

# **KENYA CIVIL AVIATION AUTHORITY**



**TENDER NO: KCAA/022/2019-2020**

**THE PROVISION OF CLEANING AND  
ENVIRONMENTAL MANAGEMENT SERVICES  
FOR TWO (2) YEARS - FOR KCAA  
HEADQUARTERS – AVIATION HOUSE**

**DATE OF NOTICE: TUESDAY, 3<sup>RD</sup> DECEMBER, 2019**

**CLOSING DATE: WEDNESDAY, 18<sup>TH</sup> DECEMBER,  
2019 AT 11:00AM**

- 1. Mandatory site visit/ pre tender meeting shall be held at KCAA headquarters in Aviation House, Jomo Kenyatta International Airport on Wednesday 11<sup>th</sup> December, 2019 at 11:00am)**
- 2. All bidders must note that KCAA communicates only in writing to all interested bidders during the entire tendering process**

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## **INTRODUCTION**

Kenya Civil Aviation Authority herein referred to KCAA wishes to tender for provision of cleaning and environmental management services at KCAA headquarters in Aviation House as specified in the tender document.

Bidders must possess the necessary professional and technical qualifications and competence, financial resources, equipment and other physical facilities, managerial capability, experience in the provision of the services, reputation, and the personnel to perform the contract. They should also have legal capacity to enter into the contract and that they have continuously fulfilled obligations to pay taxes and social security contributions

## SECTION I – INVITATION TO TENDER

**DATE OF NOTICE: TUESDAY 3<sup>RD</sup> DECEMBER, 2019**

**TENDER REF. NO.KCAA/022/2019-2020**

**TENDER NAME: PROVISION OF CLEANING AND ENVIRONMENTAL MANAGEMENT SERVICES AT KENYA CIVIL AVIATION AUTHORITY HEADQUARTERS (AVIATION HOUSE).**

- 1.0** KCAA invites sealed bids from all interested candidates for **Provision of Cleaning and environmental management services** for two (2) years at Kenya Civil Aviation Authority headquarters in Aviation House.
- 1.1** Interested eligible candidates may obtain further information from and inspect the tender documents at **KCAA Procurement Office on ground floor, Aviation House Jomo Kenyatta International Airport** during normal office working hours (8.00am-1.00pm, 2.00pm – 5.00pm). Bidders may also view and download the bidding document from KCAA website: **www.kcaa.or.ke** or IFMIS supplier portal: **supplier.treasury.go.ke** at no cost and immediately forward their particulars for records and for the purposes of receiving any further tender clarifications and/or addendums **procurement@kcaa.or.ke**.
- 1.2** A complete set of tender documents may be obtained by interested candidates upon payment of a non-refundable fee of One thousand Kenya Shillings (**Ksh 1,000.00**) in cash or bankers cheque payable to **Director General**, Kenya Civil Aviation Authority. Bidders who download the tender document will not be required to pay.
- 1.3** Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings or easily convertible foreign currency and shall remain valid for a period of 90 days from the Closing date of the tender.
- 1.4** **The Mandatory site visit for interested bidders shall be held at KCAA headquarters in Aviation House, Jomo Kenyatta International Airport on Wednesday 11<sup>th</sup> December, 2019 at 11:00am**
- 1.5** Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at **Ground floor, Aviation House, Jomo Kenyatta International Airport** or be addressed to:

**The Director General,  
Kenya Civil Aviation Authority,  
P.O Box 30163-00100, Nairobi**

So as to be received on or **before Wednesday, 18<sup>th</sup> December, 2019 at 11.00 am.**

- 1.6** Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at **KCAA Auditorium on Ground Floor, Aviation House, JKIA, Nairobi.**

**Manager Procurement  
For: Director General**

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## **SECTION II INSTRUCTIONS TO TENDERERS**

### **2.1 Eligible tenderers**

- 2.1.1. This Invitation to tender is open to all tenderers eligible 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.
- 2.1.2. The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.1.3. 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 Procuring entity 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.
- 2.1.4. Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

### **2.2 Cost of tendering**

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The price to be charged for the tender document shall not exceed Kshs.5,000/=
- 2.2.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

### **2.3 Contents of tender documents**

- 2.3.1. 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) Contract form
- ix) Confidential business questionnaire form
- x) Tender security form
- xi) Performance security form

2.3.2. 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.

## **2.4 Clarification of Documents**

2.4.1. A prospective candidate making inquiries of the tender document may notify the Procuring entity in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. The Procuring entity 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 procuring entity. 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"

2.4.2. The procuring entity 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

## **2.5 Amendment of documents**

2.5.1. At any time prior to the deadline for submission of tenders, the Procuring entity, 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.

2.5.2. 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.

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

## **2.6 Language of tender**

2.6.1. The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring entity, 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.

## **2.7 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; Tender security furnished is in accordance with Clause 2.12

(d) Confidential business questionnaire

## **2.8 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.

## **2.9 Tender Prices**

2.9.1 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.

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

2.9.3 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.



- 2.9.4 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)
- 2.9.5 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.
- 2.9.6 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

## **2.10 Tender Currencies**

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

## **2.11 Tenderers Eligibility and Qualifications.**

2.11.1 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.

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

## **2.12 Tender Security**

2.12.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Invitation to tender.

2.12.2 The tender security shall be in the amount not exceeding 2 per cent of the tender price.

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

2.12.3 The tender security shall be denominated in a Kenya Shillings or in another freely convertible currency and shall be in the form of:

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

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

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

2.12.6 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.

2.12.7 The tender security may be forfeited:

(a) If a tenderer withdraws its tender during the period of tender validity specified by the procuring entity 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.

© If the tenderer rejects, correction of an error in the tender.

## **2.13 Validity of Tenders**

2.13.1 Tenders shall remain valid for 90 days or as specified in the invitation to tender after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.

2.13.2 In exceptional circumstances, the Procuring entity 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.

## **2.14 Format and Signing of Tender**

2.14.1 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.

2.14.2 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.

2.14.3 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.

## 2.15 Sealing and Marking of Tenders

2.15.1 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 Procuring entity 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 **Wednesday, 18<sup>th</sup> December, 2019 at 11.00 a.m.**”

2.15.3 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”.

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

## 2.16 Deadline for Submission of Tenders

2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 no later than **Wednesday, 18<sup>th</sup> December, 2019 at 11.00 a.m.**

2.16.2 The procuring entity 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 procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

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

## 2.17 **Modification and withdrawal of tenders**

- 2.17.1 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 procuring entity prior to the deadline prescribed for the submission of tenders.
- 2.17.2 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.
- 2.17.3 No tender may be modified after the deadline for submission of tenders.
- 2.17.4 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.
- 2.17.5 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.17.6 The procuring entity 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.

## 2.18 **Opening of Tenders**

- 2.18.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at 11.00 a.m. On **Wednesday, 18<sup>th</sup> December, 2019 at 11.00 a.m** and in the location specified in the invitation to tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.
- 2.18.3 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 Procuring Entity, at its discretion, may consider appropriate, will be announced at the opening.

2.18.4 The procuring entity will prepare minutes of the tender opening which will be submitted to the tenderers that signed the tender opening register and will have made the request.

## **2.19 Clarification of tenders**

2.19.1 To assist in the examination, evaluation and comparison of tenders the procuring entity 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.

2.19.2 Any effort by the tenderer to influence the procuring entity in the procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderer's tender.

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

## **2.20 Preliminary Examination and Responsiveness**

2.20.1 The Procuring entity 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.

2.20.2 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.

2.20.3 The Procuring entity 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.

2.20.4 Prior to the detailed evaluation, pursuant to paragraph 23, the Procuring entity 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. The Procuring entity's

determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

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

## 2.21 **Conversion to a single currency**

2.21.1 Where other currencies are used, the procuring entity 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.

## 2.22 **Evaluation and comparison of tenders.**

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

2.22.2 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.

2.22.3 The Procuring entity'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;

2.22.4 Pursuant to paragraph 2.23 the following evaluation methods will be applied:

### (a) ***Operational Plan.***

The Procuring entity 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 the procuring entity's 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 Procuring entity may consider the alternative payment schedule offered by the selected tenderer.

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

2.22.6 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.

## **2.23. Contacting the procuring entity**

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

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

## **2.24 Award of Contract**

### **a) Post qualification**

2.24.1 In the absence of pre-qualification, the Procuring entity 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.

2.24.2 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 Procuring entity deems necessary and appropriate.

2.24.3 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 Procuring entity will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

### **b) Award Criteria**

2.24.3 Subject to paragraph 2.29 the Procuring entity 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.

2.24.4 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 thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the procuring entity's action. If the procuring



entity determines that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.

2.24.5A 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.

## **2.25 Notification of award**

2.25.1 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.

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

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

## **2.26 Signing of Contract**

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

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

2.26.3 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.

## **2.27 Performance Security**

2.27.1 Within thirty (30) days of the receipt of notification of award from the Procuring entity, 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 Procuring entity.

2.27.2 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 Procuring entity may make the award to the next lowest evaluated or call for new tenders.

## **2.28 Corrupt or Fraudulent Practices**

2.28.1 The Procuring entity 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.

2.28.1 The procuring entity 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;

2.28.2 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	Particulars of eligible tenderers Registered cleaning firms operating in Kenya
2.8	The Form of Tender must be filled and signed.
2.10	Particulars of other currencies allowed. Quotation should be in Kenya shillings only.
2.12	Duly filled and stamped Tender Securing declaration form valid for 120 days.
2.13.1	Tender shall remain valid for a period of 90 days from the date of opening
2.14.1	Bidders shall provide 1 ORIGINAL copy of the tender document clearly marked original and 1 other copy marked COPY all placed in one envelope and tender title and number and closing date clearly written on top of the envelope
2.16	Deadline for Submission of Tenders /Closing date shall be <b>Wednesday, 18<sup>th</sup> December, 2019 at 11.00 a.m.</b>

## EVALUATION CRITERIA

Kenya Civil Aviation Authority will consider the following three categories of criteria to evaluate the tenders and consultants.

- a) Mandatory tender requirements
- b) Technical capability assessment
- c) Financial Evaluation.
- d) Due diligence

### (a) MANDATORY REQUIREMENTS

The submission of the following mandatory items will be required in the determination of the completeness of the bid and responsiveness of bidders. Bids that do not contain all the information required will be declared non responsive and shall not be evaluated further.

No.	Documents to be submitted
1.	<b>Ineligibility:</b> - Bidders and associated firms who have existing ongoing contracts with KCAA which have delayed beyond the original scheduled completion period in the contract or having none performing records or terminated contracts are not eligible to participate.
2.	<b>Project commitment/plan</b> – Bidders MUST attach a sample project plan/work program (provide details). (Please note, there shall be no extension of period.
3.	Duly filled and stamped Tender Securing declaration form valid for 120 days.
4.	Provide a Tender Security of <b>KES 200,000.00</b> in the format indicated in the appendix to instructions to tenderers valid for 120 days from the date of tender opening.
5.	Duly filled, signed and stamped Form of Tender
6.	Certificate of Incorporation/Registration
7.	The bidder shall ensure serialization/pagination of all pages of the bids submitted - comprising <b>1 original document and one copy</b>
8.	Attach a valid Tax Compliance certificate
9.	<b>Mandatory site survey &amp; pre-bid meeting:</b> Site visit forms must be filled and signed by the appointed Kenya Civil Aviation Authority representative and the bidder's representative interested to bid
10.	Duly filled and signed confidential business questionnaire
11.	Duly signed sworn Anti-corruption affidavit
12.	Valid NHIF Compliance Certificate
13.	Valid NSSF Compliance Certificate
14.	Valid Business License from the County of operation
15.	Compliance with labour minimum wages (Attach a valid certificate of compliance from the Ministry of labour)
16.	Must be a registered firm with at least 4 years continuous experience in cleaning/ground management services (attach copy of certificate of registration)
17.	<b>Experience:</b> Proof of successfully completing at <b>least three (3) similar projects, worth 6 million and above per contract per year and one of which must be a running contract for cleaning and environmental or Ground management services aspects of environmental services. Give a listing of those projects and (MUST Attach the three (3) copies of Contract/LSO/completion certificates and the respective recommendation letters</b>
18.	Submit a statement in the letterhead of the bidder indicating that the company is not insolvent, in receivership, bankrupt or in the process of being wound up
19.	Submit a statement in the letterhead of the bidder indicating that the person or his/her subcontractor, if any, is not debarred from participating in procurement proceedings
20.	Submit a statement in the bidder's letter head indicating that the person participating in procurement proceedings has not been convicted of corrupt or fraudulent practices

## (b) TECHNICAL EVALUATION CRITERIA

In order to increase objectivity in the evaluation, technical scores will be evaluated on a weighted basis whereby each evaluated item is assigned some weights based on their importance to KCAA. Items to be considered and maximum scores assigned are tabulated in the table below:-

### TECHNICAL EVALUATION CRITERIA

No.	Parameters	scores	Remarks
1.	Give 3 companies' references of similar size to KCAA that you have successfully provided similar services in the last 3 years with a value of Kshs 6 million and above. Provide recommendation letters from the clients with <b>details of contact person and contract price of each contract. 10 Marks for each contract</b>	30	
2.	Give number of qualified staff currently employed by your firm. Please attach your organizational /company structure. <b>5 Marks</b>	5	
3.	Provide certified CV's for at least 4 supervisory staff that you intend to attach for the execution of the contract if successful. Attach respective relevant professional certificates. <b>5 marks for each staff</b>	20	
4.	List equipment that you own both for cleaning and environmental management e.g. Hoofing machine, Scrubbing Machine, Sucker Vehicles etc. (attach ownership evidence, If leased attach lease agreement). <b>2 Marks for each equipment listed with proof of ownership or lease agreement up to a max of 20 marks</b>	20	
5.	Site visit – attach site visit form dully signed and stamped by the authorized KCAA officer or his representative. <b>10 marks</b>	10	
6.	<b>Financial Resources:</b> Financial capability of the firm based on documented information to be provided by the bidder. This will include <b>Audited accounts, letters from potential financiers, and any other proof of having adequate capital towards implementation of this project.</b>	15	
	<b>TOTAL MARKS</b>	<b>100</b>	

**Note: Pass mark to proceed to financial evaluation is 80%**

### c) FINANCIAL EVALUATION:

- This will entail making comparison of the bid prices submitted by the respective bidders who will have submitted all the mandatory requirements in (a) above and met the pass mark of 80% under the technical evaluation criteria outlined in (b). The winning bidder will be the lowest bidder among these firms.
- Bidders who quote below the Government minimum recommended wages per employee as per the current prevailing Labor laws shall be disqualified.

### d) DUE DILIGENCE WHERE NECESSARY

## **SECTION III: GENERAL CONDITIONS OF CONTRACT**

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## **SECTION III GENERAL CONDITIONS OF CONTRACT**

### **3.1 Definitions**

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

- a) “The contract” means the agreement entered into between the Procuring entity 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 Procuring entity under the Contract.
- d) “The Procuring entity” 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

### **3.2 Application**

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

### **3.3 Standards**

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

### **3.5 Patent Right’s**

The tenderer shall indemnify the Procuring entity 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.

### **3.6 Performance Security**

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

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

3.6.3 The performance security shall be denominated in the currency of the Contract or in a freely convertible currency acceptable to the Procuring entity 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.

3.6.4 The performance security will be discharged by the procuring entity 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.

### **3.7 Inspections and Tests**

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

3.7.2 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 Procuring entity.

3.7.3 Should any inspected or tested services fail to conform to the Specifications, the Procuring entity 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 Procuring entity.



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

### 3.8 **Payment**

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

### 3.9 **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 the procuring entity's 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.

### 3.10 **Assignment**

The tenderer shall not assign, in whole or in part, its obligations to perform under this contract, except with the procuring entity's prior written consent.

### 3.10 **Termination for Default**

The Procuring entity 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:

- a) 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 Procuring entity.
- b) If the tenderer fails to perform any other obligation(s) under the Contract.
- c) If the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- d) In the event the Procuring entity 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 Procuring entity for any excess costs for such similar services.

### **3.12 Termination of insolvency**

The procuring entity may at the any time 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 procuring entity.

### **3.13 Termination for convenience**

3.13.1 The procuring entity 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 procuring entity convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

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

### **3.14 Resolution of disputes**

The procuring entity's 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.

### **3.15 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.

### **3.16 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.

### **3.17 Applicable Law.**

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

### **3.18 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.

## SECTION IV SPECIAL CONDITIONS OF CONTRACT

- 4.1 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.
- 4.2 Special conditions of contract with reference to the general conditions of contract.

<b>General conditions of contract reference</b>	<b>Special conditions of contract</b>
3.6	A performance security of 10% of the contract price in the form of a banker's cheque or guarantee will be required from the winning bidder.
3.8	Payment shall be made on a monthly basis and payment process shall commence upon submission of invoice.
3.9	Prices shall be maintained for a period of two years.
23.14	In case of a dispute between the purchaser and the supplier, the dispute shall be referred arbitration in accordance with the laws of Kenya.
3.17	The applicable law shall be Kenyan Law
3.18	Kenya Civil Aviation Authority, P.O Box 30163-00100, NAIROBI, GPO.  Suppliers contact to be furnished.

## SECTION V – SCHEDULE OF REQUIREMENTS

### **SCOPE OF THE WORKS**

The head office building (Aviation House) has a total space of **13,203 m<sup>2</sup>** of built up area and external and surrounding compound of **23,385 m<sup>2</sup>** as tabulated here below:

<b>REQUIREMENTS FOR CLEANING SERVICES</b>			
<b>No.</b>	<b>Area of operation</b>	<b>Size in m<sup>2</sup></b>	<b>Minimum No. of Personnel required</b>
1	Basement	3,855 m <sup>2</sup>	2
2	Ground floor	4,014 m <sup>2</sup>	6
3	First floor	1,379 m <sup>2</sup>	4
4	Second floor	1,349 m <sup>2</sup>	4
5	Third floor	1,320 m <sup>2</sup>	4
6	Fourth floor	1,286 m <sup>2</sup>	4
<b>Total for cleaning services</b>		<b>13,203 m<sup>2</sup></b>	<b>24</b>

<b>REQUIREMENTS FOR ENVIRONMENTAL SERVICES</b>			
<b>No.</b>	<b>Area of operation</b>	<b>Size in m<sup>2</sup></b>	<b>Minimum No. of Personnel required</b>
1	External compound and flower gardens	21,385 m <sup>2</sup>	10
2	Main gate area, external driveway and external area around the perimeter fence	2,000 m <sup>2</sup>	4
<b>Total</b>		<b>23,385 m<sup>2</sup></b>	<b>14</b>

#### **NB:**

- **Ensure deployment of required personnel at all times**
- **Subject to Adherence to minimum wage and payment of statutory deductions (e.g. NHIF, NSSF etc.)**

The scope of work in the premises is spread into the following categories:

#### **(a) Scope of the Work for cleaning services**

The cleaning services will require the contracted firm to undertake the following tasks: -

1. Remove rubbish from all areas, dirt, stains cobwebs, spills or foreign objects and generally ensure that they are free of any blemish;
2. Ensure that all areas are free from any foul or unpleasant odours by maintaining their cleanliness;
3. Ensure that all polished or smooth surfaces retain their shining gloss by regular polishing with the right quality polish;
4. Provide all toilets accessories including high quality white tissue paper, hand wash soap, disinfectants, air freshener and step on sanitary bin and ensure supply is consistent throughout the contractual period;
5. Collect and dispose all rubbish, dirt, waste materials or refuse from the building to places designated for the purpose;

6. Fumigate the buildings once every three (3) months for insects, rodents and any other pests;
7. Check the working conditions of drainpipes, main sanitary apparatus, sewer lines, water pipes and report to the Authority any fault for rectification;
8. Thoroughly scrub and polish the floors once a week;
9. Wipe, dust or clean all desk tops, workstations, computer surfaces, shelves etc with recommended cleaning agents;
10. Hoover all carpeted areas daily;
11. Thoroughly clean and dry all carpets once a month;
12. Clean desks, cabinets, tables and chairs with soap, water and polish where necessary once every three (3) months;
13. Keep all walls clean at all times.
14. Laundering of all curtains in every office once every month.

### Description of Services

	<b>TASKS</b>	<b>REQUIREMENTS/ AREAS OF OPERATION</b>	<b>DELIVERABLES</b>
1	Remove from all areas specified in the contract rubbish, dirt, stains, cobwebs or spills or foreign objects and generally ensure that they are free of any blemish	All areas	Clean, washed, dustless, polished & rubbish free area throughout
2	Ensure that all areas are free from any foul or unpleasant odours by maintaining their cleanliness	All areas	Cleaning, wash, dust & use air fresheners
3	Ensure that all polished or smooth surfaces retain their shining gloss by regularly polishing them with the right quality polish	All required areas	Polish by use of high quality polish (well-polished smooth surfaces throughout)
4	a) Provide all toilets accessories including:-		
	High quality white tissue paper jumbo per toilet unit	Daily	Ensure supply throughout the contractual period
	Hand wash soap / shampoo in a dispenser	Daily	Ensure supply throughout the contractual period
	Disinfectants	daily	Ensure supply throughout the contractual period
	Air freshener in the offices and toilets (1 can in every washroom per month including batteries) Provide peddle bins	Daily	Ensure supply throughout the contractual period
	Step on sanitary bin in ladies washrooms changeable weekly	weekly	Ensure supply throughout the contractual period

	b) Ensure all sanitary facilities are: - Distained - Degreased - Disinfected - Cleaned	Daily	Ensure compliance
5	Collect and dispose all rubbish ,dirt ,waste materials or refuse from the building to places designated for the purpose (solid waste transfer station)	All areas daily	Provide waste baskets & ensure they are emptied regularly
6	Fumigate the buildings once every three (3) months for insects, rodents and pests or when need arises	All areas	Fumigate with recommended chemicals
7	Check the working conditions of drainpipes, main sanitary apparatus, water pipes and drain and to report to the Authority any fault for rectification	All relevant areas daily	Ensure cleanliness and report defects
8	Thoroughly scrub and polish the floors once a week	All areas	To be done every Saturday
9	Wipe, dust or clean all desk tops, workstations, computers surfaces, shelves etc. with recommended cleaning agents	All offices daily	Ensure all surfaces are free from dust throughout
10	Hoover all carpeted areas daily	Carpeted areas	To be done every morning
11	Thoroughly wash all carpets once a month	Carpeted areas	Provide a signed report from the KCAA supervisor
12	Keep all walls clean at all times by dusting and cleaning and disinfecting.	All areas daily	Cleaned and dustless walls
13	Compound cleaning, grass cutting and maintenance of flower gardens, watering of grounds and plants.	All relevant areas	Dirty free compound, well cut grass & weed free flower gardens all the time
14	Cleaning and polishing of all glass areas internally and externally	Weekly	Dirt and dust free glass areas
15	Cleaning on high area (safety gear and scaffolding should be included)	Monthly	This is a must
16	Cleaning of furniture with upholstery	Weekly	Ensure cleanliness and report defects

<b>NO</b>	<b>FOCUS AREAS</b>	<b>MAIN TASKS</b>
1	Windows	Cleaning, removal of cobwebs, dusting and polishing
2	Doors	Cleaning removal of cobwebs, dusting, disinfection of common hand reach areas
3	Ceiling and ceiling fixtures	Cleaning, removal of cobwebs and dusting
4	Glass walls and metal frames	Dusting and cleaning and polishing were necessary
5	Lighting units	Removal of cobwebs and dusting
6	Grills	Cleaning, dusting and washing
7	Wall fixtures	Dusting and removals of cobwebs
8	Curtains	Washing (once every month)
9	Common hand each areas in walls, doors, desks, pillars	Disinfection
10	Metal roof rails	Dusting, removal of cobwebs and disinfection
11	Building Eaves and Sun breakers	Dusting, removal of cobwebs and disinfection
12	Building Pillars	Dusting, cleaning and disinfection
13	Lifts	Cleaning and disinfection
14	Staircases	Cleaning and polishing
15	Parking lots	Clearing, degreasing, removal of waste and grit
16	Pavements	Cleaning
17	Perimeter fence	Cleaning and removal of cobwebs
18	Garbage Transfer station	Safe storage of waste and cleaning after transfer of waste
19	Sentry house	Cleaning
20	Fuel pump station	Cleaning and Degreasing
21	Basement parking	Cleaning, degreasing and disinfection
22	Generator Room	Cleaning, removal of cob webs, degreasing and disinfection
23	Flower beds	Trimming, cultivating, and maintaining the flower gardens
24	Glass areas	Cleaning and polishing
25	Toilets/washrooms	Degreasing, distaining and provide peddle bins
26	Gymnasium shower rooms	Cleaning, degreasing and disinfection



## Summary of Main Cleaning Tasks & deliverables under this contract

	<b>Main Tasks</b>
1.	Sweeping
2.	Dusting
3.	Mopping
4.	Washing
5.	Scrubbing
6.	Polishing
7.	Degreasing
8.	Distaining
9.	Polishing
10.	Disinfection
11.	Vacuum cleaning/ hoover and deep cleaning
12.	Fumigation
13.	Laundering
14.	Garbage collection
15.	Grass cutting
16.	Maintenance of flower gardens and trees including replacing dead ones
17.	Provision of Air fresheners- 1 can in every washroom per month
18.	Provision of Toilet Papers (high quality)
19.	Provision of sanitary bins
20.	Provision of peddle bins
21.	Provision of disinfectants
22.	Provision of hand wash soap
23.	Provision of hand paper towels in washrooms (high quality)

### **(b) Scope of work for environmental services**

The new KCAA Head Office site measures approximately 2.525 Hectares (6.237 Acres). It is generally flat with a very gentle slope towards Mombasa Rd. A total of 3,855 m<sup>2</sup> is covered by the building. The rest of the plot is open with outside car parking area and grass lawns. This area requires environmental management services as follows:

#### **(i) Drainage**

- ❖ The side drains and open storm water drains shall be maintained free of debris, silt, vegetation and any other movable obstacle at all times throughout the year.
- ❖ The closed slotted storm water drains shall be maintained free of debris, silt and any other obstacles at all times throughout the year.
- ❖ The closed slotted storm water drains shall be flushed using high-pressure water jetting equipment at least once every three months to remove accumulated debris and maintain the drains in good working order at all times including rodding the slots.

- ❖ The contractor shall replace all/any broken slabs on the closed slotted storm water drains within 24 hours of receiving a report of or identifying a broken slab. A warning sign must be provided immediately at the position of any broken slab to warn motorists of the danger posed by the broken slab.
- ❖ All debris, silt, vegetation and any other obstacles removed from the drains shall be immediately disposed at approved disposal sites.

## **(ii) Grass Cutting**

- ❖ Trees and shrubs in the areas detailed in the contract for grass cutting shall be pruned or cut as required and as directed by the Premises Administrator.
- ❖ Trimming of grass along the pathways, roadsides and parking edges shall be done daily.
- ❖ Grass cutting shall be carried out on a regular basis to ensure it is trimmed at all times throughout the year. Grass in all the areas as detailed in the contract shall not be allowed to exceed 5 cm in height at any time.
- ❖ Grass around light fixtures and other essential equipment shall be cut regularly with slashers to ensure that there are no obstructions at any time.
- ❖ Collecting of stones in all areas where grass is cut shall be done on a daily basis to ensure effective grass cutting with machines.
- ❖ To protect and rid the grounds of pests, ant-hills and other destructive organisms
- ❖ Spraying weed killer on the weeds (especially grass) growing on the pavements of pathways, roadsides and parking areas.

## **(iii) Gardening**

All flower gardens, trees and shrubs in all areas shall be weeded and watered daily.

- ❖ Trees and shrubs in all areas shall be pruned or cut as required and as directed by Administrator of the project or his representative.
- ❖ Slashing of grass shall be done daily or whenever the need arises.
- ❖ Trimming of grass along the road kerb edges shall be done daily.
- ❖ Manuring of grass lawns to be done once in three months or every quarter.
- ❖ Grass to remain green where water points are available and flowing.
- ❖ Grass cutting in all areas shall be carried out on a regular basis to ensure it is trimmed at all times throughout the year. Grass in all areas shall not be allowed to exceed 50 mm in height at any time.
- ❖ Pruning of flowers shall be done continuously with a minimum of twice a week in all areas.
- ❖ All gardens and grass lawns shall be maintained free of litter at all times. Collection and immediate disposal of litter shall be done daily.
- ❖ Spraying of pesticides and herbicides on gardens, trees and shrubs shall be done on a quarterly basis and whenever the plants are affected.

- ❖ New sets of flowers in the gardens shall be planted to replace the old ones whenever the weather allows (or whenever required to maintain well-kept gardens)
- ❖ Replacement of dead plants, unsuitable plants and repairs of supporting framework in the flowerbeds and hedges shall be done immediately whenever destroyed or damaged.
- ❖ Raking and tidying of flower gardens shall be done daily.
- ❖ General maintenance of potted plants and flowers shall be done daily i.e. watering, pruning and removal of litter.
- ❖ Manuring of flower gardens, trees and shrubs shall be done on quarterly basis.
- ❖ Planting of extra trees and shrubs shall be carried out on instructions of the Administrator of the project or his representative.
- ❖ Trees shall be kept free of weeds by spot weeding a diameter of one (1) meter around the tree.
- ❖ Trees shall be neatly pruned at all times.
- ❖ Spraying weed killer on the weeds (especially grass) growing on the road pavements and removing the same manually.

**(iv) Garbage Collection and Disposal**

- ❖ Garbage shall be picked and disposed daily to the designated area before disposal by the contractor.
- ❖ Collection points should be kept neat at all times free from odour and foul smell.
- ❖ Garbage and containers should be stored in a manner that will not be vulnerable to dogs, cats etc.
- ❖ The contractor is expected to have a garbage collection van to enable disposal at the appropriate dumping sites.

**(v) Summary of main environmental management tasks**

- Grass cutting and disposal.
- Cutting and trimming of lawn edges and disposal.
- Trimming of perimeter fence and disposal of the cuttings.
- Maintenance of flower beds, application of farm manure, Red soil, weeding, tilling, removal of dead flowers, acquiring and planting of new flowers and watering.
- Collection and maintaining of litter at the strategic locations.
- Drainage – cleaning of storm waterways and clearing of rain water pools
- Sewerage maintenance and fumigation once monthly.
- Pests and herbs control by eradicating ants, clearing and Leveling ground, application of herbicides to kill shrubs and other plants on pathways, pavements, walls, courtyards and car parks.
- Cutting down unwanted trees and plants and disposing to designated areas as shall be instructed.
- Provision and placement of environmental protection notices in sensitive / designated areas (e.g. do not step on the grass) as shall be instructed.

## Description of Services

1.	<ul style="list-style-type: none"> <li>➤ <b>Lawns</b></li> <li>➤ <b>(i) Grass cutting</b></li> <li>➤ Cut grass to the standard level and dispose as shall be instructed.</li> <li>➤ (ii) Cutting and trimming lawn edges.</li> <li>➤ Cut to the standard level as shall be instructed and dispose.</li> </ul>
2.	<ul style="list-style-type: none"> <li>➤ <b>Garbage Collection</b></li> <li>➤ Supply 20 litre polythene bags daily. Collection and disposal of garbage from the compound and litter bins on daily basis.</li> </ul>
3.    4.	<ul style="list-style-type: none"> <li>➤ <b>Fences</b></li> <li>➤ <b>(i) Trimming perimeter fence</b></li> <li>➤ Trimming and maintaining of fence on regular basis to the standard level as shall be agreed with the winning bidder.</li> <li>➤ Disposal of cuttings.</li> <li>➤ <b>(ii) Landscaping</b></li> <li>➤ Landscaping shall be undertaken in liaison with the administrator of the project.</li> <li>➤ <b>(iii) Flower beds</b></li> <li>➤ Weeding, Tilling and Watering.</li> <li>➤ Applying Red Soil.</li> <li>➤ Applying Farm Manure.</li> <li>➤ Removing dead flowers.</li> <li>➤ Acquiring and planting new flowers.</li> <li>➤ <b>(iv) Trees and other plants</b></li> <li>➤ Till, water and tend existing trees.</li> <li>➤ Cutting down unwanted trees and plants.</li> </ul>
5	<ul style="list-style-type: none"> <li>➤ <b>Pollution Control</b></li> <li>➤ <b>(i) Management of litter</b></li> <li>➤ Maintain litter bins in strategic locations.</li> <li>➤ Sweeping car parks, pathways and pavements.</li> <li>➤ Provide and put environmental protection notices in sensitive areas e.g. do not step on grass.</li> <li>➤ <b>(ii) Drainage</b></li> <li>➤ Clean storm waterways.</li> <li>➤ Clearing of water pools.</li> <li>➤ <b>(iii) Sewerage</b></li> <li>➤ Unblock, flash, clean sewer lines regularly to be always in working condition.</li> <li>➤ Fumigate sewer lines once a month.</li> <li>➤ <b>(iv) Pests and Herbs Control</b></li> <li>➤ Clearing Anti- hills if any and leveling grounds.</li> <li>➤ Eradicating the ants by applying pesticides.</li> <li>➤ Application of herbicides to kill shrubs and other plants on pathways, pavements, walls, courtyards and car parks.</li> </ul>

**NB:** The service provider must come up with **work schedules** for all the activities and **monitoring tools** for ease of supervision.

### DURATION OF THE CONTRACT

The tenderer will provide the service for duration of 2 (two) years **(subject to satisfactory performance in the first year)** from the date of contract signing by both parties (Hereinafter referred to as "the term"). This contract shall be deemed to

have commenced immediately on signing by both parties. The contract will be subject to annual review of performance at the end of the first year.

## SECTION VII: PRICE SCHEDULE FOR CLEANING SERVICES

### TITLE OF TENDER: PROVISION OF CLEANING AND ENVIRONMENTAL MANAGEMENT SERVICES AT KCAA HEADQUARTERS IN AVIATION HOUSE.

Name of Tenderer: .....

Tender Number: KCAA/022/2019-2020

Item	Description	Price per month Kshs.	Total Price for 24 months Kshs
1.	Cleaning Services at KCAA headquarters in Aviation House with an area of = <b>13,203 m<sup>2</sup></b>		
2.	External compound and flower gardens = <b>21,385 m<sup>2</sup></b>		
3	Main gate area, external driveway and external area around the perimeter fence = <b>2,000 m<sup>2</sup></b>		
<b>TOTAL AMOUNT FOR THE TWO YEARS (24 MONTHS)- IN KENYA SHILLINGS TO BE TRANSFERRED TO THE FORM OF TENDER</b>			

#### PLEASE NOTE AND COMPLY WITH THE FOLLOWING:

- i. All prices to be inclusive of all taxes.
- ii. Price quoted shall be **for two years (24 months)**
- iii. Bidders must bid for the entire request for their bids to be responsive.

**Authorized Official of the tenderer:**

-----

-----

**Name**

**Signature and date**

**Official Rubberstamp**

**SITE VISIT FORM**  
**(TO BE RETURNED DULY SIGNED AND STAMPED WITH TENDER DOCUMENT)**

**PROVISION OF CLEANING AND ENVIRONMENTAL MANAGEMENT SERVICES  
FOR KCAA HEADQUARTERS – AVIATION HOUSE - JOMO KENYATTA  
INTERNATIONAL AIRPORT**

THIS IS TO CONFIRM THAT -----

(COMPANY NAME) HAS MADE A SITE VISIT TO THE KCAA HEADQUARTERS (AVIATION HOUSE) AT JOMO KEYATTA INTERNATIOAL.

**COMPANY REPRESENTATIVE**

NAME -----

DESIGNATION-----

SIGNED -----

DATE -----

OFFICIAL STAMP

**KCAA REPRESENTATIVE**

NAME -----

DESIGNATION-----

SIGNED -----

DATE -----

OFFICIAL STAMP

## **SECTION VIII: STANDARD FORMS**

### **Notes on standard forms**

1. The tenderer shall complete and submit with its tender the form of tender and price schedules pursuant to instructions to tenderers clause 9 and in accordance with the requirements included in the special conditions of contract.
2. When requested by the appendix to the instructions to tenderers, the tenderer should provide the tender security, either in the form included herein or in another form acceptable to the procuring entity pursuant to instructions to tenderers clause 12.3
3. The contract form, the price schedules and the schedule of requirements shall be deemed to form part of the contract and should be modified accordingly at the time of contract award to incorporate corrections or modifications agreed by the tenderer and the procuring entity in accordance with the instructions to tenderers or general conditions of contract.
4. The performance security and bank guarantee for advance payment forms should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance/entity and bank guarantee for advance payment forms in accordance with the forms indicated herein or in another form acceptable to the procuring entity and pursuant to the – conditions of contract.
5. The principal's or manufacturer's authorization form should be completed by the principal or the manufacturer, as appropriate in accordance with the tender documents.

## **SECTION VI - STANDARD FORMS**

1. Form of tender
2. Price schedules
3. Contract form
4. Confidential Questionnaire form
5. Tender security form
6. Performance security form
7. Bank guarantee for advance payment



## FORM OF TENDER

Date \_\_\_\_\_

Tender No. \_\_\_\_\_

To: Kenya Civil Aviation Authority

P.O BOX 30163-00100, Nairobi

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos..... *[insert numbers]* of which is hereby duly acknowledged, we the undersigned, offer **Provision of Cleaning and Environmental Management Services at Kenya Civil Aviation Headquarters** for a period of **two (2) years** 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 provide the services in accordance with the services schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the tender guarantee in a sum 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 abide 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. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2019

*[signature]*

*[In the capacity of]*

Duly authorized to sign tender for and on behalf of

---

## 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 materials and spares. Viz..... [Brief description of materials and spares] and has accepted a tender by the tenderer for the supply of those materials and spares in the sum of ..... [Contract price in words and figures]

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 tenderer hereby covenants with the Procuring entity to provide the materials and spares 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 provision of the materials and spares 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 \_\_\_\_\_.

## CONFIDENTIAL BUSINESS QUESTIONNAIRE

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.

<p><b>Part 1 General</b></p> <p>Business Name .....</p> <p>Location of Business Premises .....</p> <p>Plot No,..... Street/Road.....</p> <p>Postal address ..... Tel No. .... Fax Email.....</p> <p>Nature of Business .....</p> <p>Registration Certificate No. ....</p> <p>Maximum value of business which you can handle at any one time Kshs.....</p> <p>Name of your bankers.....</p> <p>Branch .....</p>																							
<p><b>Part 2 (a) – Sole Proprietor</b></p>																							
<p>Your name in full.....Age.....</p> <p>Nationality.....Country of Origin.....</p> <p>Citizenship details .....</p>																							
<p><b>Part 2 (b) – Partnership</b></p>																							
<p>Given details of partners as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 25%;">Citizenship details</th> <th style="width: 25%;">Shares</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. ....	.....	.....	.....
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<p><b>Part 2 (c) – Registered Company</b></p>																							
<p>Private or Public: .....</p> <p>State the nominal and issued capital of company</p> <p>Nominal Kshs... ..</p> <p>Issued Kshs.....</p> <p>Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 25%;">Citizenship details</th> <th style="width: 25%;">Shares</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. ....	.....	.....	.....
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3. ....	.....	.....	.....																				
4. ....	.....	.....	.....																				
<p>Date.....Signature of Candidate.....</p>																							

If a citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration

## TENDER SECURITY FORM

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..... Of  
..... [Name of bank] of [name of country], having our registered office at [name of procuring entity] (hereinafter called <the procuring entity> in the sum of [state the amount] 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)*

**PERFORMANCE SECURITY FORM**

To: Kenya Civil Aviation Authority

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 services](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 figures],*

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 your 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

\_\_\_\_\_  
Signature and seal of the Guarantors

\_\_\_\_\_  
*[name of bank or financial institution]*

\_\_\_\_\_  
*[address]*

\_\_\_\_\_  
*[date]*

*(Amend accordingly if provided by Insurance Company)*

**BANK GUARANTEE FOR ADVANCE PAYMENT**

To.....

[Name of tender].....

Gentlemen and/or Ladies:

In accordance with the payment provision included in the special conditions of contract, which amends the general conditions of contract to provide for advance payment,

.....

[Name and address of tenderer][hereinafter called "the tenderer"] shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said clause of the contract in an amount of..... *[Amount of guarantee in figures and words]*.

We, the ..... *[bank or financial institution]*, as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring entity on its first demand without whatsoever right of objection on our part and without its first claim to the tenderer, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there under or of any of the Contract documents which may be made between the Procuring entity and the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the tenderer under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

\_\_\_\_\_  
*[name of bank or financial institution]*

\_\_\_\_\_  
*[address]*

\_\_\_\_\_  
*[date]*

**REPUBLIC OF KENYA**

**IN THE MATTER OF OATHS AND STATUTORY DECLARATION ACT**

**CHAPTER 15 LAWS OF KENYA**

**AND**

**IN THE MATTER OF**

**THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT, 2015**

I, ..... holder of Identity card no.....and care of P. O. Box ..... and being a resident of ..... in the Republic of Kenya do hereby make oath and state as follows: -

1. **THAT** I am the Chief Executive/Managing Director/Principal Officer /Director of ..... (name of the Candidate) which is a Candidate in respect of Tender Number ..... to supply goods, render services and/or carry out works for Kenya Civil Aviation Authority and duly authorized and competent to make this Affidavit.
2. **THAT** the aforesaid Candidate has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Kenya Civil Aviation Authority, which is the procuring entity.
3. **THAT** the aforesaid Candidate, its servants and/or agents have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Kenya Civil Aviation Authority.
4. **THAT** the aforesaid candidate has not committed any offence under the Laws of Kenya or the Procurement Laws or been debarred from participating in any tenders by virtue of non-performance/poor-performance or any other legal reason and is not undergoing any adverse disciplinary action/claim before the Public Procurement and Disposal Authority.



5. **THAT** the aforesaid candidate, its directors and shareholders have not been convicted of corrupt or fraudulent practices in any court of competent jurisdiction within the Republic of Kenya.
6. **THAT** the aforesaid candidate has not defaulted in his/her/their/its tax obligations per the tax laws of the Republic of Kenya.
7. **THAT** the aforesaid candidate has not been in breach of the employment laws of the Republic of Kenya.
8. **THAT** what is deponed to hereinabove is true to the best of my knowledge information and belief.

*SWORN at ..... by the said* }

..... }

Name of Chief Executive/Managing Director/ }

Principal Officer/Director }

on this ..... day of ..... 2019 }

}

}

---

DEPONENT

Before me }

}

Commissioner for Oaths