



**TENDER DOCUMENT
FOR
FRAMEWORK CONTRACTING FOR
PROVISION OF AIR TICKETING
SERVICES FOR A PERIOD OF 2 YEARS**

KCNP/T/01B/FA/2019/2021

**CLOSING DATE AND TIME: 12TH JULY
2019 AT 2.00PM.**

**Kenya Coast National Polytechnic
P.O. Box 81220-80100
NAIROBI
Tel: +254 710389727/0712725554;
Website: www.kenyacoastpoly.ac.ke**

TABLE OF CONTENTS

	Page
SECTION I	INVITATION TO TENDER.....3
SECTION II	INSTRUCTIONS TO TENDERERS..... 6
	APPENDIX TO INSTRUCTIONS TO TENDER 17
SECTION III	GENERAL CONDITIONS OF CONTRACT..... 23
SECTION IV	SPECIAL COND1TIONS OF CONTRACT..... 28
SECTION V	SCHEDULE OF REQUIREMENTS..... 30
SECTION VI	DESCRIPTION OF SERVICE..... 32
SECTION VII	PRICE SCHEDULE..... 34
SECTION VIII	STANDARD FORMS..... 35

SECTION I: INVITATION TO TENDER
DATE: 24/06/2019
TENDER NAME: TENDER FOR PROVISION OF AIR TICKETING SERVICES THROUGH FRAMEWORK AGREEMENT FOR A PERIOD OF 2 YEARS
TENDER NO.: KCNP/T/01B/FA/2019-2021

The Kenya Coast National Polytechnic invites sealed bids from eligible tenderers registered with IATA/KATA for **provision of air ticketing services for a period of three years through framework agreement.**

Interested eligible candidates may obtain further information from and inspect the tender documents from the office of Procurement, KCNP, located along Kisauni road between 9.00am and 4.00pm during weekdays.

A hard copy of the tender document may be obtained by interested firms upon payment of a non-refundable fee of **Kshs. 1000** payable to our accounts office in cash or bankers cheque. The document can also be viewed and downloaded from the website www.kenyacoastpoly.ac.ke free of charge or at no cost. Bidders who download the tender document from the website **MUST** forward their particulars immediately for records and any further tender clarifications and addenda to address provided at appendix to instruction to tenderers.

Tenders **MUST** be accompanied by a **tender security of Kshs. 50,000.00** specified in formats provided in the tender document or **dully filled, signed and stamped Tender Securing Declaration Form** for **AGPO registered groups in the format provided.**

Completed tender documents are to be enclosed in plain sealed envelopes marked with tender name and tender reference number and be deposited in the Tender Box at new procurement offices, Kenya Coast National Polytechnic along Kisauni Road or be addressed to;

**THE CHIEF PRINCIPAL
KENYA COAST NATIONAL POLYTECHNIC
P.O. BOX 81220 – 80100
MOMBASA, KENYA**

So as to be received on or before **Friday 12th July, 2019 at 2.00pm (1400Hrs)**

Prices quoted should be inclusive of all taxes and service charge costs and must be in Kenya Shillings

Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at the polytechnic Boardroom 1.

**SENIOR PROCUREMENT OFFICER
FOR CHIEF PRINCIPAL**

SECTION II – INSTRUCTIONS TO TENDERERS

TABLE OF CONTENTS.

Page

Eligible Tenderers	6
Cost of tendering.....	6
Contents of tender documents.....	7
Clarification of Tender documents	7
Amendment of tender documents	8
Language of tenders	8
Documents comprising the tender	8
Form of tender.....	9
Tender prices.....	9
Tender currencies.....	9
Tenderers eligibility and qualifications.....	9
Tender security.....	10
Validity of tenders.....	11
Format and signing of tenders.....	11
Sealing and marking of tenders.....	12
Deadline for submission of tenders.....	12
Modification and withdrawal of tenders	12
Opening of tenders	13
Clarification of tenders	14
Preliminary Examination	14
Conversion to other currencies	15
Evaluation and comparison of tenders	15
Contacting the KCNP	16
Post-qualification	17
Award criteria	17
Procuring entities right to vary quantities.....	17
Procuring entities right to accept or reject any or all tenders.....	17
Notification of award	18
Signing of Contract.....	18
Performance security	19
Corrupt or fraudulent practices	19

SECTION II INSTRUCTIONS TO TENDERERS

Eligible tenderers

This Invitation to tender is open to **all tenderers registered with IATA & KATA** as described in the instructions to tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.

KCNP employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.

Tenderers shall provide the qualification information statement that the tenderer (including all members, of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the KCNP to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.

Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

Cost of tendering

The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the KCNP, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

The price to be charged for the tender document shall be Kshs. 1000.00 or free of charge for bidders that download from KCNP Website.

Contents of tender documents

The tender document comprises of the documents listed below and addenda issued in accordance with clause 6 of these instructions to tenders

- i) Instructions to tenderers
- ii) General Conditions of Contract
- iii) Special Conditions of Contract
- iv) Schedule of Requirements
- v) Details of service
- vi) Form of tender
- vii) Price schedules
- viii) Confidential business questionnaire form
- ix) Declaration of undertaking
- x) Tender Security Form
- xi) Tender Securing bid declaration form

xii) Power of Attorney

The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

Clarification of Documents

A prospective candidate making inquiries of the tender document may notify the KCNP in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. The KCNP will respond in writing to any request for clarification of the tender documents, which it receives no later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the KCNP. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have received the tender documents

The KCNP shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender

Amendment of documents

At any time prior to the deadline for submission of tenders, the KCNP, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.

All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.

In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the KCNP, at its discretion, may extend the deadline for the submission of tenders.

Language of tender

The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the KCNP, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

Documents Comprising the Tender

The tender prepared by the tenderer shall comprise the following components:

(a) A Tender Form and a Price Schedule completed in accordance with paragraph 9, 10 and 11 below.

(b) Documentary evidence established in accordance with Clause 2.11 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;

(c) Tender securing declaration form

(d) Confidential business questionnaire

e) Declaration form not to engage in corrupt fraudulent practice

Form of Tender

2.8.1 The tenderers shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the services to be performed.

Tender Prices

The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.

Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable:

Prices quoted by the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22.

Contract price variations shall not be allowed for contracts not exceeding one year (12 months)

Where contract price variation is allowed, the variation shall not exceed 15% of the original contract price.

Price variation requests shall be processed by the KCNP within 30 days of receiving the request.

Tender Currencies

2.10.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the appendix to in Instructions to Tenderers.

Tenderers Eligibility and Qualifications.

Pursuant to Clause 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.

The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to KCNP satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

Tender Security

The tenderer shall furnish, as part of its tender, a tender security for the amount specified in the Appendix to Invitation to Tenderers/ Tender Securing Declaration form for AGPO registered firms.

The tender security shall be in the amount of Ksh. **50,000.00** in the form of insurance or a bank guarantee.

2.12.2 The tender security is required to protect the KCNP against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7

Any tender not secured in accordance with paragraph 2.12.1 and 2.12.3 will be rejected by the KCNP as non-responsive, pursuant to paragraph 2.20

Unsuccessful tenderer's security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the KCNP.

The successful tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30.

The tender security may be forfeited:

(a) If a tenderer **withdraws** its tender **during** the period of tender validity specified by the KCNP on the Tender Form; or

(b) In the case of a successful tenderer, *if* the tenderer fails:

(i) to sign the contract in accordance with paragraph 30

or

(ii) to furnish performance security in accordance with paragraph 31.

(c) If the tenderer rejects, correction of an error in the tender.

Validity of Tenders

Tenders shall remain valid for **120 days** or as specified in the invitation to tender after date of tender opening prescribed by the KCNP, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the KCNP as nonresponsive.

In exceptional circumstances, the KCNP may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

Format and Signing of Tender

The tenderer shall prepare two copies of the tender, clearly / marking each -ORIGINAL TENDER and -COPY OF TENDER, as appropriate. In the event of any discrepancy between them, the original shall govern.

The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.

The tender shall have no interlineations, erasures , or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

Sealing and Marking of Tenders

The tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as -ORIGINAL and -COPY. The envelopes shall then be sealed in an outer envelope. The inner and outer envelopes shall:

(a) be addressed to the KCNP at the address given in the invitation to tender

(b) bear, tender number and name in the invitation to tender and the words: -DO NOT OPEN BEFORE **FRIDAY 12TH July, 2019 at 2:00pm**

The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared -late. —

If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the KCNP will assume no responsibility for the tender's misplacement or premature opening.

Deadline for Submission of Tenders

Tenders must be received by the KCNP at the address specified under paragraph 2.15.2 no later than **Friday 12th July, 2019 at 2:00pm**

The KCNP may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 6, in which case all rights and obligations of the KCNP and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

Bulky tenders which will not fit in the tender box shall be received by the KCNP as provided for in the appendix.

Modification and withdrawal of tenders

The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tender's is received by the KCNP prior to the deadline prescribed for the submission of tenders.

The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.15. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

No tender may be modified after the deadline for submission of tenders.

No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.7.

The KCNP may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

The KCNP shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

Opening of Tenders

- 2.18.1 The KCNP will open all tenders in the presence of tenderers' representatives who choose to attend, at **2:00pm, Friday 12th July, 2019** and in the location specified in the invitation to tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.

The tenderers' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as the KCNP, at its discretion, may consider appropriate, will be announced at the opening.

The KCNP will prepare minutes of the tender opening Clarification of tenders.

To assist in the examination, evaluation and comparison of tenders the KCNP may at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted.

Any effort by the tenderer to influence the KCNP in tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers tender.

Comparison or contract award decisions may result in the rejection of the tenderers' tender.

Preliminary Examination and Responsiveness

The KCNP will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished whether the documents have been properly signed, and whether the tenders are generally in order.

Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

The KCNP may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.

Prior to the detailed evaluation, pursuant to paragraph 23, the KCNP will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. KCNP determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

If a tender is not substantially responsive, it will be rejected by the KCNP and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

Conversion to a single currency

2.21.1 Where other currencies are used, the KCNP will convert those currencies to Kenya shillings using the selling exchange rate on the date of tender closing provided by the central bank of Kenya.

Evaluation and comparison of tenders.

The KCNP will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.

KCNP's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.4 and in the technical specifications:

- (a) operational plan proposed in the tender;
- (b) deviations in payment schedule from that specified in the Special Conditions of Contract;

Pursuant to paragraph 22.3 the following evaluation methods will be applied:

(a) Operational Plan.

The GDC requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenders offering to perform longer than GDC required delivery time will be treated as non-responsive and rejected.

(b) Deviation in payment schedule.

Tenderers shall state their tender price for the payment on a schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. The KCNP may consider the alternative payment schedule offered by the selected tenderer.

The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.

To qualify for contract awards, the tenderer shall have the following:-

- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.

- (b) Legal capacity to enter into a contract for procurement
- (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing
- (d) Shall not be debarred from participating in public procurement.

Contacting the KCNP

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

Any effort by a tenderer to influence the KCNP in its decisions on tender evaluation tender comparison or contract award may result in the rejection of the tenderers tender.

Award of Contract

a) Post qualification

In the absence of pre-qualification, the KCNP will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.1.2, as well as such other information as the KCNP deems necessary and appropriate.

An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the KCNP will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

b) Award Criteria

Subject to paragraph 2.29 the KCNP will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

The KCNP reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for KCNP action. If the KCNP determines that none of the tenderers is responsive; the KCNP shall notify each tenderer who submitted a tender.

A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

Notification of award

Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the KCNP pursuant to clause 2.29. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 31, the KCNP will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

Signing of Contract

At the same time as the KCNP notifies the successful tenderer that its tender has been accepted, the KCNP will simultaneously inform the other tenderers that their tenders have not been successful.

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

The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

Performance Security

Within thirty (30) days of the receipt of notification of award from the KCNP, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the KCNP.

Failure of the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the KCNP may make the award to the next lowest evaluated or call for new tenders.

Corrupt or Fraudulent Practices

The KCNP requires that tenderers observe the highest standard of ethics during the procurement process and execution of

Contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

The KCNP will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

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

Appendix to Instructions to Tenderers

The following information for procurement of services shall complement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers

Instructions to tenderers	Particulars of appendix to instructions to tenderers
2.1.1	The tender is reserved to all eligible IATA & KATA registered Air Travel & Ticketing Service providers.
2.2.1	A complete set of the tender document may be obtained by interested firms upon payment of a non-refundable fee of Kshs.1000 each payable to our accounts office in cash or by banker's cheque. The document can also be viewed and downloaded from the www.kenyacoastpoly.ac.ke free <u>of charge or at no cost.</u> Bidders who download the tender document from the website <u>MUST</u> forward their particulars immediately for records and any further tender clarifications and addenda.
2.4.1	A prospective tenderer requiring any clarification of the tender document may notify KCNP in writing i.e. (email in PDF format or by facsimile) at the following address; Procurement & Supplies Kenya Coast National Polytechnic P.O. Box 81220 – 81220 Mombasa, Kenya E-mail::; procurement@kenyacoastpoly.ac.ke NB: Any request for clarification must be in the firm's letterhead, signed and must be in reference to the specific parts of the tender document properly numbered.
2.4.2	KCNP shall reply and respond in writing through (e-mail in PDF format) to any clarifications received at least seven (7) days prior to the deadline for the submission of tenders.
2.8.1	Prospective tenderers shall complete the form of tender & price schedule furnished in the tender documents.
2.10	Prices shall be quoted in Kenya Shillings only and shall include all applicable taxes.
2.12	- Tenderers are required to submit an original tender security of Ksh 50,000.00 in the form of insurance or bank guarantee. NB: For Youth, Women or PWDs are to submit a tender securing bid declaration form that is duly filled, signed and stamped in the format provided in the tender document.
2.13.1	The tender validity period is 120 days from the date of tender opening. A tender valid for a shorter period shall be considered non-responsive and shall be rejected.

2.14.1	Tenderers shall prepare one (1) original and one (1) copy of the tender document.
2.15.1	Tenderers shall seal the original and the copy of the tender in one envelope and be addressed to the address given in the invitation to tender.
2.16.1	Tenders must be received by not later than <u>Friday 12th July, 2019 at 2:00pm.</u>
2.18.1	KCNP will open the tenders in the presence of tenderers representatives who choose to attend the tender opening at 2:00pm, 12th July, 2019 in the location specified in the invitation to tender.
2.22.1	<p>Tender Evaluation Criteria- Evaluation shall be carried out as per the evaluation criteria stated in the three stages of the evaluation.</p> <p>(a) Mandatory Evaluation Criteria- Note: Tenderers must pass all the parameters in the mandatory evaluation so as to be considered for technical evaluation.</p> <p>(b) Technical Evaluation Criteria-The following will be assessed during this stage. Tenderers must attain a minimum technical score of 70% for it to be considered financial evaluation stage.</p> <p>(c) Financial Evaluation Stage- This will be based on the compliance to the following criteria by the tenderers.</p> <p>i. Compliance to KCNP payment terms as specified in SCC</p> <p>ii. No correction of arithmetic errors -The Service Charge 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.</p> <p><u>AWARD CRITERIA – Lowest Evaluated Bidder for fully completed schedule</u></p>
2.24	KCNP may at its own discretion conduct due diligence on the technically qualified tenderer to establish their ability to perform the contract.
2.24.3	<p>Award Criteria:</p> <p>Framework Contract will be awarded to the <u>Lowest Evaluated Bidder.</u></p> <p>An order will be placed from the awarded bidder ticket as per the airline market rate at the time of issuing the tickets, KCNP shall then issue a local purchase order</p> <p>The indicated Service Charge based on the airline charges provided will not change during the contract period.</p>
2.25	The tenderers shall be notified on the outcome of the tender.
2.27	Performance security required for this tender shall be Kshs. 200,000 in the form of an insurance or bank guarantee issued by a local Kenya bank

TENDER EVALUATION CRITERIA

A) MANDATORY/PRELIMINARY EVALUATION STAGE

The following mandatory requirements that determine bidder's responsiveness shall be assessed.

No	Requirement	Responsive/Non Responsive
1.	Tenders MUST be accompanied by an original tender security of Kshs. 50,000.00 specified in format provided in the tender document or dully filled, signed and stamped Tender Securing Declaration Form for AGPO registered groups in the format provided	
2.	Duly filled, signed and stamped tender form & price schedules in the format provided	
3.	Submit a copy of certificate of Registration /Incorporation in Kenya	
4.	Attach a copy of Valid PIN Certificate	
5.	Attach Copy of Valid Single Business Permit	
6.	Duly filled, signed and stamped Tender Securing Bid Declaration Form	
7.	Certificate of Confirmation of Directors and Shareholding (CR12) for limited company or/ an ID Card for Sole Proprietorship	
9.	Submit a copy of valid tax compliance certificate. This will be verified through KRA TCC checker.	
10.	Duly filled, signed and stamped confidential business questionnaire in the format provided	
11.	Duly filled, signed and stamped declaration of undertaking not to engage in corrupt practice	
12.	Must submit Evidence of valid IATA & KATA Registration Certificate.	
13.	Attach a duly signed and authorized power of attorney in the format provided	

NB: Bidders who will not be responsive in this stage will be declared non-responsive and will not proceed in the technical evaluation stage.

B) TECHNICAL EVALUATION STAGE

	Description of Criteria.	Requirements	Max. Score
1.	Number of Years in Air Travel and Ticketing Industry (Attach a copy of Certificate of Incorporation/Registration in Kenya)	<ul style="list-style-type: none"> - 8 Years and above – 15mks - 7 years – 10mks - 5 years – 7mks - 3 years – 3 mks 	10mks
2.	Lists of Government Ministries/State Corporation clients/customers offered Air ticketing, tours and travel within the last three (3) years	<p><input type="checkbox"/> <u>Provide a list of at least five (5) major clientele/customers from Government Ministries or State Corporations in which similar services has been undertaken in the last three (3) years, detailing nature of assignment/service, value of contract, contact person including contact addresses. (25marks)</u></p> <ul style="list-style-type: none"> ➤ List of Five (5) clients – 25 marks ➤ List of Four (4) clients – 20marks ➤ List of Three (3) clients – 9 mks ➤ List of Two (2) clients – 6mks ➤ List of One (1) client – 3 mks 	25mks
3.	Reference/recommendation letters from the five (5) clients/customers listed above from Government Ministries and State Corporations	<p><input type="checkbox"/> Provide reference/recommendation letters from at least the five (5) clients/customers listed above from Government Ministries and/or State Corporations to which the company has offered similar services in the last 3years (25 marks)</p> <ul style="list-style-type: none"> ➤ Five (5) recommendation letters for the listed clients – (25marks) ➤ Four (4) recommendation letters for the listed clients – (20marks) ➤ Three (3) recommendation letters for the listed clients – (15marks) ➤ Two (2) recommendation letters for the listed clients – (10marks) ➤ One (1) recommendation letter for the listed clients – (5marks) 	25mks
4.	Bidders must duly fill as indicated the Suitability Responses as provided for in Section VI	- 1 Marks each	20mks
5.	Financial resource	Copies of certified bank statement for the last six months	5 Mks
6.	Preference for Agpo Registered firms under Ministry of Finance/Treasury	Submit a valid copy of AGPO Certificate from Ministry of Finance/Treasury for either youth/pwd/women – 5 Maks	5mks
	Total Marks		100mks

Only bidders who score above 70% of the total technical score will be subjected to financial evaluation. Those who score below 70% will be eliminated at this stage from the entire evaluation process and will not be considered further.

NB: Post Qualification – KCNP shall visit and inspect the premises and/or check the accuracy of any or all information provided by the bidder before awarding the contract or entering into a framework agreement with the lowest evaluated.

C) FINANCIAL EVALUATION STAGE

The lowest evaluated tenderer per complete schedule inclusive of taxes and shall be recommended for award.

Compliance to KCNP payment terms as stated in Section IV of the tender document- Tenderers to provide commitment letter in company's letterhead complying to KCNP payment terms and conditions as stated in Section IV of the tender document.

No correction of arithmetic errors -_The tender sum/service charges 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.

SECTION III GENERAL CONDITIONS OF CONTRACT

TABLE OF CONTENTS

Page

Definitions	
Application	
Standards	
Patent Rights	
Performance security	
Inspections and tests	
Payment	
Interest on delayed payments	
Prices	
Assignment	
Termination for default	
Termination for insolvency	
Termination for convenience	
Termination by mutual consent	
Resolution of disputes	
Governing language	
Force majeure	
Force majeure termination	
Limitation of liability	
Applicable law	
Notices	
Ammendments	

SECTION III GENERAL CONDITIONS OF CONTRACT

Definitions

In this contract the following terms shall be interpreted as indicated:

- a) -The contract means the agreement entered into between the KCNP and the tenderer as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- b) -The Contract Price means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.
- c) -The services means services to be provided by the contractor including materials and incidentals which the tenderer is required to provide to the KCNP under the Contract.
- d) -The KCNP means the organization sourcing for the services under this Contract.
- e) -The contractor means the individual or firm providing the services under this Contract.
- f) -GCC means general conditions of contract contained in this section
- g) -SCC means the special conditions of contract
- h) -Day means calendar day

Application

These General Conditions shall apply to the extent that they are not superseded by provisions of other part of contract.

Standards

- 3.3.1 The services provided under this Contract shall conform to the 7 standards mentioned in the Schedule of requirements

Patent Right's

The tenderer shall indemnify the KCNP against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof.

Performance Security

Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the KCNP the performance security where applicable in the amount specified in Special Conditions of Contract.

The proceeds of the performance security shall be payable to the KCNP as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.

The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the KCNP and shall be in the form of:

- a) Cash.
- b) A bank guarantee.
- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit.

The performance security will be discharged by the KCNP and returned to the candidate not later than thirty (30) days following the date of completion of the tenderer's performance of obligations under the contract, including any warranty obligations under the contract.

Inspections and Tests

The KCNP or its representative shall have the right to inspect and/or to test the services to confirm their conformity to the Contract specifications. The KCNP shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.

The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the KCNP.

Should any inspected or tested services fail to conform to the Specifications, the KCNP may reject the services, and the tenderer shall either replace the rejected services or make alterations necessary to meet specification requirements free of cost to the KCNP.

Nothing in paragraph 3.7 shall in any way release the tenderer from any warranty or other obligations under this Contract.

Payment

3.7.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in SCC

Interest on Delayed Payments

The Procuring Entity shall not in any instance whatsoever, incur any interest or additional costs from overdue amounts, if any, owed to the Tenderer regarding this procurement.

Prices

Prices charged by the contractor for services performed under the Contract shall not, with the exception of any Price adjustments authorized in SCC , vary from the prices by the tenderer in its tender or in KCNP request for tender validity extension as the case may be. No variation in or modification to the terms of the contract shall be made except by written amendment signed by the parties.

Contract price variations shall not be allowed for contracts not exceeding one year (12 months)

Where contract price variation is allowed, the variation shall not exceed 25%, of the original contract price.

Where the variation in contract price results to an increment by more than 25%, such variation shall be tendered for separately.

Where quantity variation of service is allowed, the variation shall not exceed 15% of the original contract quantity.

Price variation request shall be responded to by the procuring entity within 30 days of receiving the request.

Assignment

The tenderer shall not assign, in whole or in part, its obligations to perform under this contract, except with KCNP prior written consent.

Termination for Default

The KCNP may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part:

- ⌋ if the tenderer fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the KCNP.
- ⌋ if the tenderer fails to perform any other obligation(s) under the Contract.
- ⌋ if the tenderer, in the judgment of the KCNP has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- ⌋ If the service rendered by the Tenderer do not conform to the Standards specified in the Contract

In the event the KCNP terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the tenderer shall be liable to the KCNP for any excess costs for such similar services.

Termination of Insolvency

The KCNP may at the anytime terminate the contract by giving written notice to the contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not produce or affect any right of action or remedy, which has accrued or will accrue thereafter to the KCNP.

Termination for Convenience

The KNP by written notice sent to the contractor may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the KCNP convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

For the remaining part of the contract after termination the KCNP may elect to cancel the services and pay to the contractor on agreed amount for partially completed services.

Termination by Mutual Consent

By mutual written agreement, the Procuring Entity and the Tenderer may agree to terminate the contract. The agreement shall provide that the termination is by mutual agreement, the extent to which the contract is terminated and the effects of such termination on each party's obligations.

Resolution of disputes

KCNP and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.

If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

Governing Language

The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.

Force Majeure

The contractor shall not be liable *for* forfeiture of its performance security, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

Effect of Force Majeure:

If a Party is prevented from or delayed in performing an obligation hereunder by reason of Force Majeure the affected Party shall:

- (a) be relieved from the consequences of its failure to perform that obligation on a day-to-day basis;
- (b) promptly notify the other parties of the occurrence as soon as reasonably possible by email, telex or cable of the nature of the Force Majeure and the extent to which the Force Majeure suspends the affected party's obligations under this Agreement; and
- (c) use all reasonable endeavours to overcome the consequences of the event and resume performance of its obligations as soon as possible after the Force Majeure condition no longer exists.

Force Majeure Termination:

If an event of Force Majeure continues beyond a period of thirty (30) days, the Parties shall meet in good faith to consult, if no such solution is found, either Party shall be entitled to terminate the obligations of the Parties under the Contract which are affected by such Force Majeure by giving written notice of not less than seven (7) days to the other Party.

Limitation of Liability

To the fullest extent permitted by law, the Procuring Entity, its officers, directors, employees, agents, and subcontractors, shall not be liable for any claims, losses, costs, or damages of whatsoever nature and howsoever arising to the Tenderer, and anyone claiming by, through, or under the Tenderer, resulting from or in any way related to this Contract from any cause or causes, including but not limited to any direct, indirect, general, special, punitive, incidental or consequential damages, loss of income or profit, loss of or damage to property, claims of third parties or other losses of any kind or character.

Applicable Law.

The contract shall be interpreted in accordance with the laws of Kenya unless otherwise specified in the SCC

Notices

Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by fax or E-mail and confirmed in writing to the other party's address specified in the SCC

A notice shall be effective when delivered or on the notices effective date, whichever is later.

Amendments

Any amendment of any term of the Contract entered into by the parties shall only be made by a written agreement between the parties, and such agreement shall be deemed to form an integral part of such Contract.

SECTION IV SPECIAL CONDITIONS OF CONTRACT

Special conditions of contract shall supplement the general conditions of contract, wherever there is a conflict between the GCC and the SCC, the provisions of the SCC herein shall prevail over those in the GCC.

Special conditions of contract with reference to the general conditions of contract.

General conditions of contract reference	Special conditions of contract
3.1	The Purchaser is The Kenya Coast National Polytechnic.
3.3	Air tickets shall be provided as per the requirements given by KCNP from time to time.
3.6	No performance security required for this tender.
3.8	<ul style="list-style-type: none">i. KCNP Payment terms are 30 days upon receipt of certified invoices confirming that the invoiced services have been rendered in accordance with the contract.ii. Payment shall be made through KCNP'S Cheques or telegraphic transfer of the contract.iii. Advance Payment shall not apply.iv. No Interest on delayed payments
3.9	No interest charged on delayed payments
3.10	Prices charged by the tenderer for the service charge of the tickets shall be fixed during the contract period. <u>No correction of errors.</u> 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.
3.15	KCNP and the tenderer shall make every effort to resolve amicably by direct informal negotiation and disagreement or dispute arising between them under or in connection with the contract. If, after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute, either party may require adjudication in an agreed national or international forum, and/or international Arbitration.
3.20	The contract shall be interpreted in accordance with the laws of Kenya.

3.22	<p>Each party's address for the service of notice shall be the below mentioned address or such other address as it specifies by notice to the other; For the Procuring Entity:</p>
	<p style="text-align: center;">THE CHIEF PRINCIPAL KENYA COAST NATIONAL POLYTECHNIC PO BOX 81220-80100 MOMBASA</p> <p>Any notice given under the Agreement shall be in writing and may be served:</p> <ul style="list-style-type: none">i. personally;ii. by registered or recorded delivery mail;iii. by e-mail, telex or facsimile transmission (the latter confirmed by telex or post); oriv. by any other means which any party specifies by notice to the others. <p>Notice shall be deemed to have been served:</p> <ul style="list-style-type: none">i. if it was served in person, at the time of service;ii. if it was served by post, 72 hours after it was posted; andiii. If it was served by e-mail, telex or facsimile transmission, at the time of transmission.

SECTION V – SCHEDULE OF REQUIREMENTS

The detailed service specification/particulars are as tabled below. The documents submitted will be evaluated for suitability.

Bidders are required to read the description of KCNP requirements as provided in below table and Bidders are required to indicate against each service specification either **UNDERSTOOD AND WILL COMPLY OR UNDERSTOOD AND WILL NOT COMPLY.**

No.	Minimum Requirement/Specification	Bidders Response <u>UNDERSTOOD AND WILL COMPLY OR UNDERSTOOD AND WILL NOT COMPLY.</u>	Marks
1.	Provision of Airline Ticketing		1 mark
2.	Service provider to focus on KCNP requirements and will be available at all times for booking's/cancellation of air tickets		1 mark
3.	Provide cost effective and efficient Air Ticketing services to KCNP by providing air tickets to KCNP at the best discounted price available		1 mark
4.	Tailor-make requests to suit all air ticketing and related needs of KCNP.		1 mark
5.	Prepare travel itineraries and Air Ticketing plans for KCNP staff.		1 mark
6.	Use the most cost effective routes in Air Ticketing plans, and to prepare several Air Ticketing options		1 mark
7.	Ensure maximum price savings as well as most minimal Air Ticketing time in all Air Ticketing plans		1 mark
8.	To indicate in all Air Ticketing plans, the most competitive fare quote for arrival		1 mark
9.	Issue Air Tickets using the approved Air Ticketing plan and the fare as quoted		1 mark
10.	To provide guaranteed ticket delivery to KCNP Office at no extra cost		1 mark
11.	To provide information on flight availability and timetables on requests		1 mark
12.	To keep KCNP updated on current market fares, special air fare deals and any other special tours and Air Ticketing packages		1 mark
13.	To re-confirm flight bookings for staff		1 mark
14.	To makes changes on booking as per request as and when requested		1 mark

15.	To be an all-round source for Air Ticketing information for KCNP		1 mark
16.	To process refunds and credit notes for unused/partly used air tickets returned for a refund, and such refunds remitted within 45 days		1 mark
17.	To reissue air tickets to KCNP staff at no extra cost except cancellation costs charged by airlines		1 mark
18.	The Air Ticketing Agents pass to KCNP all concessions/facilities extended by the airlines to the passengers on all air journeys booked by KCNP		1 mark
19.	The invoiced amounts MUST be presented in separate columns indicating various charges among other details as below; a) Name of the passenger b) Destination c) Cost of the ticket as per the airline market rate at the time of issuing the tickets d) Service charge of the ticket e) Taxes (vat) f) Total cost		1 mark
20.	Compliance to KCNP Payments terms as provided for in the Special Conditions of Contract (SCC)		1 mark
	TOTAL MARKS		20 marks

0 marks for UNDERSTOOD AND WILL NOT COMPLY and any other response

1 marks for UNDERSTOOD AND WILL COMPLY

(Name of company)

(Signature(s))

(Official Stamp)

SECTION VI - DESCRIPTION/SCOPE OF SERVICES

The following is the scope of services requirement for KCNP. The travel agent shall be required to:

1. Undertake reservation and ticketing services. This entails making bookings of air tickets for domestic, regional and international flights for KCNP. This information will be transmitted to the KCP's designated contact person (s).
2. Advise KCNP on flight schedules and changes.
3. Advise KCNP on the available flights for the requested bookings taking into consideration the most cost effective routes with the associated connections, most convenient routes and low priced flights, as per the class advised by KCNP.
4. Issue and deliver tickets or e-tickets, based upon proper authority from KCNP in the case of official travel and take the shortest lead time when requested for itinerary and delivery of tickets. Ideal response would be within 2 hours of the request.
5. In the event that the required travel arrangements cannot be confirmed, the Travel Agent shall notify the requesting party of the problem and present alternative routings/quotations for consideration.
6. For waitlisted bookings, the Travel Agent shall provide regular feedbacks on status of flight.
7. Issue accurate tickets and detailed itineraries, showing the accurate status of the airline on all segments of the journey.
8. Accurately advise KCNP of ticketing deadlines and other relevant information every time reservations are made, in order to avoid cancellation of bookings.
9. Act only on travel requests for official travel submitted by the responsible staff of KCNP and Local Service Order on confirmation
10. Offer hassle-free domestic and international travel transfer services.
11. Negotiate for -Best fare on the Day such as the lowest fare made available by an airline for the day of travel.
12. Appoint dedicated technical personnel(s) to be responsible for KCNP air ticketing and related services
13. Provide air ticketing services from 0730 to 16.30 hours during working days. In addition the Travel Agent shall provide a contact number, which shall be manned by an experienced travel consultant, for 24 hour emergency services, weekends and official holidays where required.
14. Provide an information service to notify KCNP and the traveler of such events as airport closings, cancelled or delayed flights and strike situations as well as safety conditions, which may affect travel to any particular destination.
15. Provide each traveler a complete, printed itinerary documents which includes the following: Flight number(s) and seat assignment(s) (if any); confirmed upgrade (if applicable); Departure and Arrival times for each segment of the trip; intermediate stops; Airport and other taxes; Visa required or not required; and any other information such as change in international date lines.
18. Offer reasonable credit periods to KCNP, at least 30 days.
19. Offer supplementary services upon request including but not limited to hotel reservations, airport transfers, tours and car hire services.
20. To carry out investigations on any complaints from travelers and follow ups
21. Advise on immigration procedures within and outside the country, health requirements and security advisories for all destinations requested by KCNP.

24. Advice on the reliability, security and safety records of airlines.
25. Processing of visas on behalf of KCNP employees upon request where personal appearance before visa issuing officer is not obligatory.
26. The travel Agent may, as an ancillary service, provide personal travel services to KCNP Members and Staff provided that this service does not in any way interfere with the efficient processing of official travel requirements. Settlement of personal travel and related expenses shall be made directly between the parties concerned and the Travel Agent without involvement of KCNP. KCNP assumes no financial liability for such services.
27. The Travel Agent shall maintain computerized profiles of all frequent travelers, as designated or defined from time to time by KCNP, setting forth the traveler's preferences regarding airlines, seating and meal requirements, passport and credit card information, and such other information as is useful to facilitate such travelers travel arrangements.

SECTION VII - PRICE SCHEDULE

NO.	SERVICES REQUIRED		FIXED SERVICE CHARGE/COMMISSION FOR THE CONTRACT PERIOD PAYABLE INCL OF ALL TAXES	TOTAL BUSINESS & ECONOMY INCL OF TAXES
LOT 1	Air Ticketing Services for Domestic Air Travel	Economy		
		Business		
LOT 2	Air Ticketing Services for East Africa Air Travel	Economy		
		Business		
LOT 3	Air Ticketing Services for Regional Air Travel (Rest of Africa)	Economy		
		Business		
LOT 3	Air Ticketing Services for International Air Travel	Economy		
		Business		
	Visa Processing where applicable (Dubai or any other destination)			
	TOTAL COST INCL OF ALL TAXES			

NOTE:

- 1. The services will be rendered on need basis through issuance of purchase orders**
- 2. The successful firm shall enter into a framework agreement contract for a period of Eighteen Months**
- 3. The invoiced amount MUST be presented in separate columns indicating various charges among other charges as below;**
 - a) Names, destination of travel**
 - b) Cost of the ticket as per the airline market rate at the time of issuing the tickets**
 - c) Service Charge of the ticket**
 - d) Taxes (VAT)**
 - e) Total Cost**
- 4. KCNP reserves the right to seek for these services from other suppliers competitively.**

Tenderer's name (Company) _____

Signature & Rubber stamp _____

Date _____

No correction of errors.

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.

SECTION VIII - STANDARD FORMS

Notes on the sample Forms

1. Form of Tender - The form of tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. Confidential Business Questionnaire Form - This form must be completed by the tenderer and submitted with the tender documents.
3. Tender Securing Bid Declaration Form - When required by the tender documents the tender shall provide the tender securing in the form included herein
4. Contract Form - The Contract Form shall not be completed by the tenderer at the time of submitting the tender. The Contract Form shall be completed after contract award and should incorporate the accepted contract price.
5. Performance Security Form - The performance security form should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.
6. Declaration of Undertaking - The declaration of undertaking must be filled, signed and stamped

FORM OF TENDER

Date _____

Tender No. _____

To: _____

[name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda

Nos. *[insert unit summation]*.the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver (..... *(insert tender description)* in conformity with the said tender documents for the sum of.....*(total tender amount in words and figures)* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to _____percent of the Contract Price for the due performance of the Contract , in the form prescribed by(*Procuring entity*).

4. We agree to a bid by this Tender for a period of *[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.

6. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____ 20 _____

[signature] & stamped

[in the capacity of]

Duly authorized to sign tender for an on behalf of _____

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business. You are advised that it is a serious offence to give false information on this form

Part 1 – General:

Business Name
.....

Location of business premises.
.....

Plot No. Street/Road
.....

Postal Address Tel No. Fax E
mail

Nature of Business
.....

Registration Certificate No.
.....

Maximum value of business which you can handle at any one time – Kshs.
.....

Name of your bankers Branch
.....

Part 2 (a) – Sole Proprietor

Your name in full Age
.....

Nationality Country of origin
.....

- Citizenship details
.....
.....
-

	Part 2 (b) Partnership Given details of partners as follows:																												
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 35%;">Name</th> <th style="width: 35%;">Nationality</th> <th style="width: 15%;">Citizenship</th> </tr> <tr> <th>Details</th> <th>Shares</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship	Details	Shares			1.	2.	3.	4.				
	Name	Nationality	Citizenship																										
Details	Shares																												
1.																										
2.																										
3.																										
4.																										
	Part 2 (c) – Registered Company																												
	Private or Public																												
	State the nominal and issued capital of company- Nominal Kshs. Issued Kshs.																												
	Given details of all directors as follows																												
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 35%;">Name</th> <th style="width: 35%;">Nationality</th> <th style="width: 15%;">Citizenship Details</th> </tr> <tr> <th>Shares</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares				1.	2.	3.	4.	5.
	Name	Nationality	Citizenship Details																										
Shares																													
1.																										
2.																										
3.																										
4.																										
5.																										
	Date Signature of Candidate & Stamped																												

- If a Kenya Citizen, indicate under –Citizenship Details whether by Birth, Naturalization or registration.

CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 20_____ between
..... [name of Procurement entity] of [country of Procurement entity]
(hereinafter called -the Procuring entity) of the one part and [name of
tenderer] of [city and country of tenderer] (hereinafter called -the tenderer) of the
other part;

WHEREAS the Procuring entity invited tenders for certain goods] and has accepted a tender by
the tenderer for the supply of those goods in the sum of [contract
price in words and figures] (hereinafter called -the Contract Price).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are
respectively assigned to them in the Conditions of Contract referred to:
2. The following documents shall be deemed to form and be read and construed as part of
this Agreement viz:
 - (a) the Tender Form and the Price Schedule submitted by the tenderer
 - (b) the Schedule of Requirements
 - (c) the Technical Specifications
 - (d) the General Conditions of Contract
 - (e) the Special Conditions of contract; and
 - (f) the Procuring entity’s Notification of Award
3. In consideration of the payments to be made by the Procuring entity to the tenderer as
hereinafter mentioned, the tender hereby covenants with the Procuring entity to provide the
goods and to remedy defects therein in conformity in all respects with the provisions of the
Contract
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the
provisions of the goods and the remedying of defects therein, the Contract Price or such other
sum as may become payable under the provisions of the Contract at the times and in the manner
prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in
accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Procuring entity

Signed, sealed, delivered by _____ the _____ (for the tenderer in the presence of _

(Amend accordingly if provided by Insurance Company)

PERFORMANCE SECURITY FORM

To
[name of Procuring entity]

WHEREAS [name of tenderer] (hereinafter called -the tenderer) has undertaken , in pursuance of Contract No. _____ [reference number of the contract] dated _____ 20 _____ to _____ supply [description of goods] (hereinafter called -the Contract).

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Tenderer’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of..... [amount of the guarantee in words and figure] and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [amount of guarantee] as aforesaid, without you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 20 _____

Signed and seal of the Guarantors

_____ [name of bank or financial institution]

_____ [address]

_____ [date]

TENDER SECURING BID DECLARATION FORM (FOR AGPO FIRMS)

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

Date: of Bid Submission] Tender No.....of bidding process]

To: [insert complete name of Purchaser]

We, the undersigned, declare that:

- 1. We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.
- 2. We accept that we will automatically be suspended from being eligible for bidding in Any contract with the Purchaser for the period of time of..... (insert number of months or years) starting on..... (insert date), if we are in breach of our obligation(s) under the bid conditions, because we –

- a) Have withdrawn our Bid during the period of bid validity specified by us in the Bidding Data Sheet; or
- b) Having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity,
 - (i) Fail or refuse to execute the Contract, if required, or
 - (ii) Fail or refuse to furnish the Performance Security, in accordance with the ITT

3. We understand that this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of

- (i) Our receipt of a copy of your notification of the name of the successful Bidder;
- Or
- ii) Twenty-eight days after the expiration of our Tender

4. We understand that if we are a Joint Venture, the Bid Securing Declaration must be in the name of the **Joint Venture** that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent

Signed... [insert signature of person whose name and capacity are shown] in the Capacity of... [insert legal capacity of person signing the Bid Securing Declaration]

Name: [insert complete name of person signing the Bid Securing Declaration]

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

Dated on day of..... [Insert date of signing]

TENDER SECURITY FORM (Ksh 50,000)

Whereas.....[name of the tenderer]

(hereinafter called -the tenderer)has submitted its tender dated.....[date of submission of tender] for the provision of

[name and/or description of the services]

(hereinafter called -the Tenderer).....

KNOW ALL PEOPLE by these presents that WE.....

Ofhaving registered office at

[name of procuring entity](hereinafter called -the Bank)are bound unto.....

[name of procuring entity](hereinafter called -the procuring entity) in the sum of

for which payment well and truly to be made to the said Procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of 20 _____.

THE CONDITIONS of this obligation are:

1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or 2. If the tenderer, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:

(a) fails or refuses to execute the Contract Form, if required; or

(b) fails or refuses to furnish the performance security, in accordance with the instructions to tenderers;

we undertake to pay to the Procuring entity up to the above amount upon receipt of its first written demand, without the Procuring entity having to substantiate its demand, provided that in its demand the Procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank]

(Amend accordingly if provided by Insurance Company)

DECLARATION OF UNDERTAKING

We underscore the importance of a free, fair and competitive procurement process that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also declare that no conflict of interest exists in the meaning of the kind described in the Public Procurement & Disposal Act 2015

We also underscore the importance of adhering to the law in the implementation of the project.

We will inform our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of the country.

We also declare that our company/sub-contractors/ all members of the consortium has/have not been debarred to engage in procurement/ included in the list of sanctions.

We acknowledge that, the client is entitled to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

Dated this _____ day of _____ 20 _____

(Name of company)

(Signature(s))

POWER OF ATTORNEY

To [name of the Procuring entity]

Note: This power of attorney should be on the letterhead duly signed and stamped nominating a representative to transact and sign document on behalf of your company.