Chemical s, traps, protectiv e gears, sprayers	
Environment	Rodents, rats,	Lawns, grass,	Spraying, trapping,	Monthly	Chemical	

	snakes, bees, locusts, grasshoppers, mosquitoes	trees, flower beds	smoking, fuming, destruction at source, baiting		, sprayers, protective gears, baits	
Security Check points	Mosquitoes, lice, fleas , cockroaches	Machines, furniture, walls, ceilings	Spraying, trapping,	Monthly	Chemicals, sprayers, protective gears	
Lounges	Mosquitoes, lice, fleas	Carpets, furniture	Spraying	Quarterly	Chemicals , protective gear	
P.I. rooms	Cockroaches, lice, fleas, mosquitoes,	Beds, drawers, lockers, mattresses, furniture	Spraying, baiting,	Monthly	Chemicals, protective gears	

Price Schedule Form

Minimum Wage Compliance Table

Description	Minimum No. of Staff	Indicate Minimum Salary per month Inclusive of House Allowance	Total Per Annum
Supervisor (s)	1		
Steward (s)	8		

BILLS OF QUANTITIES FOR PROVISION OF CLEANING FOR GENERAL AREAS, TOILETS AND PEST CONTROL MANAGEMENT SERVICES AT WAJIR INTERNATIONAL AIRPORT

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

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

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

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

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

TABLE A : CLEANING SERVICES (GENERAL AREAS) PTB

	WAJIR AIRPORT TERMINAL					
N O	ROOM NAME	FLOOR / MATER IAL	SQUA RE FEET	ANN UAL RATE PER SQU ARE FEET	TOT AL (KSH S) P E R YEA R	REMARKS
	PASSENGER TERMINAL BLOCK					

I	EXTERNAL TERMINAL WALKWAY (arrivals/departures)	Cabro	559.5			
IA	EXTERNAL TERMINAL VERANDA (arrivals/departures)	Cabro	523.4			
2	ENTRANCE LOBBY,Declaration room,private search room,and screening area /CHECK-IN AREA(Arrivals/ Departures)	Ceramic	640.8			
3A / 3B	CORRIDOR TO VIP AM'S office & registry store.	Ceramic	106.6			
4	KAA OFFICE- customer care	Ceramic	76.9			
5	KAA OFFICE- store	Ceramic	56.9			
6	KAA OFFICE- Security	Ceramic	177.1			
7	KAA AM OFFICE & WASHROOMS,KITCHEN	CARPET	176			
8	VIP lounge,kitchen,& washrooms.	Carpet	324.2			
9	KAA CASH OFFICE	Ceramic	76.0			
11	KAA OFFICE,HR/FINANCE	Ceramic	182.9			
12	ARRIVAL lounge,washrooms	Ceramic	897.9			
13A	IMMIGRATION ARRIVALS 1 BOOTH	Ceramic	55.9			
13B	IMMIGRATION ARRIVALS 2 BOOTH	Ceramic	55.9			
14	KAA OFFICE GFS,BWC	Ceramic	134.3			

15	PORT HEALTH PASSAGE WAY	Ceramic	133.8			
16 A	DEPARTURES walkway to airside	Cabro	279.4			
16 B	Central walkway to airside	Ceramic	110			
17	PASSAGEWAY(Near shop)	Ceramic	68.1			
18	DEPARTURE LOUNGE & washrooms	Ceramic	1670			
19	registry STORE	ceramic	36			
20	Former kapu yard	cabro	332.5			
21 A	ARRIVALS AIRSIDE WALKWAY	Cabro/P aving	520.0			
21 B	CENTRAL AIRSIDE WALKWAY	Cabro/P aving	1983.6			
21 C	DEPARTURS AIRSIDE RAMP	Cabro /Paving	520.0			
22	GLASS WORK – WINDOWS AND LOUVRES	Glass	390.42			
	ADMINISTRAT ION (ADMIN) BLOCK					
23	ADMIN. BLOCK PARKING	Murram	11,200			Daily litter collection/ trivial sweeping
24	FORMER ADMINISTRATIO N BLOCK VERANDAH	Cabro- block paving	714			
25	KAPU OCS OFFICE	Ceramic tiles	156			
26	KAPU INFORMATION DESK OFFICE/CELL	Ceramic tiles	294.52			
27	ADMIN CORRIDOR	Ceramic tiles	410.6			
	FIRE STATION BLOCK					
28	FIRE STATION OFFICER-IN- CHARGE	Ceramic tiles	120.9			

29	FIRE STATION OFFICE- CREW	Ceramic tiles	214.5			
30	FIRE TRUCK GARAGE PARKING	Cement screed	1440			
31	FIRE STATION ROAD	Cabro-blocks	3340			Daily sweeping,/ Litter collection
	EXTERIOR					
32	MAIN ENTRANCE(Fire station)	Asphalt	7048			Litter collection/ occasional sweeping
33	GENERATOR ROOM (GENSET)	Cement screed	121			Occasional sweeping
34	MAIN ROAD NEAR GENSET		7014			Litter collection and sweeping
35	PARKING NEAR TERMINAL BUILDING	Cabro	4355			
36	OPERATION GATE ACCESS	Cement Screed	68			
37	WALKWAY TO TOWER GATE	Cement Screed	135			
38	STAFF GAZEBO ROOM	Ceramic tiles	434			
39	APRON	Asphalt	347,136.11			FOD collection, occasional oil spillage removal
40	CONFERENCE ROOM- KCAA BLOCK	Ceramic	525.99			
	TOTAL PER ANNUM					
	16% VAT					
	TOTAL PER ANNUM INCLUSIVE OF 16% VAT					

TABLE B: BILL OF QUANTITIES FOR PROVISION OF CLEANING SERVICES (TOILETS) PTB

Room No.	AREA/ LOCATION	Facility description	Toilet	No. OF CUBICLES	ANNUAL RATE PER TOILET (KSHS)	TOTAL PER YEAR (KSHS .)	TOTAL PER 3 YEARS
Washrooms	ARRIVALS	03 WHB 01 hand drier Ceramic Tiles	Ladies	03			
		02 urinals 03 WHB 01 hand drier Ceramic Tiles	Gents	03			
Washrooms	VIP/	01 WHB Ceramic Tiles	Ladies	02			
		01 urinal 01 WHB 01 hand drier Ceramic Tiles	Gents	02			
Washrooms	DEPARTURES	02 urinals 03 WHB 01 hand drier 01 WHB – PLDs 01 hand drier Ceramic Tiles	Gents	04			
		03 WHB 01 hand drier Ceramic Tiles	Ladies	03			
Washroom	EXIT GATE EXTERNAL	02 WHB 02 urinals 01 hand drier Ceramic	Gents	02			

		Tiles					
	EXIT GATE EXTERNAL	02 WHB 01 hand drier Ceramic tiles	ladies	02			
Washroom	AM OFFICE	01 WHB 01 Hand drier Ceramic tiles	Gent/ladies	01			
Washroom	FORMER ADMIN BLOCK CURRENT KAPU	02 WHB Ceramic tiles	Gents/ladies	01			
TOTAL PER ANNUM							

TABLE C: PEST CONTROL

		WAJIR AIRPORT TERMINAL						
NO		ROOM NAME	FLOOR/ MATERIAL	SQUARE FEET	ANNUAL RATE PER SQUARE FEET	PESTS	TOTAL (KSHS) PER YEAR	REMARKS
		PASSENGER TERMINAL BLOCK						
I		EXTERNAL TERMINAL WALKWAY (arrivals/departures)	Cabro	559.5		Cockroaches, rodents, scorpions, fleas, mosquitoes,		

						bedbugs , lice, cats, snakes, etc		
2		EXTERNAL TERMINAL VERANDA (arrivals/depart ures)	Cabro	523.4		Cockro aches, rodents, scorpio ns, fleas, mosquit oes, bedbugs , lice, cats, snakes, etc		
3 A/ 3B		ENTRANCE LOBBY,Decla ration room,private search room,and screening area /CHECK-IN AREA(Arrivals/ Departures)	Cerami c	640.8		Cockro aches, rodents, scorpio ns, fleas, mosquit oes, bedbugs , lice, cats, snakes, etc		
4		CORRIDOR TO VIP AM'S office & registry store.	Cerami c	106.6		Cockro aches, rodents, scorpio ns, fleas, mosquit oes, bedbugs , lice, cats, snakes, etc		
5		KAA OFFICE- customer care	Cerami c	76.9		Cockro aches, rodents, scorpio ns, fleas, mosquit oes, bedbugs		

						, lice, cats, snakes, etc		
6		KAA OFFICE-store	Ceramic	56.9		Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs, lice, cats, snakes, etc		
7		KAA OFFICE-Security	Ceramic	177.1		Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs, lice, cats, snakes, etc		
8		KAA AM OFFICE & WASHROOMS.	CARPET	176		Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs, lice, cats, snakes, etc		
9		VIP I lounge,kitchen ,& washrooms.	Carpet	324.2		Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs, lice,		

						cats, snakes, etc		
11		KAA CASH OFFICE	Cerami c	76.0		Cockro aches, rodents, scorpio ns, fleas, mosquit oes, bedbugs , lice, cats, snakes, etc		
12		KAA OFFICE,HR/FI NANCE	Cerami c	182.9		Cockro aches, rodents, scorpio ns, fleas, mosquit oes, bedbugs , lice, cats, snakes, etc		
13 A		ARRIVAL lounge,washro oms	Cerami c	897.9		Cockro aches, rodents, scorpio ns, fleas, mosquit oes, bedbugs , lice, cats, snakes, etc		
13 B		IMMIGRATIO N ARRIVALS I BOOTH	Cerami c	55.9		Cockro aches, rodents, scorpio ns, fleas, mosquit oes, bedbugs , lice, cats,		

						snakes, etc		
14		IMMIGRATION ARRIVALS 2 BOOTH	Ceramic	55.9		Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs , lice, cats, snakes, etc		
15		KAA OFFICE GFS,BWC	Ceramic	134.3		Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs , lice, cats, snakes, etc		
16 A		PORT HEALTH PASSAGE WAY	Ceramic	133.8		Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs , lice, cats, snakes, etc		
16 B		DEPARTURES walkway to airside	Cabro	279.4		Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs , lice, cats, snakes,		

						etc		
17		Central walkway to airside	Ceramic	110		Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs, lice, cats, snakes, etc		
18		PASSAGEWAY(Near shop)	Ceramic	68.1		Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs, lice, cats, snakes, etc		
19		DEPARTURE LOUNGE & washrooms	Ceramic	1670		Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs, lice, cats, snakes, etc		
20		registry STORE	ceramic	36		Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs, lice, cats, snakes, etc		

21 A		Former kapu yard	cabro	332.5		Cockro aches, rodents, scorpio ns, fleas, mosquit oes, bedbugs , lice, cats, snakes, etc		
21 B		ARRIVALS AIRSIDE WALKWAY	Cabro/ Paving	520.0		Cockro aches, rodents, scorpio ns, fleas, mosquit oes, bedbugs , lice, cats, snakes, etc		
21 C		CENTRAL AIRSIDE WALKWAY	Cabro/ Paving	1983.6		Cockro aches, rodents, scorpio ns, fleas, mosquit oes, bedbugs , lice, cats, snakes, etc		
22		DEPARTURS AIRSIDE RAMP	Cabro /Paving	520.0		Cockro aches, rodents, scorpio ns, fleas, mosquit oes, bedbugs , lice, cats, snakes, etc		
		GLASS	Glass	390.42		Cockro		

		WORK – WINDOWS AND LOUVRES				aches, rodents, scorpions, fleas, mosquitoes, bedbugs , lice, cats, snakes, etc		
						Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs , lice, cats, snakes, etc		
23		ADMINISTRATION (ADMIN) BLOCK				Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs , lice, cats, snakes, etc		
24		ADMIN. BLOCK PARKING	Murram	11,200		Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs , lice, cats, snakes, etc		
25		FORMER ADMINISTRATION	Cabro-block	714		Cockroaches,		

			TION BLOCK VERANDAH	paving			rodents, scorpions, fleas, mosquitoes, bedbugs , lice, cats, snakes, etc		
26			KAPU OCS OFFICE	Ceramic tiles	156		Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs , lice, cats, snakes, etc		
27			KAPU INFORMATION DESK OFFICE/CELL	Ceramic tiles	294.52		Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs , lice, cats, snakes, etc		
			ADMIN CORRIDOR	Ceramic tiles	410.6		Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs , lice, cats, snakes, etc		
							Cockroaches, rodents,		

						scorpions, fleas, mosquitoes, bedbugs, lice, cats, snakes, etc		
28		FIRE STATION BLOCK				Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs, lice, cats, snakes, etc		
29		FIRE STATION OFFICER-IN-CHARGE	Ceramic tiles	120.9		Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs, lice, cats, snakes, etc		
30		FIRE STATION OFFICE-CREW	Ceramic tiles	214.5		Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs, lice, cats, snakes, etc		
31		FIRE TRUCK GARAGE PARKING	Cement screed	1440		Cockroaches, rodents, scorpions		

						ns, fleas, mosquit oes, bedbugs , lice, cats, snakes, etc		
		FIRE STATION ROAD	Cabro- blocks	3340		Cockro aches, rodents, scorpio ns, fleas, mosquit oes, bedbugs , lice, cats, snakes, etc		
						Cockro aches, rodents, scorpio ns, fleas, mosquit oes, bedbugs , lice, cats, snakes, etc		
32		EXTERIOR				Cockro aches, rodents, scorpio ns, fleas, mosquit oes, bedbugs , lice, cats, snakes, etc		
33		MAIN ENTRANCE(Fire station)	Asphalt	7048		Cockro aches, rodents, scorpio ns, fleas,		

						mosquitoes, bedbugs , lice, cats, snakes, etc		
34		GENERATOR ROOM (GENSET)	Cement screed	121				
35		MAIN ROAD NEAR GENSET		7014				
36		PARKING NEAR TERMINAL BUILDING	Cabro	4355		Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs , lice, cats, snakes, etc		
37		OPERATION GATE ACCESS	Cement Screed	68		Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs , lice, cats, snakes, etc		
38		WALKWAY TO TOWER GATE	Cement Screed	135		Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs , lice, cats, snakes, etc		

39		STAFF GAZEBO ROOM	Cerami c tiles	434				
40		APRON	Asphalt	347,136.11		Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs, lice, cats, snakes, etc		Daily litter collection/ trivial sweeping
41		CONFERENCE ROOM- KCAA BLOCK	Cerami c	525.99		Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs, lice, cats, snakes, etc		
42		PORT HEALTH OFFICE 01	Cerami c	104		Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs, lice, cats, snakes, etc		
43		PORT HEALTH OFFICE 02	Cerami c	97		Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs, lice, cats,		

						snakes, etc		
44		KRA OFFICE	ceramic	79		Cockro aches, rodents, scorpio ns, fleas, mosquit oes, bedbugs , lice, cats, snakes, etc		
45		CIP LOUNGE & WASHROO MS, KITCHEN	Cerami c	226		Cockro aches, rodents, scorpio ns, fleas, mosquit oes, bedbugs , lice, cats, snakes, etc		
46		IMMIGRATIO N OFFICE I	Cerami c	76		Cockro aches, rodents, scorpio ns, fleas, mosquit oes, bedbugs , lice, cats, snakes, etc		
47		IMMIGRATIO N OFFICE 2	ceramic	74		Cockro aches, rodents, scorpio ns, fleas, mosquit oes, bedbugs , lice, cats, snakes,		

						etc		
48			IMMIGRATION OFFICE 3	ceramic	75	Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs, lice, cats, snakes, etc		
49			PASSENGER WALKWAY	Ceramic	224	Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs, lice, cats, snakes, etc		
50			CAR PARK AREA	Cabro		Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs, lice, cats, snakes, etc		
51			MOSQUE	Cabro	104	Cockroaches, rodents, scorpions, fleas, mosquitoes, bedbugs, lice, cats,		

							snakes, etc		
51			Borehole pump room	ceramic	56		Cockro aches, rodents, scorpio ns, fleas, mosquit oes, bedbugs , lice, cats, snakes, etc		
			TOTAL PER ANNUM						



SUMMARY

NO	AREA	TOTAL (KSHS) PER ANNUM)	TOTAL (KSHS) FOR 3 YEARS
TABLE A	GENERAL AREAS		
TABLE B	TOILETS		
TABLE C	PEST CONTROL		
	SUB TOTAL		
	VAT 16%		
	GRAND TOTAL INCLUSIVE OF 16% VAT PER ANNUM		

	GRAND TOTAL COST FOR 3 YEARS (INCLUSIVE OF 16% VAT)		
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NB/ The **Grand total for 2 years inclusive 16% VAT** should be taken to the **Form of tender**

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

Signature of tenderer _____
Date _____ Stamp

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

1. Method Statement

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

2. Work Plan

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

3. Other Time Schedule

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

Not applicable

1 NOTIFICATION OF INTENTION TO AWARD

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

Name:[insert Authorized Representative's name]

Address:[insert Authorized Representative's Address]

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

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

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

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

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

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

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

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

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

I). The successful Tenderer

<input type="text"/>		<input type="text"/>
Address:	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

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

<input type="text"/>	<input type="text"/>	<input type="text"/>
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iii). How to request a debriefing

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

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

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

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

Title/position:[insert title/position]

Agency:[insert name of Procuring Entity]

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

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

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

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

iv. How to make a complaint

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

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

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

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

Agency:[insert name of Procuring Entity]

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

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

In summary, there are four essential requirements:

1. You must be an 'interested party'. In this case, that means a Tenderer who submitted a Tender in this tendering process, and is the recipient of a Notification of Intention to Award.
2. The complaint can only challenge the decision to award the contract.

3. You must submit the complaint within the period stated above.
4. You must include, in your complaint, all of the information required to support the complaint.
5. The application must be accompanied by the fees set out in the Procurement Regulations, which shall not be refundable (information available from the Public Procurement Authority at info@ppra.go.ke or complaints@ppra.go.ke

v). Standstill Period

DEADLINE: The Standstill Period is due to end at midnight of the 14th day from the date of issuance of Notification to Award

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

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

On behalf of the Procuring Entity:

Signature:_____ **Name:**_____

Title/position:_____

Telephone:_____ **Email:**

2 NOTIFICATION OF AWARD-FORM OF ACCEPTANCE

[Form head paper of the Procuring Entity]

.....*[date]*

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

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

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

Please return the attached Contract duly

signed

Authorized Signature:.....

.....

Name and Title of Signatory:.....

Name of Agency:.....

Attachment: Contract

3. FORM OF CONTRACT

[Form head paper of the Procuring Entity]

LUMP SUM REMUNERATION

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

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

WHEREAS

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

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, and the priority of the documents shall be as follows:
 - a) The Form of Acceptance;
 - b) The Service Provider's Tender
 - c) The Special Conditions of Contract;
 - d) The General Conditions of Contract;
 - e) The Specifications;
 - f) The Priced Activity Schedule; and
 - g) The following Appendices: **[Note:** *If any of these Appendices are not used, the words “Not Used” should be inserted below next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.*]
 - Appendix A: Description of the Services
 - Appendix B: Schedule of Payments
 - Appendix C: Subcontractors
 - Appendix D: Breakdown of Contract Price
 - Appendix E: Services and Facilities Provided by the Procuring Entity
2. The mutual rights and obligations of the Procuring Entity and the Service Provider shall be as set forth in the Contract, in particular:
 - a) The Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
 - b) The Procuring Entity shall make payments to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS WHERE OF, the Parties here to have caused this Contract to be signed in their

respective names as of the day and year first above written.

For and on behalf of _____ *[name of Procuring Entity]*

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

_____ *[Authorized Representative]*

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

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

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

.....*[Authorized Representative]*

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

.....*[Authorized Representative]*

4 FORM OF TENDER SECURITY (Bank Guarantee) [The bank shall

fill in this Bank Guarantee Form in accordance with the instructions indicated.]

[Guarantor Form head or SWIFT identifier code]

Beneficiary:.....[Procuring Entity to insert its name and address]

ITT No.:.....[Procuring Entity to insert reference number for the Request for Tenders]

Alternative No.:[Insert identification No if this is a Tender for an alternative] **Date:**[Insert date of issue]

TENDER GUARANTEE No.:.....[Insert guarantee reference number]

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

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

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

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

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

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

end of the Tender Validity Period.

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

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

[Signature(s)]

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

5 FORM OF TENDER SECURITY (TENDER BOND) [The

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

indicated.] BOND NO. _____

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

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

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

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

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

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

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

Principal:

Surety: _____

Corporate Seal (where
appropriate)

(Signature)

(Signature)

(Printed name and title)

(Printed name and title)

6 FORM OF TENDER-SECURING DECLARATION FORM

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

Date:.....*[date (as day, month and year)]*

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

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

To:..... *[complete name of Procuring Entity]* We, the undersigned,

declare that: We understand that, according to your conditions, Tenders must be supported by a

Tender-Securing Declaration.

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

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

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

Name of the _____

Tenderer* _____

_____ Name of the person duly authorized to sign the

Tender on behalf of the

Tenderer** _____

_____ Title of the person signing the

Tender _____

_____ Signature of the person named

above _____

_____ Date signed _____ day

of _____,

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

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

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

PART II – PROCURING ENTITY'S REQUIREMENTS

SECTION VII - ACTIVITY SCHEDULE

Objectives

The objectives of the Activity Schedule are

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

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

Day work Schedule

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

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

Provisional Sums

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

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

PERFORMANCE SPECIFICATIONS AND DRAWINGS

(Describe Outputs and Performances, rather than Inputs,

wherever possible) Notes on Specifications

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

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

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

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

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

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

PART III – CONDITIONS OF CONTRACT AND CONTRACT FORMS

SECTION VIII - GENERAL CONDITIONS OF CONTRACT

A. General

Provisions

Definitions

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

- a) The Adjudicator is the person appointed jointly by the Procuring Entity and the Service Provider to resolve disputes in the first instance, as provided for in Sub-Clause 8.2 hereunder.
- b) “Activity Schedule” is the priced and completed list of items of Services to be performed by the Service Provider forming part of his Tender;
- c) “Completion Date” means the date of completion of the Services by the Service Provider as certified by the Procuring Entity
- d) “Contract” means the Contract signed by the Parties, to which these General Conditions of Contract (GCC) are attached, together with all the documents listed in Clause 1 of such signed Contract;
- e) “Contract Price” means the price to be paid for the performance of the Services, in accordance with Clause 6;
- f) “Day works” means varied work inputs subject to payment on a time basis for the Service Provider's employees and equipment, in addition to payments for associated materials and administration.
- g) “Procuring Entity” means the Procuring Entity or party who employs the Service Provider
- h) “Foreign Currency” means any currency other than the currency of Kenya;
- i) “GCC” means these General Conditions of Contract;
- j) “Government ”means the Government of Kenya;
- k) “Local Currency ”means Kenya shilling;
- l) “Member,” in case the Service Provider consist of a joint venture of more than one entity, means any of these entities; “Members” means all these entities, and “Member in Charge” means the entity specified in the SC to act on their behalf in exercising all the Service Provider' rights and obligations towards the Procuring Entity under this Contract;
- m) “Party” means the Procuring Entity or the Service Provider, as the case maybe, and “Parties” means both of them;
- n) “Personnel” means persons hired by the Service Provider or by any Subcontractor as employees and assigned to the performance of the Services or any part thereof;
- o) “Service Provider” is a person or corporate body whose Tender to provide the Services has been accepted by the Procuring Entity;

- p) “Service Provider’s Tender” means the completed Tendering Document submitted by the Service Provider to the Procuring Entity
- q) “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;
- r) “Specifications” means the specifications of the service included in the Tendering Document submitted by the Service Provider to the Procuring Entity
- s) “Services” means the work to be performed by the Service Provider pursuant to this Contract, as described in Appendix A; and in the Specifications and Schedule of Activities included in the Service Provider’s Tender.
- t) “Subcontractor” means any entity to which the Service Provider subcontracts any part of the Services in accordance with the provisions of Sub-Clauses 3.5 and 4;
- u) “Public Procurement Regulatory Authority (PPRA)” shall mean the Government Agency responsible for oversight of public procurement.
- v) “Project Manager” shall be the person appointed by the Procuring Entity to act as the Project Manager for the purposes of the Contract and named in the Particular Conditions of Contract, or other person appointed from time to time by the Procuring Entity and notified to the Contractor.
- w) “Notice of Dissatisfaction” means the notice given by either Party to the other indicating its dissatisfaction and intention to commence arbitration.

I.1 Applicable Law

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

I.2 Language

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

I.3 Notices

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

I.4 Location

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

I.5 Authorized Representatives

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

I.6 Inspection and Audit by the PPRA

Pursuant to paragraph 2.2 e. of Attachment I to the General Conditions, the Service Provider shall permit and shall cause its sub contract or sand sub-consultants to permit, PPRA and/or persons appointed by PPRA to inspect the Site and/or the accounts and records relating to the procurement

process, selection and/or contract execution, and to have such accounts and records audited by auditors appointed by PPRA. The Service Provider's and its Subcontractors' and sub-consultants' attention is drawn to Sub-Clause 3.10 which provides, interalia, that acts intended to materially impede the exercise of PPRA's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to PPRA's prevailing sanctions procedures).

1.7 Taxes and Duties

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

2 Commencement, Completion, Modification, and Termination of Contract

2.1 Effectiveness of Contract

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

2.2 Commencement of Services

1.2.1 Program

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

2.2.2 Starting Date

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

2.3 Intended Completion Date

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

2.4 Modification

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

2.4.1 Value Engineering

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

- a) The proposed change(s), and a description of the difference to the existing contract requirements;
- b) A full cost/benefit analysis of the proposed change(s) including a description and estimate of

costs (including life cycle costs, if applicable) the Procuring Entity may incur in implementing the value engineering proposal; and

- c) A description of any effect(s) of the change on performance/functionality.

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

- a) accelerates the delivery period; or
- b) reduces the Contract Price or the lifecycle costs to the Procuring Entity; or
- c) improves the quality, efficiency, safety or sustainability of the services; or
- d) yields any other benefits to the Procuring Entity, without compromising the necessary functions of the Facilities.

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

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

2.5 Force Majeure

2.5.1 Definition

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

2.5.2 No Breach of Contract

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

2.5.3 Extension of Time

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

2.5.4 Payments

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

2.6 Termination

2.6.1 By the Procuring Entity

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

- a) If the Service Provider does not remedy a failure in the performance of its obligations under the Contract, within thirty (30) days after being notified or within any further period as the Procuring Entity may have subsequently approved in writing;
- b) if the Service Provider become insolvent or bankrupt;
- c) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- d) if the Service Provider, in the judgment of the Procuring Entity has engaged in Fraud and Corruption, as defined in paragraph2.2a. of AttachmentI to the GCC, in competing for or in executing the Contract

2.6.2 By the Service Provider

The Service Provider may terminate this Contract, by not less than thirty (30) days' written notice to the Procuring Entity, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this Sub-Clause 2.6.2:

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

2.6.3 Payment up on Termination

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

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

3 Obligations of the Service Provider

3.1 General

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

3.2 Conflict of Interests

3.2.1 Service Provider Not to Benefit from Commissions and Discounts.

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

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

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

3.2.3 Prohibition of Conflicting Activities

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

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

3.3 Confidentiality

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

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

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

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

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

3.6 Reporting Obligations

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

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

All plans, drawings, specifications, designs, reports, and other documents and software submitted by the Service Provider in accordance with Sub-Clause 3.6 shall become and remain the property of the Procuring Entity, and the Service Provider shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Procuring Entity, together with a detailed inventory thereof. The Service Provider may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be **specified in the SCC**.

3.8 Liquidated Damages

3.8.1 Payments of Liquidated Damages

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

3.8.2 Correction for Over-payment

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

3.8.3 Lack of performance penalty

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

3.9 Performance Security

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

3.10 Fraud and Corruption

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

3.1.1 Sustainable Procurement

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

4 Service Provider's Personnel

4.1 Description of Personnel

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

4.2 Removal and/or Replacement of Personnel

- a) Except as the Procuring Entity may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as a replacement a person of equivalent or better qualifications.
- b) shall not transfer, remove, or replace any of his personnel who are providing the Services without informing and agreeing with Authority through formal written communication.
- c) If the Procuring Entity finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at the Procuring Entity's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Entity.
- d) The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

5 Obligations of the Procuring Entity

5.1 Assistance and Exemptions

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

5.2 Change in the Applicable Law

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

5.3 Services and Facilities

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

6 Payments to the Service Provider

6.1 Lump-Sum Remuneration

The Service Provider's remuneration shall not exceed the Contract Price and shall be a fixed lump-

sum including all Subcontractors' costs, and all other costs incurred by the Service Provider in carrying out the Services described in Appendix A. Except as provided in Sub-Clause 5.2, the Contract Price may only be increased above the amounts stated in Sub-Clause 6.2 if the Parties have agreed to additional payments in accordance with Sub-Clauses 2.4 and 6.3.

6.2 Contract Price

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

6.3 Payment for Additional Services, and Performance Incentive Compensation

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

6.4 Terms and Conditions of Payment

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

6.5 Interest on Delayed Payments

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

6.6 Price Adjustment

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

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

Where:

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

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

L_{mc} is the index prevailing at the first day of the month of the corresponding invoiced ate and L_{oc}

is the index prevailing 28 days before Tender opening for labor; both in the specific currency “c”.

Imc is the index prevailing at the first day of the month of the corresponding invoice date and loc is the index prevailing 28 days before Tender opening for other inputs payable; both in the specific currency “c”.

If a price adjustment factor is applied to payments made in a currency other than the currency of the source of the index for a particular indexed input, a correction factor Z_o/Z_n will be applied to the respective component factor of pn for the formula of the relevant currency. Z_o is the number of units of Kenya Shillings of the index, equivalent to one unit of the currency payment on the date of the base index, and Z_n is the corresponding number of such currency units on the date of the current index.

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

6.7 Day works

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

7 Quality Control

7.1 Identifying Defects

The principle and modalities of Inspection of the Services by the Procuring Entity shall be as **indicated in the SCC**. The Procuring Entity shall check the Service Provider's performance and notify him of any Defects that are found. Such checking shall not affect the Service Provider's responsibilities. The Procuring Entity may instruct the Service Provider to search for a Defect and to uncover and test any service that the Procuring Entity considers may have a Defect. Defect Liability Period is as **defined in the SCC**.

Correction of Defects, and Lack of Performance Penalty

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

8 Settlement of Disputes

8.1 Contractor's Claims

- 8.1.1 If the Contractor considers himself to be entitled to any extension of the Time for Completion and/or any additional payment, under any Clause of these Conditions or otherwise in connection with the Contract, the Contractor shall give notice to the Project Manager, describing the event or circumstance giving rise to the claim. The notice shall be given as soon as practicable, and not later than 28 days after the Contractor became aware, or should have become aware, of the event or circumstance.
- 8.1.2 If the Contractor fails to give notice of a claim within such period of 28 days, the Time for Completion shall not be extended, the Contractor shall not be entitled to additional payment, and the Procuring Entity shall be discharged from all liability in connection with the claim. Otherwise, the following provisions of this Sub- Clauses shall apply.
- 8.1.3 The Contractor shall also submit any other notices which are required by the Contract, and supporting particulars for the claim, all s relevant to such event or circumstance.
- 8.1.4 The Contractor shall keep such contemporary records as may be necessary to substantiate any claim, either on the Site or at another location acceptable to the Project Manager. Without admitting the Procuring Entity's liability, the Project Manager may, after receiving any notice under this Sub-Clause, monitor the record-keeping and /or instruct the Contractor to keep further contemporary records. The Contractor shall permit the Project Manager to inspect all these records, and shall (if instructed) submit copies to the Project Manager.
- 8.1.5 Within 42 days after the Contractor became aware (or should have become aware) of the event or circumstance giving rise to the claim, or within such other period as may be proposed by the Contractor and approved by the Project Manager, the Contractor shall send to the Project Manager a fully detailed claim which includes full supporting particulars of the basis of the claim and of the extension of time and /or additional payment claimed. If the event or circumstance giving rise to the claim has a continuing effect:
- 8.1.5.1 This fully detailed claim shall be considered as interim;
- a) The Contractor shall send further interim claims at monthly intervals, giving the accumulated delay and /or amount claimed, and such further particulars as the Project Manager may reasonably require; and
 - b) The Contractor shall send a final claim within 28 days after the end of the effects resulting from the event or circumstance, or within such other period as may be proposed by the Contractor and approved by the Project Manager.
- 8.1.6 Within 42 days after receiving a claim or any further particulars supporting a previous claim, or within such other period as may be proposed by the Project Manager and approved by the Contractor, the Project Manager shall respond with approval, or with disapproval and detailed comments. He may also request any necessary further particulars, but shall nevertheless give his response on the principles of the claim within the above defined time period.
- 8.1.7 Within the above defined period of 42 days, the Project Manager shall proceed in accordance with Sub-Clause 3.5[Determinations] to agree or determine (i) the extension (if any) of the Time for Completion (before or after its expiry) in accordance with Sub-Clause 8.4 [Extension of Time for Completion], and/or (ii) the additional payment (if any) to which the Contractor is entitled under the Contract.
- 8.1.8 Each Payment Certificate shall include such additional payment for any claim as has been reasonably substantiated as due under the relevant provision of the Contract. Unless and until the particulars supplied are sufficient to substantiate the whole of the claim, the Contractor shall only be entitled to payment for such part of the claim as he has been able to substantiate.
- 8.1.9 If the Project Manager does not respond within the time framed in this Clause, either Party may consider that the claim is rejected by the Project Manager and any of the Parties may refer to

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

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

8.2 Matters that may be referred to arbitration

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

8.3 Amicable Settlement

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

8.4 Arbitration

- 8.4.1 Any claim or dispute between the Parties arising out of or in connection with the Contract not settled amicably in accordance with Sub-Clause 8.3 shall be finally settled by arbitration. Arbitration shall be conducted in accordance with the Arbitration Laws of Kenya.
- 8.4.2 The arbitrators shall have full power to open up, review and revise any certificate, determination, instruction, opinion or valuation of the Project Manager, relevant to the dispute. Nothing shall disqualify representatives of the Parties and the Project Manager from being called as a witness and giving evidence before the arbitrators on any matter whatsoever relevant to the dispute.
- 8.4.3 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.
- 8.4.4 Arbitration may be commenced prior to or after completion of the services. 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 services.
- 8.4.5 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.

8.5 Arbitration with proceedings

- 8.5.1 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 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;

- a) Law Society of Kenya or
- b) Chartered Institute of Arbitrators (Kenya Branch)

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

8.5.3 The arbitration maybe on the construction of this Contractor on any matter or thing of what so ever nature arising there under or in connection there with, including any matter or thing left by this Contract to the discretion of the Project Manager, or the withholding by the Project Manager of any certificate to which the Contractor may claim to been titled to or the measurement and valuation referred to in clause 23.0 of these conditions, or the rights and liabilities of the parties subsequent to the termination of Contract.

8.5.4 Provided that 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.

8.5.5 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.

8.5.6 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.

8.5.7 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.

8.5.8 The award of such Arbitrator shall be final and binding upon the parties.

8.6 Failure to Comply with Arbitrator's Decision

8.6.1 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.

9.1 The Adjudicator

9.1.1 Should the Adjudicator resign or die, or should the Procuring Entity and the Service Provider agree that the Adjudicator is not functioning in accordance with the provisions of the Contract; a new Adjudicator will be jointly appointed by the Procuring Entity and the Service Provider. In case of disagreement between the Procuring Entity and the Service Provider, within 30days, 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.

9.2 The Adjudicator shall be paid by the hour at the rate **specified in the TDS and SCC**, together with reimbursable expenses of the type's **specified in the SCC**, and the cost shall be divided equally between the Procuring Entity and the Service Provider, whatever decision is reached by the

Adjudicator. Either party may refer a decision of the Adjudicator to an Arbitrator within 28 days of the Adjudicator's written decision. If neither party refers the dispute to arbitration within the above 28 days, the Adjudicator's decision will be final and binding.

B. SPECIAL CONDITIONS OF CONTRACT

SECTION IX - SPECIAL CONDITIONS OF CONTRACT

Number of GC Clause	Amendments of, and Supplements to, Clauses in General Conditions of Contract
I.1(a)	The Adjudicator is <u>Arbitration</u>
I.1(w)	Project Manager is <u>Airport Manager (WIA)</u>
I.1(e)	The contract Name is <u>PROVISION OF CLEANING SERVICES FOR GENERAL AREAS, TOILETS AND PEST CONTROL MANAGEMENT SERVICES AT WAJIR INTERNATIONAL AIRPORT</u>
I.1(h)	The Procuring Entity is <u>KENYA AIRPORTS AUTHORITY</u>
I.1(m)	The Member in Charge is _____
I.1(p)	The Service Provider is _____
I.4	<p>The address are:</p> <p>Procuring Entity: <u>KENYA AIRPORTS AUTHORITY</u></p> <p>Attention: <u>AIRPORT MANAGER WAJIR INTERNATIONAL AIRPORT</u></p> <p>Telex: _____</p> <p>Service Provider: _____</p> <p>Attention: _____</p> <p>Email address: <u>tenders@kaa.go.ke</u></p>
I.6	<p>The Authorized Representative are:</p> <p>For the Procuring Entity: <u>officer appointed by Kenya Airports Authority</u></p> <p>For the Service Provider: _____</p>
2.1	The date on this Contract shall come into effect is <u>Date of signing of contract</u>
2.2.2	The Starting Date for the commencement of Service is <u>immediately after signing of contract</u>

2.3

The Intended Completion Date is 2 years from the date of contract signing but renewal on each anniversary year shall be subject to satisfactory performance

3.2.3

Activities prohibited after termination of this Contract are: as stated in the General Conditions _____

3.8.1

The liquidated damages rate is N/A per day
The maximum amount of liquidated damages for the whole contract is _____ percent of the final contract price.

5.1

The assistance and exemptions provided to the service provider are; office space

6.2(a)

The amount in Kenya shillings is as per the contract

6.4

Payments shall be made Upon receipt of:

- invoice
- Signed Inspection & Acceptance report

6.5

Payment shall be made within 60 days of the invoice and the relevant documents specified in Sub – Clause 6.4, and within 60 days Days in the case of the final payment

The interest rate is as per Central Bank of Kenya minimum interest rate

6.6.1

Price Adjustment is N/A in accordance with Sub – Clause 6.6.

The coefficients for adjustment of price are _____:

(a) For local currency:

A_L is _____

B_L is _____

C_L is _____

L_{MC} and L_{OC} are the index for Labor from _____

I_{MC} and I_{OC} are the index for _____ from _____

(b) For foreign currency

A_F is _____

B_F is _____

C_F is _____

L_{MC} and L_{OC} are the index for Labor from _____

I_{MC} and I_{OC} are the index for _____ from _____

- 7.1 The principle and modalities of inspection of the Services by the Procuring Entity are as follows: Through the Contract Implementation Team/Inspection and Acceptance Committee
The Defects Liability Period is N/A
- 9.1 The designated Appointing Authority for a new Adjudicator is Chief Justice
- 9.2 The Adjudicator is Arbitrator. Who will be paid a rate of _____ per hour of work. The following reimbursable expenses are recognized: _____
-

OTHER SPECIAL CONDITIONS OF CONTRACT

6. STAFF IDENTIFICATION

- 16.1 The contractor shall provide uniforms which shall be worn all the time and protective gear as shall be appropriate. The contractor shall provide to KAA a list of staff and the copies of their National Identity Cards. Where there are changes in staffing KAA should be notified prior to deployment of the new staff.

17. PERFORMANCE SECURITY

- 17.1 The Contractor shall before executing this agreement furnish KAA with a Tender Securing Declaration Form if the total contract price is equal or less than Kshs.5 million or 1 % of the contract price if above Kshs.5 million.

18. INDUCEMENT/PAYMENT OF COMMISSION AND CORRUPT GIFTS

- 18.1 The Contractor shall not; Offer or give or agree to give to any person in the service of the Employer any gifts or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of this or any other contract with the Employer or for showing or forbearing to show favor or disfavor to any person in relation to this or any other contract with the Employer.
- 18.2 Any breach of this Condition by the Contractor or by anyone employed by him or acting on his behalf (whether with or without the knowledge of the Contractor) shall be an offence under the Laws of Kenya.

20. NOTICE ADDRESSES

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

21. TENDER PRICES)

- 21.1 The contract price will be fixed during the term of contract and not subject to variation on any

account.

22. INDEMNITY

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

23. CLAIMS

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

26. SALARY PAYMENT / BENEFITS

- 26.1 Contractor shall ensure that each person engaged in this contract is paid as per the minimum wage set by the government in a timely manner but not later than the fourth working day of each month. Late payment shall not be tolerated under any circumstances
- 26.2 The Contractor shall ensure that all staff receives one (1) month paid leave for every 1 year of employment.
- 27.3 KAA reserves the right to check that salaries to personnel working on this Contract are paid in full and on time. Failure to provide information and or failure to adhere to timely payment may result in termination of this Contract.

27. SECURITY PASSES

- 27.1. All Contractor staff shall display their passes at all times
- 27.2 At the start of this Contract, the Contractor shall obtain at his/her cost, Temporary, followed by permanent security passes for all staff working at the Airport. Passes must be carried at all times by Contractor personnel along with ID card.
- 27.3 Each person shall be responsible for the safe keeping of his/her pass. Passes shall remain the property of KAA Security Dept. Any lost or stolen cards must be reported to KAA immediately, and all costs related to replacement of such cards shall be borne by the Contractor

28 UNIFORM

- 28.1 Contractor shall provide and maintain a high standard of fumigation to all. Uniforms (including footwear), to be worn by Contractor personnel in performance of their respective duties under this Contract
- 28.2 KAA reserves the right to approve the design style, fabrics and colors for uniforms to be provided by Contractor to his personnel providing services under this Contract.
- 28.3 A set of uniforms to be provided to each employee annually.

- 28.4 Uniforms to be replaced at a minimum on an annual basis and earlier if deemed necessary by KAA Representatives.
- 28.5 All uniforms shall be subject to regular inspection by KAA Representatives. Contractor's personnel shall ensure that the uniform is clean and his appearance is neat and tidy at all time while providing the services.
- 28.6 All Contractors personnel shall wear uniforms that will be styled and colored as approved by KAA. The name tag shall reflect workers true identity.
- 28.7 All cost related to uniforms shall be borne by Contractor.

29 LEAVE / ABSENTEEISM / TERMINATION / REPLACEMENT

- 29.1 The Contractor shall be responsible for the effective management of the contract staff vacation leave; absences, sick- leave, special leave etc, and must ensure that sufficient systems and structures are in place to maintain the level of Service performance requirements under this Contract.
- 29.2 The Contractor from time to time shall provide vacation leave schedule of all his personnel in a given year for Company's reference.
- 29.3 Contractor shall not transfer, remove, or replace any of his personnel who are providing the Services without informing and agreeing with Authority through formal writtrn communication.
- 29.4 Should KAA identify any Contractor's personnel deemed unacceptable due to misconduct, lack of cooperation, unacceptable hygiene standards, and incompetence or otherwise, then the Contractor shall replace these personnel at no cost to KAA.
- 29.5 Contractor shall ensure without fail that KAA is provided with the agreed number of workers each working day. Any absenteeism shall be reported immediately by Contractors Supervisor to KAA Representative. Planned leave should be advised giving at least one months' notice. Contractor shall provide suitable Company approved replacement personnel for any absentee due to planned leave or sick leave.
- 29.6 The Contractor shall ensure sufficient personnel are available to provide coverage for bi-annual leave, sick leave, special leave, etc. in order to maintain the level of Service performance.
- 29.7 Contractor should not change or relocate any personnel without informing KAA.

30 MONTHLY REPORT, MEETING, AND PERFORMANCE EVALUATION

- 30.1 Throughout the Contract duration, Contractor shall be responsible for producing monthly report including but not limited to the following important aspects:
- a. Executive summary describing actual building/facilities fumigated vs Required in the Contract
 - b. Status of Pest Control equipment and chemicals
 - c. Actual man-power histogram vs planned number of personnel
 - d. Areas of concern encountered during performance of the Services

(i.e. access to work site, technical issue, etc), this to be provided on Monthly basis.

- e. Any incidence/accidents shall be reported immediately to the Concerned KAA Representative. Contractor's personnel shall fill Incidence/ accident forms to be provided by KAA highlighting any incidence/accident occurred. This shall also be reported in the monthly report for any incidence/accident taken place during that month.
- f. Other reports as requested by KAA Representative.

31. ENVIRONMENTAL CONSIDERATION

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

- Use of green products
- Energy reduction
- Use of renewable energy, e.g. solar power, wind power
- Use of environmental friendly materials
- Reduction of water usage
- Reduction of waste
- Use of 'green' energy efficient equipment

32 CONTRACTOR OBLIGATION

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

- 1 All Cleaning and Pest Control materials, supervision, labor, equipment necessary for the performance of the Services.
- 2 Safeguarding of Contractor's material stocks and well-being of equipment within the designated Contractor's work area in a safe and tidy manner, and the removal away from site of all unused materials on completion of the Services to the satisfaction of Company.
- 3 Report any and all maintenance defects or breakdowns encountered during the course of their duties to the Authority immediately;

33 KAA OBLIGATIONS

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

1. Assist to obtain security passes.
2. Review/Approval of Contractor's pest control material submittals
3. Review/Approval of Contractor's application of chemicals Method

4. Review/Approval of Contractor's pest control equipment
5. Periodic inspection and auditing of Contractor Services
6. Ad-hoc inspection of Contractor pest control equipment and personnel.
7. Prepare Key performance Indicators and Service Level Agreement in conjunction with the contractor

34 UNACCEPTABLE METHODS

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

35 COMPLAINTS

- 35.1 The Airport Manager's representative shall receive all complaints and any received directly by the Contractor will be redirected to the Airport Manager's representative forthwith.
- 35.2 The Airport Manager's representative shall notify the Contractor of any complaints requiring his attention. The Contractor shall deal with such complaints in a prompt, courteous and efficient manner and the Contractor shall notify the Airport Manager's representative forthwith of how and when the complaint was resolved.
- 35.3 Complaints received by or referred to the Airport Manager's representative shall be investigated by the Airport Manager's representative who, in appropriate cases, can invoke the default provision.

36 CLEANING WORK ORDERS

The Contractor shall provide services of acceptable standards set by Authority in the performance of this Agreement and unacceptable performance shall be grounds for summary termination of the Agreement without any notice at the sole discretion of Authority.

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

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

The contractor shall provide a work plan which will form part of evaluation. The work plan will contain the following details:

- a) Number of staff to be deployed in each specific areas of service as provided in the Bill of Quantities i.e. deployment of staff on daily, weekly and monthly basis.
- b) Training Schedule (This shall include but not limited to type of training, No. of personnel, apparatus to be used, time etc.)
- c) Equipment and Machines to be used to achieve intended purpose in all areas.
- d) Emergency or contingency measures in terms of staffing for any eventuality.

- e) Type of chemicals and detergents to be used such as disinfectants, multipurpose soap, stain removers, degreasers, window cleaner, polishes, carpet shampoo, etc.
- f) Cleaning schedules (This shall include but not limited to area, timings (Daily, weekly, monthly or quarterly) etc.

13 Site Supervisor

13.1 The contracted/ Site Housekeeper must have the listed qualifications:

- a) Must be trained and qualified with a One (1) Year Certificate Course in Housekeeping or Institutional Management (Housekeeping Category) from a Recognized Government Institution of Higher Learning (Must attach Copies of Certificates, CV's signed by the recommended personnel and the Authority bidding the tender) Recommendation Letters from Employers must be provided
- b) Form Four Certificate/ O Level
- c) The Housekeeper must have a minimum of One (1) years' relevant work experience in Housekeeping as a Housekeeper (Must provide Signed Copies of Certificates by the employee recommended and the Authorities representative bidding the tender, as well as Recommendation Letters from employers must be provided
- d) Good Communication and Managerial skills (An added advantage)
- e) Computer literacy certificate(s) from recognized institutions (An added advantage)

Asst. Site Supervisors

13.2 The contracted Housekeeping Asst. Supervisors on site must have the below listed qualifications

- a) Trained and Qualified Housekeeping supervisors One (1) in number with six a (6) Months Certificate Course in Housekeeping Training from a Recognized Government Institution of Higher Learning (subject to due diligence)
- b) Form Four Certificate/O Level
- c) The supervisor must have a minimum of six (6) Months relevant work experience as supervisor in Housekeeping or Public Area category (Copies of Certificate and CVs and Recommendation Letters from Employers must be provided (subject to due diligence)
- d) Good communication and managerial skills (An added advantage)
- e) Computer literacy certificate(s) from recognized institutions (An added advantage)

Site Cleaners/Stewards

- a) Form Four Certificates /O level Education
- b) Minimum of **Ten (10) site cleaners/stewards personnel in number.**

13.3 The contractor shall undertake basic training of his staff on Basic Housekeeping Techniques, Environmental Management, Occupational Safety and Health, Fire Fighting, First Aid, Handling of hazardous Chemicals and any other training as prescribed by existing laws. KAA shall verify these qualifications and those below these qualifications shall not be accepted.

13.4 The contractor shall provide transportation to his employees to and from the work site. The contractor shall also provide transportation within the services work area, as and when required.

PEST CONTROL WORKS ORDERS

36.1 The successful the Contractor representative in consultation with the Airport's Representatives shall

provide in writing **specific pest works orders** within fourteen days from commencement of duties. (This timeframe must be strictly adhered to.)

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

- The number of personnel required on site. (**Site Supervisor One (1) in number**)
- Number of Site Support **staff One (1)**
- The targets to be met
- Uniform and dress standards
- General duties
- Required documentation: Pest control rosters, attendance registers, duty rosters and any other necessary documentation
- Time for reporting for duties

36.3 Any signed pest works orders shall be deemed to be part of the Contract.

36.4 The successful Contractor shall ensure that every staff member understands and complies with the Pest Control works orders.

37 MAINTENANCE

The contractor must give a written report on all the defects in the contracted areas on a daily basis

38 PERFORMANCE MANAGEMENT

38.1 The contractor must perform the required services to standard acceptable to KAA. Key performance Indicators (KPIs) will be established to measure the ongoing performance of the contractor.

38.2 The contractor in consultation with the Airport representative may propose KPI's which may be used to measure the ongoing performance of the contract

38.3 The contractor will be required to attend a particular site/location with the airport representative to undertake the KPI

38.4 The Authority shall carry out routine and random inspection of the contract areas as specified in the scope of work and Bills of Quantities.

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

38.6 The Authority shall evaluate the performance of the services by the contractor and at its absolute discretion grade the service levels in respect of each month.

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

- | | | |
|------------------------|---|-----------|
| ➤ 90% and Above | - | Excellent |
| ➤ 80% and above | - | Good |
| ➤ 60% to less than 79% | - | Poor |
| ➤ Less than 50% | - | Very Poor |

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

<u>Evaluated Performance</u>	<u>Deduction</u>
• 70% to 79% (Fair)	10%
• 50% to 69% (Poor)	20%
• Below 50% (Very Poor)	40%

39.10 The contractor in consultation with the KAA shall enter into **Service Level Agreements (SLAs)** which will be used to measure the performance of the contractor. Wherever the Service Levels will not be met then the above deductions will be effected and where the performance for consecutive three months will be below **80%** then termination proceedings will commence

- 39 The successful bidder will meet the cost :
 - Access passes and charges for his employees-
 - Access and toll charges
 - Security passes Kshs 4,000.00 per person per year.
- 40 Storage facilities if required will be provided to the contractor at rent and other terms to be specified by the Authority.
- 41 The contractor shall provide disposal bags and collect all the carcasses from all the buildings to the designated garbage collection point
- 42 The Authority shall not be liable for any injury to the tenderer, his servants or licensees caused in the course of/or consequential upon the performance of the services contracted herein.
- 43 The contractor shall be responsible for the safety and security of the Authority's property of whatever description in the contract areas and shall ensure that they are secure at all times from damage by its servants and all kinds of risks which may occasion loss.
- 44 The contractor shall not do or suffer to be done anything on the Airport grounds which may render any increased or extra premium payable for the insurance of the Airport or which may make void or voidable any policy for such insurance for the time being held by the Authority and in the event of breach of this covenant, shall:
 - a) Repay the Authority all sums paid by way of increased premium and all expenses incurred in or about the renewal or modification of any such policy by reason of such breach or
 - b) Compensate the Landlord for any claims in respect of such policy thereby rendered void or voidable.
- 45 Any servant and/or agent of the contractor misconducting himself/herself whether due to insobriety or otherwise or conducting himself/herself in a manner prejudicial to the security and good image of the Airport shall be liable to instant removal from the Airport and the Authority may directly impose such conditions as it may deem necessary for his re-admission of the Airport.
- 46 The contractor, his servants and/or agent shall at all times comply with all regulations and directives, which may be issued from time to time in connection with the operations of the Airport by the Authority.
- 47 The Contractor shall be liable for and shall indemnify and hold harmless, the Authority, including for this purpose any employee or agent of the Authority, in respect of any loss, liabilities, damage, claim or proceedings suffered or incurred by the Authority, its employees, tenants, customers or other users of the Airport or any

third parties arising from or in connection with any neglect or wrongful omissions or willful default of the Contractor, its employees, agents or sub-contractors, arising from or in connection with the performance of the services.

48 Subject to the provisions of the Civil Aviation and the Kenya Airports Authority Acts or any re-enactment or amendment thereof for the time being in force or any other Regulations, directives, orders or instructions that may be issued in connection of the operation of the Airport, the Authority shall grant to the Tenderer, its employees, servants or agents full access to and from the contract areas for purposes of performance of the services under this contract upon fulfillment of set requirements.

49 The contractor it's employees and agents shall at all times observe and comply with all security, safety, health, environment and operational regulations, instructions or rules from time to time promulgated, issued, laid down or required by the Authority to be observed or complied with and shall indemnify the Authority for any loss or damages incurred by the Authority's as a result of the Contractor's or it's employees' or agents' failure to observe or comply with such requirements.

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

51 The contractor shall be required to be compliant with NSSF and NHIF requirements and regulations for all the employees.

52 The Contractor shall not assign its rights, obligations and/or benefits under its contract or sub-contract any services herein. Any allotment or transfer of shares by the contractor, which substantially alters or affects the ownership or control by the Contractor shall for the purposes of this clause be deemed an assignment or transfer of this agreement.

53 Due precautions shall be taken by the Contractor and at his own cost to ensure the safety of his staff and labour, and in collaboration with and to the requirements and due satisfaction of the Port Health and at all times to comply with all standard health requirements in and around the Airport which the Authority may from time to time promulgate and allow the designated representation or agent of the Authority including **medical officer of Port Health** at all reasonable times to inspect the operations of the contract relating to the provisions of the services and all chemicals, equipment, disinfectants and detergents used in connection therewith.

54 **Implementation and execution of the contract**

54.1 The overall responsibility for the execution and implementation of the services at the Airport will rest with the Station Manager/Head of Housekeeping who will be the representative

54.2 The Authority shall have full power to act on behalf of the Contractor. In addition the site supervisor must be competent and responsible, and have adequate experience in carrying out the services and shall exercise personal supervision on behalf of the Contractor.

55 The Site Manager responsible for the supervision and management of the CONTRACTORS' personnel.

56 **Statutory Requirements**

56.1 It is important that the Contractor fully understands the statutory duties of the Kenya Airports Authority because it will be incumbent upon the Contractor to carry out the Service in accordance with those statutory requirements on behalf of the KAA. Any penalties prescribed by law and any consequential costs resulting from the Contractor failing to carry out those statutory duties shall be paid by the Contractor.

57. **Deployment of Equipments**

Equipment to be deployed by contractor are the property of the contractor and will be maintained by contractor at his own cost.

The contractor should deploy minimum number of equipment as per requirement.

The contractor should procure/ arrange and demonstrate the required equipment/ machines for pest control services within seven days of signing the contract agreement as per the numbers specified in tender document.

57 Provisions of Materials

The Contractor shall supply all equipment, tools and chemicals required throughout the performance of the Service and shall include for the provision of such materials in his Tender. All materials used shall be approved by the Authority at least one month prior to Commencement Date and any proposed changes shall be discussed with and agreed by the Airport Manager's representative in advance. The Authority's representative reserves the right to refuse the use of any chemicals on environmental grounds.

The contractor would be expected to adopt/ adjust to new products in the market at no cost to KAA.

C. APPENDICES

Appendix A - Description of the Services

Give detailed descriptions of the Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Procuring Entity, etc.

Appendix B - Schedule of Payments and Reporting Requirements

List all milestones for payments and list the format, frequency, and contents of reports or products to be delivered; persons to receive them; dates of submission; etc. If no reports are to be submitted, state here "Not applicable."

Appendix C - Breakdown of Contract Price

List here the elements of cost used to arrive at the breakdown of the lump-sum price:

- 1. Rates for Equipment Usage or Rental or for Personnel (Key Personnel and other Personnel).*
- 2. Reimbursable expenditures.*

This appendix will exclusively be used for determining remuneration for additional Services.

Appendix D - Services and Facilities Provided by the Procuring Entity

D. FORMS

SECTION X -CONTRACT FORMS

FORM NO. I - PERFORMANCE SECURITY – (Unconditional Demand Bank Guarantee)

[Guarantor letterhead or SWIFT identifier code]

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

Date: _____ *[Insert date of issue]*

PERFORMANCE GUARANTEE No.: _____

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

1. We have been informed that _____ (hereinafter called "the Applicant") has entered into Contract No. _____ dated _____ with the Beneficiary, for the execution of _____ (herein after called "the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.
3. At the request of the Applicant, we as Guarantor, hereby irrevocably under take to pay the Beneficiary any sum or sums not exceeding in total an amount of _____(),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 this office indicated above on or before that date.
5. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed *[six months]* *[one year]*, in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee." _____

[Name of Authorized Official, signature(s) and seals/stamps]

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

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(ies) 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. In preparing this guarantee, the Procuring Entity might consider adding the following text to the form, at the end of the pen ultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."

FORM No. 2 - PERFORMANCE SECURITY OPTION 2 – (Performance Bond)

[Note: Procuring Entities are advised to use Performance Security–Unconditional Demand Bank Guarantee instead of Performance Bond due to difficulties involved in calling Bond holder to action]

[Guarantor letterhead or SWIFT identifier code]

Beneficiary: *[insert name and Address of Procuring Entity]* **Date:** *[Insert date of issue]*

PERFORMANCE BOND No.: _____

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

1. By this Bond _____ as Principal (hereinafter called “the Contractor”) and _____] as Surety (herein after called “the Surety”), are held and firmly bound unto _____] as Oblige (herein after called “the Procuring Entity”) in the amount of _____ for the payment of which sum well and truly to be made in the types and proportions of currencies in which the Contract Price is payable, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.
2. WHEREAS the Contractor has entered into a written Agreement with the Procuring Entity dated the _____ day of _____, 20 _____, for _____ in accordance with the documents, plans, specifications, and amendments thereto, which to the extent herein provided for, are by reference made part hereof and are herein after referred to as the Contract.
3. NOW, THEREFORE, the Condition of this Obligation is such that, if the Contractor shall promptly and faithfully perform the said Contract (including any amendments thereto), then this obligation shall be null and void; otherwise, it shall remain in full force and effect. Whenever the Contractor shall be, and declared by the Procuring Entity to be, in default under the Contract, the Procuring Entity having performed the Procuring Entity's obligations there under, the Surety may promptly remedy the default, or shall promptly:
 - 1) Complete the Contract in accordance with its terms and conditions; or
 - 2) Obtain a tender or tenders from qualified tenderers for submission to the Procuring Entity for completing the Contract in accordance with its terms and conditions, and upon determination by the Procuring Entity and the Surety of the lowest responsive Tenderers, arrange for a Contract between such Tenderer, and Procuring Entity and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the Balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable here under, the amount set forth in the first paragraph hereof. The term “Balance of the Contract Price,” as used in this paragraph, shall mean the total amount payable by Procuring Entity to Contractor under the Contract, less the amount properly paid by Procuring Entity to Contractor; or
 - 3) pay the Procuring Entity the amount required by Procuring Entity to complete the Contract in accordance with its terms and conditions up to a total not exceeding the amount of this Bond.
4. The Surety shall not be liable for a greater sum than the specified penalty of this Bond.

5. Any suit under this Bond must be instituted before the expiration of one year from the date of the issuing of the Taking-Over Certificate. No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Procuring Entity named herein or the heirs, executors, administrators, successors, and assigns of the Procuring Entity.
6. In testimony whereof, the Contractor has hereunto set his hand and affixed his seal, and the Surety has caused these presents to be sealed with his corporate seal duly attested by the signature of his legal representative, this day_____of_____20_.

SIGNED ON_____

_____on

behalf of by_____in the

capacity of In the presence of

SIGNED ON_____

_____on

behalf of By_____in the

capacity of In the presence of

FORM NO. 3 - ADVANCE PAYMENT SECURITY

[Demand Bank Guarantee]

[Guarantor letter head or SWIFT
identifier code] [Guarantor letter head
or SWIFT identifier code]

Beneficiary: _____[Insert name and Address of Procuring Entity]

Date: _____[Insert date of issue]

ADVANCE PAYMENT GUARANTEE No.: _____[Insert guarantee reference

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

1. We have been informed that _____ (hereinafter called "the Applicant") has entered into Contract No. _____ dated _____ with the Beneficiary, for the execution of _____ (herein after called "the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum _____ () is to be made against an advance payment guarantee.
3. At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of ()¹ upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating either that the Applicant:
 - a) Has used the advance payment for purposes other than the costs of mobilization in respect of the Works; or
 - b) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Applicant has failed to repay.
4. A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the advance payment referred to above has been credited to the Applicant on its account number _____ at _____
5. The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Applicant as specified in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that ninety (90) percent of the Accepted Contract Amount, less provisional sums, has been certified for payment, or on the day of , 2,² whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.
6. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request

to be presented to the Guarantor before the expiry of the guarantee.

.....
[Name of Authorized Official, signature(s) and seals/stamps]

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

¹The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Procuring Entity.

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. In preparing this guarantee, the Procuring Entity might consider adding the following ext. to the form, at the end of the penultimate paragraph: “The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary’s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.