



STANDARD TENDER DOCUMENT

TENDER NO. KOTDA/RFP/064/2021-2022

**FOR
FRAMEWORK AGREEMENT FOR AIR TICKETING SERVICES**



APRIL 2022

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SECTION I: INVITATION TO TENDER

SECTION I – INVITATION TO TENDER

Konza Technopolis Development Authority (KoTDA) now invites proposals from interested eligible air ticketing firms for the following tender:

No.	Reference	Description	Category	Closing Date
1.	KoTDA/RFP/064/2021-2022	Framework Agreement for Air Ticketing and Travel Agency Services	AGPO	Thursday 5 th May 2022 at 2:00pm

Tender document with detailed information may be viewed and downloaded from www.konza.go.ke website free of charge from **Tuesday 12th April 2022** to **Thursday 5th May 2022**. Bidders who download the tender document from the website will be required to email their detailed contact information to procurement@konza.go.ke for recording, further clarifications and addenda, all addenda will also be posted on the website as they become available.

All questions/clarifications regarding the project or offer of submission including requests for site visit, should be sent by email to procurement@konza.go.ke and copied to ceo@konza.go.ke by **Tuesday 26th April, 2022** at 1700hrs local Kenyan time. No other email addresses shall be used and KoTDA shall not be liable if bidders choose to send their information and/or enquiries to other email addresses.

Tenderers shall submit **One Original** and **One Soft Copy** in a Flash disk or CD of all tender documents in plain sealed envelopes, with the Tender Number Clearly marked on the right-hand side corner and bearing no indication of the tenderer's name and addressed to:

The Chief Executive Officer
Konza Technopolis Development Authority
P.O. Box 1 - 90150,
KONZA TECHNOPOLIS, KENYA.
E-Mail; procurement@konza.go.ke and ceo@konza.go.ke
Tel; +254-20-4343013/4

and placed in the KoTDA Tender Box on the **7th Floor** of **Konza Complex, Konza Technopolis, located along Nairobi-Mombasa Road near Malili Township** to reach the above address not later **Thursday 5th May 2022** at **1400hrs** local time.

Submitted bids will be opened publicly at the same venue shortly thereafter in the presence of the tenderers or their representatives who choose to attend.

Any form of canvassing will lead to automatic disqualification

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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 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.
- 2.1.2. KOTDA 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.
- 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 KOTDA 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 KOTDA, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 Tender document can be downloaded free of charge from KOTDA Website.

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) Confidential business questionnaire form
 - ix) Declaration of undertaking
 - x) Tender Security Form
 - xi) Power of Attorney

- 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 KoTDA in writing or by post, fax or email at the entity's address indicated in the Invitation to tenders. KoTDA will respond in writing to any request for clarifications of the tender documents, which it receives no later than seven (7) days prior to the deadline of submission of tenders, prescribed by KoTDA. Written copies of KoTDA's 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 KOTDA 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, KoTDA 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 KOTDA, 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 KOTDA, 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.

(c) Tender securing declaration form

(d) Confidential business questionnaire

e) Declaration form not to engage in corrupt fraudulent practice

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 KOTDA 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 KOTDA 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 specified in the Appendix to Invitation to Tenderers/ Tender Securing Declaration form for KOTDA registered firms.

2.12.2 The tender security shall be in the amount **N/A**.

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

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

2.12.5 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 KOTDA.

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 KOTDA 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.

2.13 Validity of Tenders

- 2.13.1 Tenders shall remain valid for **150 days** or as specified in the invitation to tender after date of tender opening prescribed by KOTDA, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by KOTDA as nonresponsive.
- 2.13.2 In exceptional circumstances, KOTDA 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 —SOFT 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 soft COPY. The envelopes shall then be sealed in an outer envelope. The inner and outer envelopes shall:

(a) be addressed to KOTDA 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 **Thursday 5th May 2022 at 1400Hrs.**

- 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 KOTDA will assume no responsibility for the tender's misplacement or premature opening.

2:15:2

2.16 Deadline for Submission of Tenders

- 2.16.1 Tenders must be received by KoTDA at the address specified under paragraph 2.15.2 not later than Tuesday 7th December 2021 at 1400Hrs.
- 2.16.2 KOTDA 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 KOTDA 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 Authority 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 KOTDA 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 no 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 KOTDA may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.17.6 KOTDA 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 KOTDA will open all tenders in the presence of tenderers' representatives who choose to attend, at **1400Hrs, Thursday 5th May 2022** 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 Tenderers' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as the KOTDA, at its discretion, may consider appropriate, will be announced at the opening.

2.18.4 KOTDA 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 KOTDA 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 KOTDA in KOTDA 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.

2.20 Preliminary Examination and Responsiveness

2.20.1 KOTDA 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 KOTDA 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, KOTDA 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, KOTDA 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 KOTDA 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, KOTDA 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 KOTDA 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 KOTDA 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 2.2.3 Following methods
Will be applied:

(a) Operational Plan.

KOTDA 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 KOTDA 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. KOTDA 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 KOTDA

2.23.1 Subject to paragraph 2.19, no tenderer shall contact KOTDA 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 KOTDA 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, KOTDA 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 tenderer's qualifications submitted by the tenderer, pursuant to paragraph 2.1.2, as well as such other information as KOTDA 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 KOTDA 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 KOTDA 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 KOTDA 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 KOTDA action. If KOTDA determines that none of the tenderers is responsive; KOTDA shall notify each tenderer who submitted a tender.

2.24.5 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.

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 KOTDA 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, KOTDA 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 KoTDA notifies the successful tenderer that its tender has been accepted, KoTDA 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 from, the successful tenderer shall sign and date the contract and return it to KoTDA.

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 KOTDA, 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 KOTDA.

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 KOTDA may make the award to the next lowest evaluated or call for new tenders.

2.28 Corrupt or Fraudulent Practices

2.28.1 KOTDA 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.

2.28.2 KOTDA 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.

2.28.3 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 tender documents may be downloaded by interested candidates free of charge at www.konza.go.ke . Bidders who have downloaded the document from the website must forward their particulars immediately to the procurement department through the email procurement@konza.go.ke . for the purpose of recording and issuing further clarifications and addenda if any
2.4.1	<p>A prospective tenderer requiring any clarification of the tender document may notify KOTDA in writing i.e. (email in PDF format or by facsimile) at the following address;</p> <p>The Chief Executive Officer Konza Technopolis Development Authority, P.O. Box 1-90150 Kenya E-mail: procurement@konza.go.ke</p> <p>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.</p>
2.4.2	KOTDA 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 dully fill the tender securing bid declaration form and sign and stamp in the format provided in the tender document.
2.13.1	The tender validity period is 150 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) soft 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 Tuesday 5th May 2022 at 1400Hrs.
2.18.1	KoTDA will open the tenders in the presence of tenderers representatives who choose to attend the tender opening at 1400Hrs, Thursday 5th May 2022 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 80% 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> <ol style="list-style-type: none"> i. Compliance to KOTDA payment terms as specified in SCC 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>AWARD CRITERIA – Lowest Evaluated Bidder for fully completed Schedule</p>
2.24	KOTDA 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><input type="checkbox"/> Framework Contract will be awarded to the <u>most responsive evaluated bidders</u></p> <p><input type="checkbox"/> An order will be placed from the awarded bidder ticket as per the airline market rate at the time of issuing the tickets, KOTDA shall then issue a local purchase order</p> <p><input type="checkbox"/> 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	No Performance security required for this tender

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 dully fill, signed and stamped Tender Securing Declaration Form 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	
8.	Submit a copy of valid tax compliance certificate. This will be verified through KRA TCC checker.	
9.	Duly filled, signed and stamped confidential business questionnaire in the format provided	
10	Must submit Evidence of valid IATA & KATA Registration Certificate	
11	Attach a duly signed and authorized power of attorney in the format provided	
12	Provide Valid Business Permit Certificate	

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"> - 10 years and above – 10mks - 2 to 9 years- 8mks - 0–1-year 3mks 	10mks
2.	Lists of Government Ministries/State Corporation clients/customers offered Air ticketing, tours, and travel within the last three (3) years	<input type="checkbox"/> <u>Provide a list of at least five (5) majors clientele/customers from Government Ministries or State Corporations in which similar services has been undertaken in the last two (2) years, detailing nature of assignment/service, value of contract, contact person including contact addresses. (25marks)</u> List of Five (5) clients – 25 marks List of Four (4) clients – 20 marks List of Three (3) clients – 9 marks List of Two (2) clients – 6marks List of One (1) client – 3 marks	25mks
3.	Reference/recommendation letters from the five (5) clients/customers listed above from Government Ministries and State Corporations	<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 2years 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	<ul style="list-style-type: none"> - 1 Marks each 	20mks
5.	Financial resources	Copies of certified bank statement for the last one year Line of Credit letter from a reputable bank	15mks
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 Marks	5mks
	Total Marks		100mks

Only bidders who score above 80% of the total technical score will be subjected to financial evaluation. Those who score below 80% will be eliminated at this stage from the entire evaluation process and will not be considered further.

NB: Post Qualification – KOTDA may 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

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

N/B

The Authority will enter into a framework contract with bidders who shall have been determined to be technically and financially responsive in accordance with the evaluation criteria.

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 contract¹ means the agreement entered into between KOTDA 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 Price¹ means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.
- c) —The services¹ means services to be provided by the contractor including materials and incidentals which the tenderer is required to provide to KOTDA under the Contract.
- d) —The KOTDA¹ 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) —GCC¹ means general conditions of contract contained in this section
- g) —SCC¹ means the special conditions of contract
- h) —Day¹ means calendar day

3.2 Application

These General Conditions shall apply to the extent that they are not superceded 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

3.4 Patent Right's

The tenderer shall indemnify KOTDA 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.

3.5 Performance Security

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

- 3.5.2 The proceeds of the performance security shall be payable to KOTDA as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.
- 3.5.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to KOTDA 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.
- 3.5.4 The performance security will be discharged by KOTDA 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.

3.6 Inspections and Tests

- 3.6.1 KOTDA or its representative shall have the right to inspect and/or to test the services to confirm their conformity to the Contract specifications. KOTDA shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 3.6.2 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 KOTDA.
- 3.6.3 Should any inspected or tested services fail to conform to the Specifications, KOTDA 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 KOTDA.
- 3.6.4 Nothing in paragraph 3.7 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.7 Payment

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

3.8 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.

3.9 Prices

- 3.9.1 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 KOTDA 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.
- 3.9.2 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)
- 3.9.3 Where contract price variation is allowed, the variation shall not exceed 25%, of the original contract price.
- 3.9.4 Where the variation in contract price results to an increment by more than 25%, such variation shall be tendered for separately.
- 3.9.5 Where quantity variation of service is allowed, the variation shall not exceed 15% of the original contract quantity.
- 3.9.6 Price variation request shall be responded to by the procuring entity within 30 days of receiving the request.

3.10 Assignment

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

3.11 Termination for Default

KOTDA 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 KOTDA.
- b) if the tenderer fails to perform any other obligation(s) under the Contract.
- c) if the tenderer, in the judgment of KOTDA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- d) If the service rendered by the Tenderer do not conform to the Standards specified in the Contract

In the event KOTDA 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 KOTDA for any excess costs for such similar services.

3.12 Termination of Insolvency

KOTDA 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 KOTDA.

3.13 Termination for Convenience

3.13.1 KOTDA 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 KOTDA 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 KOTDA may elect to cancel the services and pay to the contractor on agreed amount for partially completed services.

3.14 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.

3.15 Resolution of disputes

KOTDA 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.

3.16 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.

3.17 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 endeavors 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.

3.18 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.

3.19 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.

3.20 Applicable Law.

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

3.21 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.

3.22 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

- 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.

General conditions of contract reference	Special conditions of contract
3.1	The Purchaser is KONZA TECHNOPOLIS DEVELOPMENT AUTHORITY. It includes the Purchaser's legal representative's successors or assigns
3.3	Air tickets shall be provided as per the requirements given by KOTDA from time to time.
3.6	No performance security required for this tender.
3.8	<ul style="list-style-type: none"> i. KOTDA Payment terms are 30 days upon receipt of certified invoices confirming that the invoiced services have been rendered in accordance with the contract. ii. Payments shall be made through RTGS iii. Advance Payment shall not apply. iv. No Interest on delayed payments
3.9	No interest charged on delayed payments
3.10	<p>Prices charged by the tenderer for the service charge of the tickets shall be fixed during the contract period.</p> <p><u>No correction of errors.</u></p> <p>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.</p>
3.15	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;</p> <p>For the Procuring Entity:</p>

The Chief Executive Officer
KONZA TECHNOPOLIS
DEVELOPMENT AUTHORITY
(KOTDA)

Any notice given under the Agreement shall be in writing and may be served:

- i. personally;
- ii. by registered or recorded delivery mail;
- iii. by e-mail, telex or facsimile transmission (the latter confirmed by telex or post); or
- iv. by any other means which any party specifies by notice to the others.

Notice shall be deemed to have been served:

- 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; and
- iii. 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 KOTDA 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 KOTDA 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 KOTDA by providing air tickets to KOTDA at the best discounted price available		1 mark
4.	Tailor-make requests to suit all air ticketing and related needs of KOTDA.		1 mark
5.	Prepare travel itineraries and Air Ticketing plans For KOTDA 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 KOTDA Office at no extra cost		1 mark
11.	To provide information on flight availability and timetables on requests		1 mark
12.	To keep KOTDA 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 KOTDA		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 KOTDA staff at no extra cost except cancellation costs charged by airlines		1 mark
18.	The Air Ticketing Agents pass to KOTDA all concessions/facilities extended by the airlines to the passengers on all air journeys booked by KOTDA		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 KOTDA Payments terms as provided for in the Special Conditions of Contract		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))

SECTION VI - DESCRIPTION/SCOPE OF SERVICES

The following is the scope of services requirement for KOTDA. 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 KOTDA. This information will be transmitted to the KOTDA's designated contact person (s).
2. Advise KOTDA on flight schedules and changes.
3. Advise KOTDA 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 KOTDA.
4. Issue and deliver tickets or e-tickets, based upon proper authority from KOTDA 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 KOTDA 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 KOTDA 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 KOTDA 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 KOTDA 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.
16. Offer reasonable credit periods to KOTDA, at least 30 days.
17. Offer supplementary services upon request including but not limited to hotel reservations, airport transfers, tours and car hire services.
18. To carry out investigations on any complaints from travelers and follow ups
19. Advise on immigration procedures within and outside the country, health requirements and security advisories for all destinations requested by KOTDA.
20. Advice on the reliability, security and safety records of airlines.
21. Processing of visas on behalf of KOTDA employees upon request where personal appearance before visa issuing officer is not obligatory.
22. The travel Agent may, as an ancillary service, provide personal travel services to KOTDA 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 KOTDA. KOTDA assumes no financial liability for such services.
23. The Travel Agent shall maintain computerized profiles of all frequent travelers, as designated or defined from time to time by KOTDA, 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		
LOT 4	Visa Processing			
	Hotel reservations/bookings Airport Transfers tour and car hire services			
	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 three years**
- 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. KOTDA 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

8.1 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 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. 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 _____

8.2 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
	<ul style="list-style-type: none">• Citizenship details•

Part 2 (b) Partnership			
Given details of partners as follows:			
	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			
	Name	Nationality	Citizenship Details
Shares			
	1.
	2.
	3.
	4.
	5.
Date		Signature of Candidate & Stamped	
.....		

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

8.3 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
 - (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)

8.4 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]

8.5 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]

8.6 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.....

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)

8.7 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))

8.8 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.