

KENYA CIVIL AVIATION AUTHORITY



TENDER NO. KCAA/049/2018-2019

**TENDER FOR PROVISION OF CONSULTANCY SERVICES
FOR A FEASIBILITY STUDY ON THE PROPOSED
EXECUTIVE HOSTEL AND MODERN CONFERENCE CENTRE
AT EAST AFRICAN SCHOOL OF AVIATION**

DATE OF NOTICE: 29TH JANUARY 2019

**CLOSING DATE: WEDNESDAY, 13TH FEBRUARY 2019 AT
1100 HOURS**

BIDDERS TO NOTE:-

- ***All bidders must note that KCAA communicates only in writing to all interested bidders during the entire tendering process.***
- ***A mandatory pre bid meeting will be held on Monday, 4th February 2019 at 2:00pm at KCAA headquarters in Aviation House, JKIA.***

TABLE OF CONTENTS

	Page
SECTION I	INVITATION TO TENDER..... 4
SECTION II	INSTRUCTIONS TO TENDERERS..... 5
	APPENDIX TO INSTRUCTIONS TO TENDER 18
	EVALUATION CRITERIA 19
SECTION III	GENERAL CONDITIONS OF CONTRACT..... 21
SECTION IV	SPECIAL CONDITIONS OF CONTRACT..... 27
SECTION V	DESCRIPTION OF SERVICES 28
SECTION VI	SCHEDULE OF REQUIREMENTS..... 30
SECTION VII	PRICE SCHEDULE..... 31
SECTION VIII	STANDARD FORM..... 32

Introduction

- 1.1 Kenya Civil Aviation herein referred to KCAA wishes to invite tenders for **provision of consultancy services for a feasibility study on the proposed executive hostel and modern conference center at East African School of Aviation**
- 1.2 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

TENDER NAME: TENDER FOR PROVISION OF CONSULTANCY SERVICES FOR A FEASIBILITY STUDY ON THE PROPOSED EXECUTIVE HOSTEL AND MODERN CONFERENCE CENTER AT EAST AFRICAN SCHOOL OF AVIATION.

TENDER REF NO.: KCAA/049/2018-2019

DATE OF NOTICE: TUESDAY, 29TH JANUARY, 2019

- 1. KCAA invites sealed bids from all interested candidates for provision of consultancy services for a feasibility study on the proposed executive hostel and modern conference center at East African School of Aviation.**
- 2. 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 (JKIA) 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 from the www.tenders.go.ke and immediately forward their particulars for records and for the purposes of receiving any further tender clarifications and/or addendums to procurement@kcaa.or.ke.**
- 3. 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.**
- 4. 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.**
- 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 13th February, 2019 at 11:00am.**

- 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**

SECTION II – INSTRUCTIONS TO TENDERERS

	Page
2.1 Eligible Tenderers	6
2.2 Cost of tendering	6
2.3 Contents of tender documents	6
2.4 Clarification of Tender documents	7
2.5 Amendment of tender documents	7
2.6 Language of tenders	8
2.7 Documents comprising the tender	8
2.8 Form of tender	8
2.9 Tender prices	8
2.10 Tender currencies	9
2.11 Tenderers eligibility and qualifications	9
2.12 Tender security	9
2.13 Validity of tenders	10
2.14 Format and signing of tenders	10
2.15 Sealing and marking of tenders	11
2.16 Deadline for submission of tenders	11
2.17 Modification and withdrawal of tenders	12
2.18 Opening of tenders	12
2.19 Clarification of tenders	13
2.20 Preliminary Examination	13
2.21 Conversion to other currencies	13
2.22 Evaluation and comparison of tenders	14
2.23 Contacting the procuring entity	15
2.24 Post-qualification	15
2.25 Award criteria	16
2.26 Procuring entities right to vary quantities	
2.27 Procuring entities right to accept or reject any or all tenders	
2.28 Notification of award	16
2.29 Signing of Contract	16
2.30 Performance security	17
2.31 Corrupt or fraudulent practices	17

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.1,000/=
- 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;
- (c) 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.

(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 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 13TH FEBRUARY, 2019 AT 11:00AM.**"

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 13th February, 2019 at 11:00am**

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 **11.00am, Wednesday 13th February, 2019 at KCAA Auditorium on Ground Floor, Aviation House, JKIA, Nairobi**. 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 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 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 22.3 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 15 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.
- 2.24.5 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 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 Thirty (30) 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 fourteen (14) 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	The Form of Tender must be filled and signed.
2.10	<i>Particulars of other currencies allowed.</i> Price should be in Kenya shillings only or a freely convertible currency.
2.12	Tender security required is Kshs 300,000.00 in form of a bank guarantee or a banker's cheque from a reputable bank in Kenya or an insurance from insurance agencies allowed by public procurement Oversight Authority) valid for 150 days from the date of closing date of the tender.
2.13	A mandatory pre-bid meeting to be held on Monday, 4th February, 2018 at 2:00pm at East African School of Aviation
2.13.1	Tender shall remain valid for a period of 120 days from the date of opening
2.14	All the pages of the original and copies of the tender submitted by the bidders must be serialized (paged)
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
2.15	Deadline for Submission of Tenders /Closing date shall be Wednesday 13th February, 2019 at 11:00am
2.16	Performance security of 10% of the contract price will be required from the winning bidder after the award of the tender

EVALUATION CRITERIA

Kenya Civil Aviation Authority will consider the following three categories of criteria to evaluate the bids:-

- a) Mandatory Tender Documentation,
- b) Technical Requirements,
- c) Financial Evaluation (Quoted Prices).

Part A: Mandatory Tender Documentation

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.	Ineligibility:- (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. This will be based on records within KCAA)
2.	Project plan/programme – Bidders MUST attach sample project plan/work programme clearly indicating all project deliverables/milestones and when they will be completed and handed over
3.	Capacity – Vendors MUST have experience in provision of similar services (feasibility study). Attach three (3) copies of contracts and corresponding completion certificates.
4.	Duly filled, stamped and signed Form of Tender
5.	Provide a Tender Security of KES 300,000.00 valid for 120 days from the date of tender opening.
6.	Certificate of Incorporation/Business Registration
7.	Copy of CR12 certificate
8.	1 Original & 1 copy of the bid document which MUST all be serialized/paginated and securely bound.
9.	Valid Tax Compliance certificate
10.	Duly filled and stamped confidential business questionnaire
11.	Duly filled, stamped and signed sworn Anti-corruption affidavit by the commissioner of oaths as required.
12.	Audited Financial statements for any consecutive two years of the last three years – 2016, 2017 or 2018.
13.	Submit a statement in the bidder's letter head that the company is not insolvent, in receivership, bankrupt or in the process of being wound up.
14.	Submit a statement in the bidder's letter head indicating that the person or his or her sub-contractor, if any is not debarred from participating in procurement proceedings.
15.	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.
16.	Copy of business permit from the respective county government

TECHNICAL EVALUATION CRITERIA

The following criteria will be used in the evaluation of all consultants. The technical proposals will be evaluated for suitability and awarded marks as appropriate.

	Description of Criteria	Maximum Score (%)
1	<p>Specific experience related to the assignment</p> <ul style="list-style-type: none"> • Provide a list of all similar services handled in the last five years clearly indicating the name of the client, value of the contract, name and telephone number of the contact person. (2pts for each client)– (maximum 10 points) • Number of similar contracts if any with public entities (attach copies of contract) upto a maximum of 2 clients – (2.5pts for each) – (maximum 5 points) • Recommendation letters and copies of Certificate of Completion from at least three clients where similar services were successfully carried out and whose value is Kshs. 7 million and above. The letters must be on the letter heads of the respective client – (5 pts for every letter and respective completion certificate) - (max score 15) 	30
2	<p>Methodology and adequacy of Technical proposal</p> <ul style="list-style-type: none"> • Adequacy of the proposed work plan and methodology in responding to the terms of reference. (10 marks) • Provide - detailed description and bidders' understanding of the assignment, how the bidder proposes to undertake the assignment and expected components of the project scope. (10 marks). • Attach two copies of previous successfully implemented SEA reports (5marks). • Attach a work plan / chart (5marks) 	30
3	Qualifications and competence of key staff for the assignment	40
	<p>Financial Resources: Financial capability of the firm access to capital or lines of credit of a minimum amount of Kshs. 5,000,000. (5 marks) Financial capability of the firm based on information provided in the last two years audited accounts. The Statements must be stamped and signed by the Accountants/Auditors who must be registered by ICPAK.</p> <ul style="list-style-type: none"> • Liquidity ratio Current assets: Current liabilities (5 marks) 2:1 –5 marks; 1:1 –3 marks; 0.5:1 -2 marks; less than 0.5 no Marks. • Profitability Margin Profitability Margin= $\frac{EBIT}{Gross\ Revenue/Sales}$ (5 marks) A margin above 10% will score 5 marks 5-9 % 3 marks, 1-5% 2 marks and below 1% Nil marks 	
	Total Score	100

Note: EBIT**- (earnings before tax & interest).

The pass mark to proceed to financial evaluation shall be 80%.

The consultant must demonstrate the following:

1. Proof of firm’s experience in similar services of at least two (2) projects. (Strategic Environment Assessment) – attach proof at the time of bid submission (letters of award, contract/LSOs and recommendation letters.
2. Must have the following qualified and experienced experts /staff (attach CVs, copies of relevant academic / professional certificates, and NEMA registration certificates and current practicing licenses) ; **40 points (each is 8 Points)**

	Staff Description	Minimum Experience	POINTS
	Lead consultant	This position will entail both management and technical skills. The Lead consultant(s) must possess a degree in Economics, Project Planning and Management, Business Administration, or a degree in other related fields. The position requires an experience of at least 15 years of experience in the specific field of expertise, five (5) of which should be in a senior position. Experience in development or review of feasibility studies of a similar nature for at least 2 projects.	
	Economist	The Economist must possess a degree in Economics, or equivalent qualifications and be registered with a relevant professional body. A relevant job experience of at least 10 years is required.	
	Business Analyst	The Business Analyst must possess a degree in Business Management, or other related fields. A relevant job experience of at least 10 years is required.	
	Environment Management Expert	The Environment Management Expert must possess a degree in Environmental Science or other related fields. A relevant job experience of at least 10 years is required	
	Other Professionals Relevant to the Project	Other professionals involved in the assignment must be relevant and a detailed explanation of their role must be clearly shown	

The pass mark to proceed to financial evaluation shall be 80%.

FINANCIAL EVALUATION

Notes on preparation of Financial Proposal

- 1) The Financial proposal prepared by the consultant should list the costs associated with the assignment. These costs normally cover remuneration for staff, subsistence, transportation, services and equipment, printing of documents, surveys etc as may be applicable. The costs should be broken down to be clearly understood by the procuring entity.
- 2) The financial proposal shall be in Kenya Shillings or any other currency allowed in the request for proposal and shall take into account the tax liability
- 3) The winning bidder will be the lowest evaluated bidder among those who will have passed the mandatory technical evaluation as outlined in (a & b) above.

SECTION III: GENERAL CONDITIONS OF CONTRACT

TABLE OF CONTENTS

3.1	Definitions
3.2	Application
3.3	Standards
3.4	Use of contract documents and information
3.5	Patent Rights
3.6	Performance security
3.7	Inspections and tests
3.8	Payment
3.9	Prices
3.10	Assignment
3.11	Termination for default
3.12	Termination for insolvency
3.13	Termination for convenience
3.14	Resolution of disputes
3.15	Governing language
3.16	Force majeure
3.17	Applicable law
3.18	Notices

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 fourteen (14) 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.

General conditions of contract reference	Special conditions of contract
3.8	Payment shall be made after the services have been satisfactorily provided and upon submission of an invoice after attaining agreed deliverables.
3.9	Prices shall be maintained for entire period of contract
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.

SECTION V: DESCRIPTION OF SERVICES FOR CONSULTANCY SERVICES TO CARRY OUT A FEASIBILITY STUDY ON THE PROPOSED EXECUTIVE HOSTEL AND MODERN CONFERENCE CENTRE AT THE EAST AFRICAN SCHOOL OF AVIATION

1. Introduction

The East African School of Aviation (EASA) is the training Directorate of the Kenya Civil Aviation Authority (KCAA). The East African School of Aviation (EASA) aims at being the global aviation training center of choice.

The mandate and functions of EASA include: -

- (a) To provide competency-based training for the Authority and aviation industry
- (b) To develop and implement standardized curricula for aviation professional programs
- (c) To implement Training Policies that are relevant to the Approved Training Organization
- (d) To establish and co-ordinate research and development
- (e) To establish and implement training policies that meet the requirements of TVETA

The vision of EASA is - to be the global aviation training centre of choice and the mission is – to effectively offer quality training that meets the needs of the global aviation industry by optimally leveraging resources.

The school is currently structured into three divisions namely; Academics, Finance & Administration, and Business Development. There are three training departments namely Air Navigation Services (ANS), Aviation Safety and Security Management (ASSM) and Aviation Business Management (ABM). EASA in addition to training offers auxiliary services namely: Accommodation, Conferencing and Catering. To enhance the conferencing and accommodation capacity and to improve on the current standards, KCAA plans to construct an executive hostel and modern conference centre facility.

KCAA wishes to contract a Consultant to carry out a feasibility study to assess the viability of the proposed executive hostel and modern conference centre at the East African School of Aviation.

KCAA (the Client), now seeks consultancy services as described in these Terms of Reference. The Consultant will render services which include all activities, whether explicitly named or not, deemed relevant for the successful completion of the feasibility study including collection of relevant data/information, conducting of meetings with the relevant stakeholders, preparation of reports and preparing the various drafts of the feasibility study described in this terms of reference as well as presenting the drafts to the KCAA & EASA management and KCAA Board of Directors.

2. Project background and History

The proposed project is to be undertaken by Kenya Civil Aviation authority (KCAA) at the East African School of Aviation (EASA), its training Directorate.

The project was conceptualized with an objective to provide safe, secure, and adequate accommodation and conference facilities for inservice students attending courses at the East African School of Aviation. This was based on the need for modern accommodation and conference facilities given that EASA is an ICAO Regional Training Centre of excellence and attracts corporate trainees from across the African region. The proposed project is a hostel facility with a capacity of 100 rooms and a conference centre with a capacity of 800 persons. The facility will be used to augment the training infrastructure already in place and earn auxiliary income from conferencing and hospitality business.

The project is in its formulation phase. The client has engaged a consultant to undertake services for design, preparation of bidding documents and supervision of construction works. The conceptual and detailed designs have been developed. It was found to be of importance to conduct the feasibility in order to confirm the efficiency, effectiveness and viability of the designed project. This will provide evidence for well- founded and largely justified decisions to implement the project.

3. Objectives

The main purpose of the assignment is to conduct a feasibility study which will provide sufficient information that will support the organization's decision-making to justify the acceptance, modification or rejection of the project proposal.

4. Scope of Work

The following is an outline of the desired services to be performed. Proposers should be aware and show that their proposed approach, activities, and final deliverables will address these items.

(a) Situational Analysis/Status Quo

The situational analysis to be conducted for the project site covering but not limited to geographical and physical environment, socio-economic environment, natural and cultural assets, economic environment, existing infrastructure, institutional environment, and any key issues and challenges.

(b) Stakeholders Consultation

Consultant shall engage all the stakeholders of the project. This will ensure buying-in of the project and getting their views. Such are: KCAA and EASA Staff, EASA cooperate Students; Consultants designing the project, National and county governments, Potential partners and Local community.

(c) Business model

The consultant shall explore different business models for the project and propose the most appropriate one for the facility.

(d) Potential investors/Partners

The consultant shall consider and recommend potential investors/Partners for operating the facility taking into account:

- i. Their facility requirements
- ii. Contracts agreements required
- iii. Community involvement
- iv. Any other key requirements

(e) Legal and regulatory considerations

The consultant shall evaluate and document all the legal and regulatory requirements of such an establishment.

(f) Identification of risks and assumptions

The consultant is expected to identify risks related to the project and propose mitigation measures and responsible persons. In addition the assumptions of the project and their implication will require to be clearly indicated.

(g) Conduct the Feasibility Study

The consultant shall conduct a comprehensive feasibility study for the proposed project. The feasibility study report should include but not limited to the following:

(i) Market Feasibility

The market feasibility study should include the following:

- Description of the industry in which the facility will be operating
- Current Market Analysis: Supply and Demand analysis for products and services to be offered.

Supply analysis:

- Competitor analysis: identify all the current and potential suppliers of the products/services in the surrounding areas, including their installed capacities (Conduct accommodation and meeting space inventory of existing facilities in the immediate area and region)
- Projected growth of competitive supply
- Identification of product mix

Demand analysis:

- Examine the demand of the proposed product/service
- Potential customers- Identify potential customers, clients and contract sources. All current and potential customers should be established and documented.
- Determine the number, type, spending patterns, interests, and other relevant data about visitors currently coming to KCAA/EASA
- Determine current and potential future accommodation and conference facilities demand in the market area through primary and secondary market research; identify demand generators.
- Analyze seasonality of market segment demand
- Anticipated future market potential
- Analyze present marketing position strategies and provide recommendations for underserved markets and/or opportunities that can be targeted with a new accommodation and conference facilities.
- ***Promotion and Distribution***
The study should establish the promotional aspects for the product/service. Propose and examine promotional strategies, their alternatives and suitability. The study should explain and justify the marketing strategies for achieving the project objectives and outline the marketing concept. Indicate projected marketing costs.
- ***Pricing***
The study should recommend the pricing of the proposed products/services. The target market and market segmentation should be explored.
- ***Sales Projection***
The study should:
 - Give a projection of sales and revenues (quantities, prices, market share etc)
 - Sensitivity analysis (best case and worse case analysis room rate projections)
 - Sensitivity analysis (best case and worse case occupancy projections)

(ii) Technical Feasibility

The technical feasibility study should include: project site analysis, Materials requirement needed to produce and deliver products and services and where they will be sourced, labour requirement to run the facility, and technology requirement for the facility.

(iii) Financial Feasibility

The study should:

- Cover analysis of costs & benefits
- Estimate revenue flows
- Develop a 10-year projection of profit and loss
- Project the return on investment (NPV/IRR)

(iv) Organizational feasibility

The study should look at the business structure (legal requirements for establishing the business) discuss pros and cons of different business structures, organizational structure professional skills required to run the facility. Advise on whether to be a Membership/Non-membership.

(v) Socio-Economic Analysis

The study should include the following: -

- Outline the linkages (forward and backward) the project might have
- The number of jobs to be created, both in management and skilled/semi-skilled/unskilled.
- Assess its ability to either earn or save foreign exchange
- Use of local expertise

(vi) Feasibility study conclusions

Evaluate the viability of the concept based on the study. Based on the results of the feasibility analysis, provide a profile of the type of facility that would be viable including: number of guest rooms, meeting facilities, amenities attractive to and expected by potential users, target clientele, price range, etc.

(vii) Present a completed feasibility study

Provide a detailed report with all the information gathered during the study and provide the relevant appendices.

(h) Provide a sustainability plan for the facility

- i. Suggest sustainability aspects (recommendation with substantial proof to be considered when undertaking the envisaged business venture to ensure that it conforms with the three sustainability aspects i.e. economically viability, environmentally sound and socially and culturally acceptable).
- ii. Identify the barriers and challenges – if any - that could determine the sustainability the project; and
- iii. Identify and analyze any governance and capacity issues that will be critical during the implementation of the project as well as to ensure sustainability of the project.

5. Deliverables

The consultant is expected to deliver the following:

- (a) An inception report- Within fourteen (14) days after commencement of contract (or as may be agreed), the consultant shall provide in an editable electronic format an Inception Report detailing the proposed work plan responding to all areas of the scope of work. The work plan shall show timelines, methodology to be used for each activity and staff engagement leading to achievement of the entire scope of work.
- (b) Situational analysis/status quo report
- (c) Stakeholder engagement report and evidence of it attached (Minutes, attendance registers of stakeholders during engagements, duly filled in questionnaires)
- (d) Documented Business model
- (e) Detailed report on the potential partners and their requirements
- (f) Documented legal and regulatory requirements for operating the facility
- (g) Project risks and assumptions register
- (h) Draft feasibility Study Reports with all the relevant appendices to be reviewed by the KCAA/EASA management & project team for comments.
- (i) Final feasibility study report expected within 5 days after receipt of comments on the draft report. The final reports will be presented in softcopy and three (3) bound hardcopies.
- (j) Detailed sustainability plan

6. Methodology

Describe how the study will be carried out, including the main methods to be used to collect, analyse, record and report information.

Describe the following:

- (a) Main phases in the study (e.g. preparatory activities, field work, analysis, report drafting, feedback, editing, report finalization etc)
- (b) How stakeholders will be involved and participation promoted, including specific target groups
- (c) The location and duration of study activities
- (d) The data/information collection tools that will be used, including any planned surveys, questionnaires, field observations, reference to administrative records and management reports, key interviews, etc.
- (e) How data will be analysed and recorded
- (f) Reporting format

7. Expertise requirements

(a) Professional Capability

The consultant shall submit adequate information to demonstrate their technical capability in terms of qualification and experience of the staff to cover all the disciplines included. The information which should be brief should include:

(i) Statements of qualifications, competencies and relevant experience of key staff proposed for the assignment. The key competencies are:

- ✓ Project Planning and Management
- ✓ Business analyst
- ✓ Economics

Other relevant professions are

- ✓ Environment
- ✓ Social
- ✓ Legal

(ii) Statements of any specific experience of the consultant in the area of expertise

(iii) Statements of any specific experience of the consultant in conducting feasibility studies for similar projects

(iv) Any other relevant information in support of professional capability

(v) Minimum required experience of the professional staff proposed for the project shall be:

- ✓ Fifteen (15) years of experience in the relevant area of specialization for the team leader
- ✓ Ten (10) years of experience in the area of discipline for the other key professional staff
- ✓ Five (5) years of experience in relevant area of discipline for the proposed assistant professional staff

(b) Team's Capability

The Consulting Firm should be composed of the following key experts, whose minimum qualifications are stated herein:

(i) Lead consultant

This position will entail both management and technical skills. The Lead consultant(s) must possess a degree in Economics, Project Planning and Management, Business Administration, or a degree in other related fields. The position requires an experience of at least 15 years of experience in the specific field of expertise, five (5) of which should be in a senior position. Experience in development or review of feasibility studies of a similar nature for at least 2 projects.

(ii) Economist

The Economist must possess a degree in Economics, or equivalent qualifications and be registered with a relevant professional body. A relevant job experience of at least 10 years is required.

(iii) Business Analyst

The Business Analyst must possess a degree in Business Management, or other related fields. A relevant job experience of at least 10 years is required.

(iv) Environment Management Expert

The Environment Management Expert must possess a degree in Environmental Science or other related fields. A relevant job experience of at least 10 years is required

(v) Other Professionals Relevant to the Project

Other professionals involved in the assignment must be relevant and a detailed explanation of their role must be clearly shown

Other skills required from the experts

- ✓ Excellent Report Writing skills
- ✓ Excellent analytical skills
- ✓ Good inter-personal skills
- ✓ Good communication and networking skills

NB: The company or consortium must have done at least two similar jobs in the last 5 years.

8. Reporting requirements

- (a) All the reports should be in English.
- (b) The report should be presented in Tahoma font 12.
- (c) Covering letters for each report to be addressed to:

The Director General Kenya Civil Aviation Authority

**P.O Box 30163-00100
Nairobi**

- (d) Reports should be submitted both in hard and soft copies.
- (e) The hard copies to be sent to the address above while the softcopies to be sent to info@kcaa.or.ke and cc to info@easa.ac.ke
- (f) Face to face presentation of the contents of the report by the consultant to the client is required. Such presentations will be organized in Liaison with the Project coordinator of the client.

9. Duration, Work plan and timetable

The consultancy is expected to last for 30 days, spread over a 2-month period from the date of signing of the contract. Any deviation from this period has to be negotiated, justified and agreed upon before commencement of the study.

The consultant should provide a summary of the anticipated work plan and time-schedule in form of a Gantt chart covering the entire activities of the assignment as per the scope of work and deliverables.

10. Payments Terms

KCAA undertakes to payout in full within 30 (thirty) days all valid claims for work done to its satisfaction upon presentation of a substantiated claim (invoice) and the required deliverable. No payment will be made where there is outstanding information/work not submitted by the consultant until that outstanding information/work is submitted.

11. Responsibility of the client (KCAA/EASA)

The client will be responsible for the following towards the study:

- (a) Shall be responsible for contract management, including ensuring the quality of outputs. Further, shall be responsible for the monitoring and evaluation of the progress of the study and approval of reports to ensure delivery of outputs.

- (b) Assistance to obtain information, documents and other relevant data necessary for the consultant to conduct the assignment.
- (c) Providing necessary logistics including the venues for organizing stakeholder consultation meetings
- (d) Provide a contact person/project coordinator for liaison with the consultant
- (e) Facilitate engagement of KCAA/EASA staff & students if required for consultation by informing them of the exercise
- (f) Settle the payment upon completion of the assignment within thirty days after presentation of the invoice.

12. Responsibility of the Consultant

The consultant shall be responsible for:

- (a) Conduct of the study, undertaking all the activities to cover the scope of work and timely achieve the deliverables as per these terms of reference and shall not assign nor sub-contract any part of the professional services under this TOR to any person or firm, except with prior written consent of the client.
- (b) Take into account all relevant legislation, policy and planning frameworks
- (c) Provision of necessary office space, for their project staff, including the necessary office equipment (e.g., computers, printers, office supplies, etc.) for the conduct of the study
- (d) Arrange for various meetings, administration of such meetings and making presentations where necessary
- (e) All the costs/expenses related to undertaking any of the activity covered within the scope of works including travel, subsistence and accommodation costs of the personnel undertaking the exercise.
- (f) Arranging for orderly and timely transfer of all intellectual property accruing from the project to KCAA who remain the owners of the same and retain the right to use it at will without further reference to the consultant or any other party except where specifically agreed. This will include data, calculations and reports.

13. Institutional Arrangement

The consultant will be under the supervision of Director, East African School of Aviation (EASA)

SECTION VII- PRICES SCHEDULE

NAME OF TENDERER:

NAME OF TENDER: TENDER NUMBER: KCAA/049/2018- 2019

TENDER FOR PROVISION OF CONSULTANCY SERVICES FOR A FEASIBILITY STUDY ON THE PROPOSED EXECUTIVE HOSTEL AND MODERN CONFERENCE CENTER AT EAST AFRICAN SCHOOL OF AVIATION

No	Item Description	Quantity	Total Cost KSHS.
1.	Total cost for provision of consultancy services for a feasibility study on the proposed executive hostel and modern conference center at East African School of Aviation	LOT	
Total cost in Kenya shillings inclusive of all applicable taxes transferred to form of tender			

Installation Period.....

PLEASE NOTE AND COMPLY WITH THE FOLLOWING:

- i. All Prices to be inclusive of all applicable taxes.
- ii. In case of discrepancy between unit price and total, the unit price shall prevail.

Authorized Official:

Name

Signature, date and 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 VIII- STANDARD FORMS

1. Site survey form – to be filled and signed by KCAA representative
2. Form of tender
3. Price schedules
4. Contract form
5. Confidential Questionnaire form
6. Tender security form
7. Anti-corruption Affidavit form
8. Manufacturers authorization form

FORM OF TENDER

Date _____ Tender No. **KCAA/049/2018-2019**

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 to **provide of consultancy services for a feasibility study on the proposed executive hostel and modern conference center at East African School of Aviation** 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 consultants, 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 _____.

7.2 **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

<i>Part 1 – General:</i>				
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 (Attach letter from the bank).....				
Part 2 (a) – Sole Proprietor				
Your name in full Age				
Nationality Country of origin				
• Citizenship details				
Part 2 (b) Partnership				
Given details of partners as follows:				
	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.
(Attach certificate of incorporation)				
DateSeal/Signature of Candidate				

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.....having 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)

PERFORMANCE SECURITY FORM

To:

[Name of the 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 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]

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

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 20... }
} }
} }
DEPONENT Before me }
} }
Commissioner for Oaths }

8.7 MANUFACTURER'S AUTHORIZATION FORM

To *[name of the Procuring entity]*

WHEREAS *[Name of the manufacturer]* who are established and reputable manufacturers of *[Name and/or description of the goods]* having factories at *[Address of factory]* do hereby authorize *[Name and address of Agent]* to submit a tender, and subsequently negotiate and sign the Contract with you against tender No. *[Reference of the Tender]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Tenders.

[Signature for and on behalf of manufacturer]

Note: This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent.