

KENYA CIVIL AVIATION AUTHORITY



TENDER NO. KCAA/007/2020-2021

**PROVISION OF MEDIA MONITORING AND
RESEARCH SERVICES FOR TWO (2) YEARS**

**DATE OF NOTICE: TUESDAY, 10TH NOVEMBER,
2020**

**CLOSING DATE: WEDNESDAY, 25TH NOVEMBER,
2020 AT 11AM**

NOTES:

- A mandatory pre-bid meeting will be held on Tuesday, 17th November, 2020 strictly at 11am at KCAA Headquarters, Aviation House –JKIA)
- All bidders must note that KCAA communicates only in writing to all interested bidders during the entire tendering process

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SECTION I – INVITATION TO TENDER

TENDER NAME: PROVISION OF MEDIA MONITORING AND RESEARCH SERVICES FOR TWO (2) YEARS:

TENDER REF NO.: KCAA/007/2020-2021

DATE OF NOTICE: TUESDAY, 10TH NOVEMBER, 2020

- 1.1 KCAA **invites** sealed bids from all interested candidates for the **provision of media monitoring and research services for KCAA for two years.**
- 1.2 **A mandatory pre-bid meeting** will be held on **Tuesday, 17th November, 2020 strictly at 11am at KCAA Headquarters, Aviation House –JKIA)**
- 1.3 Interested eligible candidates may obtain further information from and inspect the tender documents at **KCAA Procurement Office on ground floor, Aviation House Jomo Kenyatta International Airport** during normal office working hours (8.00am-1.00pm, 2.00pm – 5.00pm). *Bidders may also view and download the bidding document from KCAA website: www.kcaa.or.ke 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*
- 1.4 A complete set of tender documents may be obtained by interested candidates upon payment of a non-refundable fee of One thousand Kenya shillings (**Ksh 1,000.00**) in cash or bankers cheque payable to Director General, Kenya Civil Aviation Authority. Bidders who download the tender document will not be required to pay.
- 1.5 Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings or easily convertible foreign currency and shall remain valid for a period of 90 days from the Closing date of the tender.
- 1.6 Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box on the **ground floor at KCAA, 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, 25th November, 2020 at 11.00 am.**

- 1.6 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at **KCAA Auditorium, ground floor Aviation House , JKIA, Nairobi.**
- 1.7 Late bids will be rejected.

**Manager Procurement
FOR: DIRECTOR GENERAL**

SECTION II – INSTRUCTIONS TO TENDERERS

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SECTION II INSTRUCTIONS TO TENDERERS

2.1 Eligible tenderers

- 2.1.1. This Invitation to tender is open to all tenderers eligible as described in the instructions to tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2. The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.1.3. Tenderers shall provide the qualification information statement that the tenderer (including all members, of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.
- 2.1.4. Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of tendering

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The price to be charged for the tender document shall not exceed Kshs. 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. Bidders shall be briefed at the time of collecting the tender document to clarify any inquires the prospective bidders would like clarified.

2.4.2. After the briefing meeting prospective candidate making inquiries of the tender document may notify the KCAA Procurement department 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"

2.4.3. 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 the 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 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.

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

2.12.4 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

2.12.5 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.

2.12.6 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.

2.12.7 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.

2.12.8 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, 25th November, 2020 at 11.00 am.

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, 25th November, 2020 at 11.00 am.**

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

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

2.17 **Modification and withdrawal of tenders**

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

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

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

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

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

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

2.18 **Opening of Tenders**

2.18.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at **11.00 am, Wednesday, 25th November, 2020** and in the location specified in the invitation to tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.

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

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

2.19 **Clarification of tenders**

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

2.19.2 Any effort by the tenderer to influence the procuring entity in the procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the 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 fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

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

2.27 Performance Security

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

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

2.28 Corrupt or Fraudulent Practices

2.28.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.28.2 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;

2.28.3 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	<i>Particulars of eligible tenderers</i> Registered qualified firms operating in Kenya
2.8	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 KES. 100,000.00 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 120 days from the date of closing date of the tender.
2.13.1	Tender shall remain valid for a period of 120 days from the date of opening
2.14.1	Bidders shall provide serialized/paged bid documents - 1 ORIGINAL copy of the tender document clearly marked original and 1 other copy marked COPY all placed in one envelope and tender title and number and closing date clearly written on top of the envelope
2.16	Deadline for Submission of Tenders /Closing date shall be Wednesday, 25th November, 2020 at 11.00 am.
2.28	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 tenders.

- a) Mandatory tender requirements
- b) Technical capability assessment including due diligence where applicable
- c) Financial Evaluation.

(a) MANDATORY REQUIREMENTS

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

No.	Documents to be submitted
1.	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 previous none performing records or terminated contracts are not eligible to participate
2.	Project commitment/plan – Bidders MUST attach a sample project work program (provide details including delivery period).
3.	Provide a correctly duly filled, stamped and signed form of tender
4.	Tender security for Kshs 100,000.00 in form of a bank guarantee or a banker's cheque from a reputable bank in Kenya or insurance from insurance agencies allowed by Public Procurement Regulatory Authority valid for 120 days from the date of closing date of the tender.
5.	Provide documentary evidence of the company's registration details /certificate of Incorporation (legal structure) by a recognized body in the domiciled country.
6.	Attach membership Certificate from Public Relations Society of Kenya (PRSK)
7.	Provide copy of the company Valid Tax Compliance certificate issued by the Revenue Authority of the domiciled country.
8.	Bidders must submit three company references of similar size to KCAA that your firm have successfully provided similar services (media monitoring and research services) in the last five (5) years with a value of four (4) million on each contract and above. Provide three (3) copies of contract/LSO's/ completion certificates and their corresponding recommendation letters from the clients as evidence. At least one of the contracts must be from a Government entity/agency.
9.	Provide paginated/ serialized 1 ORIGINAL copy of the tender document clearly marked Original and 1 other copy marked COPY and all placed in one envelope.
10.	Attach a duly signed sworn Anti-corruption affidavit signed by commissioner of oaths
11.	Attach a duly filled confidential questionnaire indicating shareholding for each director
12.	Financial Resources The bidders shall submit two years latest audited financial statements. (2019/2018 – 2018/2017)
13.	Submit a statement in the letterhead of the bidder indicating that the company is not insolvent, in receivership, bankrupt or in the process of being wound up
14.	Submit a statement in the letterhead of the bidder indicating that the person or his/her subcontractor, if any, is not debarred from participating in procurement proceedings
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.

(b) TECHNICAL EVALUATION CRITERIA

The bidders shall be evaluated in the following four categories.

A: The Proposal,

B: Competency of staff,

C: Assignment - experience and

D: Financial capability of the firm.

No.	Parameters	Max scores
A.	<p>The proposal: Adequacy of the proposed Work Plan & Overall Methodology in responding to the Terms of Reference</p> <p>1. Interpretation and comments on KCAA's Terms of Reference - 20</p> <p>2. Clarity of Work plan (attach a sample draft) -10</p> <p>3. Description of Deliverables -10</p> <p>4. A detailed company profile & Organogram (attach) -7</p> <p style="text-align: right;">Total 47</p>	47
B.	<p>Managerial and Key Personnel Competency Profiles</p> <p>Provide relevant CV's and professional certificates for at least three (3) staff who will be assigned to this project (specify their position in the company and roles to be undertaken in the project if successful).</p> <p><i>NB: Staff handling this account must have served in the Media/Communication profession or related careers for a minimum of five (5) years with the Lead Consultant having a master's degree in the Media/Communication sector and related professions e.g. Media Law, Literature, Public relations, and MUST have seven (7) years' work experience in either of the stated environments. The three (3) MUST be members of relevant professional association (attach evidence)</i></p>	20
C.	<p>Experience: Business experience in monitoring of media coverage based on similar assignments (20 marks)</p> <p>i) Provide proof of at least three (3) similar assignments, one (1) from the public sector and two (2) from the private sector successfully done by providing STRICTLY copies of LSO's/contracts (5marks)</p> <p>ii) Provide three (3) corresponding recommendation letters with the LSOs/contracts provided from the respective clients (6marks)</p> <p>iii) Provide a list and contacts of clients successfully served in the past four (4) years (4marks)</p> <p>iv) The bidding firm must have over five (5) years relevant experience – attach evidence (max. 5 marks)</p> <p>v) Provide and attach evidence of experience in analyzing and interpretation of media monitoring data (5 marks)</p>	25
D.	<p>Financial resources</p> <p>Financial capability of the firm based on information provided in the last two years audited accounts.</p> <ul style="list-style-type: none"> • Current assets : Current liabilities (3 marks) • Working capital (2 marks) • Positive profit trends for the last two years (3 marks) 	8
	TOTAL	100%

NOTE: The pass mark to proceed for further evaluation stage shall be 75% marks. Evaluation shall be done based on the evaluation criteria provided.

c) Financial Evaluation:

The winning bidder will be the lowest evaluated bidder among those who will have passed the technical evaluation as outlined above **(a & b)** except where other conditions are not met as specified in the tender document.

SECTION III GENERAL CONDITIONS OF CONTRACT

TABLE OF CONTENTS

- 3.1 Definitions
- 3.2 Application
- 3.3 Standards
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- 3.8 Payment
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- 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 eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in Special Conditions of Contract.

- 3.6.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.
- 3.6.3 The performance security shall be denominated in the currency of the Contract or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of:
- a) Cash
 - b) A bank guarantee.
 - c) Such insurance guarantee approved by the Authority.
 - d) Letter of credit.
- 3.6.4 The performance security will be discharged by the procuring entity and returned to the candidate not later than thirty (30) days following the date of completion of the tenderer's performance of obligations under the contract, including any warranty obligations under the contract.

3.7 Inspections and Tests

- 3.7.1 The Procuring entity or its representative shall have the right to inspect and/or to test the services to confirm their conformity to the Contract specifications. The Procuring entity shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 3.7.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.
- 3.7.3 Should any inspected or tested services fail to conform to the Specifications, the Procuring entity may reject the services, and the tenderer shall either replace the rejected services or make alterations necessary to meet specification requirements free of cost to the Procuring entity.
- 3.7.4 Nothing in paragraph 3.7 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.8 Payment

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 anytime terminate the contract by giving written notice to the contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not produce or affect any right of action or remedy, which has accrued or will accrue thereafter to the 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
3.6	A performance security of 10% of the contract price in the form of a banker's cheque or guarantee will be required from the winning bidder.
3.8	Payment process shall commence upon submission of invoice.
3.9	Prices shall be maintained for the entire contract period.
23.14	In case of a dispute between the purchaser and the supplier, the dispute shall be referred to adjudication or arbitration in accordance with the laws of Kenya.
3.17	The applicable law shall be Kenyan Law
3.18	Kenya Civil Aviation Authority, P.O Box 30163-00100, NAIROBI, GPO. Suppliers contact to be furnished during contract signing.

SECTION V: SCHEDULE OF REQUIREMENTS:

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF MEDIA MONITORING AND RESEARCH SERVICES:

INTRODUCTION

Kenya Civil Aviation Authority (KCAA) was established on 24th October 2002 by the Civil Aviation (Amendment) Act, 2002 to take over the functions of the then Directorate of Civil Aviation (DCA) and the Civil Aviation Board (CAB) in the Ministry of Transport. The Act has since been repealed and replaced with the Civil Aviation Act No.21 of 2013.

The primary functions of KCAA are regulation and oversight of aviation safety and security, economic regulation of air services and development of civil aviation. The authority also provides air navigation services and training of personnel through the East African School of Aviation.

World dynamics require KCAA to be a globally competitive in terms of civil aviation regulation and management. To achieve growth, job creation and a better working environment. Economic decisions to invest in Kenya's aviation sector are not made solely on facts, as they are often emotional and based on perceptions. For this reason, it is imperative for KCAA to manage the perceptions that potential investors have of Kenya's aviation sector. This is achieved through active branding strategies and media monitoring coupled with reputation management of the KCAA brand.

NEED FOR THE CONSULTANCY

To collect, analyse and present data on KCAA related content in Print, Broadcast and Digital media in order to gauge customers' perception of KCAA in executing its mandate as stated in the Civil Aviation Act, 2013.

Specific objectives

- i. Enable KCAA monitor and evaluate media campaigns.
- ii. Help KCAA collect media intelligence on the Aviation sector to build effective communications strategies including stakeholder engagement
- iii. Enable the KCAA determine and pursue areas of thought leadership within its mandate as reflected in the media.
- iv. Help KCAA to protect and build its reputation and benchmark with best media practice.
- v. Keep track of the aviation business, competition and industry trends across print, radio, and broadcast and social media platforms

- vi. Support the institutional risk management framework through providing stakeholder feedback from the information disseminated by the Authority

Scope of the media monitoring

The consultant will provide analysed media coverage of news relating to:

- i. Kenya Civil Aviation Authority(KCAA)
- ii. Key personalities from KCAA including Board Chairman, Director General and others whose titles and names shall be shared with the consultant upon commencement.
- iii. Key personalities within the Aviation sector, including but not limited to the state department of transport Cabinet Secretary, Aviation, among others.
- iv. Air Transport trends,
- v. Developments in the State department of transport,
- vi. Other key areas of interest including developments in Transport policy, law and regulations among other relevant areas.

KCAA will provide key words from time to time to ensure all issues in the sector are captured.

Coverage

Coverage of the issues highlighted above will be tracked in the following media platforms:

- i. Print media –Daily & weekly national, county and regional newspapers, periodicals, magazines for all direct and indirect news and paid for advertisements.
- ii. Electronic media–National, regional TV & radio stations for all direct and indirect news and stories as well as paid for advertisements.
- iii. Digital media –Social Networking sites; Facebook, Twitter, YouTube, Instagram, Wikipedia and others. Online news media, local and international as well as local and international blogs.

General Expected Deliverables In Terms Of Print, Broadcast and Digital Media

The general expected deliverables and outcomes based on the monitoring of broadcast print and digital media are:

- a. A comprehensive annual report must be submitted at the end of every calendar year. 3 copies
- b. Monthly & Quarterly reports to be submitted on the monitored media 3 copies

- c. Daily e-mail alerts, by 7.30am and 3.00 p.m capturing all the stories published that day with a link to the story or online database where the story has been stored.(print, broadcast & digital media)
- d. Reports should be structured in such a way that trends, developments and media coverage peaks are easily identifiable across.
- e. The service provider must accept responsibility for reports until a year after completion of the contract and submission of the final reports.
- f. Service providers using sub-contractors must list them and provide proof that they will be able to conduct the work.
- g. All data (raw data and reports) should be stored and made accessible on an interactive, access controlled, web-based portal that will enable KCAA to gain access to information at any given time.
- h. Provide for KCAA to review all keywords provided after every six-months, in line with original unit costs proposed.

1. MONITORING AND ANALYSIS OF PRINT MEDIA

The contracted service provider is expected to:

- i. Provide media monitoring services (tracking, collection and archiving of media data) for print media published and distributed within Kenya.
- ii. Print media refers to traditional print media, which includes paper-based newspapers, magazines, journals or periodicals, and any other paper-based media that might be relevant.
- iii. Refer to keywords provided.
- iv. Eliminate false positive hits.

Expected Deliverables In Terms Of Monitoring Print Media.

- i. Monitoring of print media, which includes media data tracking, collection and archiving, for the periods specified above.
- ii. All media data, including advertorials and public opinion pieces, advertisements, should be monitored.
- iii. Data should be provided in a format that is easily accessible and that will resemble the original appearance of the data as it was published.
- iv. Data should be categorized and stored separately in chronological order to ensure ease of access and identification.
- v. Three sets of data discs and an electronic copy to be supplied on a monthly basis.
- vi. Each clip should be accompanied by at least the following information:

- Name of publication and author
 - Date / issue of publication
 - Advertising value equivalent (AVE) (values indicated in Kenyan Shillings)
 - Distribution (national/regional/community/other)
- vii. A complete list of publications tracked should be provided. It should be clear how many publications are national, regional, community and other, as well as the number of publications for national, for each province and for other.
- viii. The number of print publications monitored, and particularly Kenyan publications.

Analysis of Print Media

Monitored print media should be analyzed for:

- i. KCAA's influence in terms of reach and impact of messages
- ii. Impact of the domestic and international environment on KCAA's reputation and competitiveness domestically and internationally
- iii. Individuals who are writing positively or negatively about KCAA

2. MONITORING AND ANALYSIS OF BROADCAST MEDIA

The contracted service provider(s) are expected to:

- i. Provide media monitoring services (tracking, collection and archiving of media data) for broadcast media aired within Kenya.
- ii. Monitor broadcast media including television, radio and digital broadcasting.
- iii. Provide KCAA with transcripts of broadcasts for detailed content analysis.

Expected Deliverables In Terms Of Monitoring Broadcast Media

- i. Monitoring of broadcast media, which includes media data tracking, collection and archiving for the periods specified under each respective agent.
- ii. All broadcast media content, including advertisements, advertorials and public commentary should be monitored.
- iii. All media data should be archived and be made available to KCAA via transcripts, and electronic soft copies on DVD / Blu-ray discs
- iv. Data should be provided in a format that is easily accessible and that will resemble the original appearance of the data as it was published.
- v. KCAA needs to be provided with transcripts of broadcast media.
- vi. Data is categorised and stored separately in chronological order to ensure ease of access and identification.
- vii. Three sets of data discs for each agent are supplied on a monthly basis. The following information should be provided for each broadcast clip tracked:
 - Station / Channel
 - Date of broadcast
 - Duration of broadcast
 - Broadcast footprint

- Time of broadcast
 - Viewership / Listenership
 - Demographic information
 - Name of programme
 - Name(s) of journalist / presenter / interviewer / interviewee (if applicable)
 - Nature of programme (i.e. news programme / talk show / investigative programme / magazine programme /
 - specialty programme / documentary / educational programme / children's programme / leisure programme /
 - advertisement / other)
 - Programme type (i.e. live broadcast / scheduled broadcast / repeat broadcast)
- viii. Audio / visual media data should be provided and archived in an accessible format that will resemble the original format.
- ix. A synopsis should be provided for each broadcast clip tracked, containing the following information:
- Topic/theme
 - Main points or issues
 - Level and nature of audience participation (if any)
- x. A complete list of broadcast platforms for each radio, television and digital tracked should be provided. It should be clear how many platforms under each broadcast category are national, regional, community and other, as well as the number of broadcast platforms tracked under each broadcast category for national, for each province and for other.
- xi. Global Aviation Industry trends, Analysis and Statistics i.e. US, European, Chinese, Canada, Australia, UK and India

Analysis of Broadcast Media

Monitored broadcast media should be analysed for:

- i. KCAA's influence in terms of reach and impact of messages
- ii. Impact of the domestic and international environment on KCAA's reputation and competitiveness domestically and internationally
- iii. Individuals who are writing positively or negatively about KCAA
- iv. Trends in aviation industry

3. DIGITAL MEDIA MONITORING & ANALYSIS

The contracted service provider(s) are expected to:

- i. Provide media monitoring services (tracking, collection and archiving of media data) for digital media. Digital media include online media, social media, mobile telephony and websites.

Expected Deliverables In Terms Of Digital Media

- i. Monitoring of digital media platforms, which will include data tracking, collection and archiving.
- ii. All digital media data, including advertorial and public opinion pieces, advertisements, will be monitored.
- iii. All digital media data should be archived and be made available to KCAA via web based portal(s) and electronic soft copies on DVD/Blu-ray discs.
- iv. Data should be provided in a format that is easily accessible and that will resemble the original appearance of the data as it was published.

The following information should be provided for tracked items:

- Platform/website
 - Original source
 - Date of communication/first published
 - Number of hits/downloads
 - Journalist/reporter/personality/Organization/individual/entity
 - Web link (where applicable)
- v. Web links or URL's to content alone will not be sufficient. Media data will have to be stored in a format that will be easily accessible offline and that will resemble representation in the original form
 - vi. Web links or URL's to content alone will not be sufficient. Media data will have to be stored in a format that will be easily accessible offline and that will resemble representation in the original form.
 - vii. The service provider will be expected to ensure that all audio / visual media clips are saved before access expires.

Analysis of Digital Media

Monitored Digital media should be analysed for:

- i. KCAA's influence in terms of reach and impact of messages
- ii. Social Media analytics of KCAA's Digital media assets
- iii. Impact of the domestic and international environment on KCAA's reputation and competitiveness domestically and internationally
- iv. Individuals who are writing positively or negatively about KCAA
- v. Trends in aviation industry

4. MONITORING AND ANALYSIS OF ADVERTISEMENTS

The contracted service provider is expected to:

- i. Monitor and analyse of both above and below the line media marketing and corporate campaigns and advertisements.

- ii. Provide quarterly evaluation and analysis of the same.
- iii. Provide verification reports on what has aired Vis a Vis bookings for KCAA. The reports will include but not limited to:
 - Client
 - Media
 - Brand
 - Ad-name (material id)
 - Date
 - Time aired
 - Length
 - Quality of Ads

Expected deliverables

- i. Ability to view/listen to all ads and mentions at the click of the mouse from the on-line report
- ii. Provider will send out daily reconciliation reports via emails to both KCAA and its Public Relations agency
- iii. Ability to generate Expenditure data reports for any period required on a secured online portal.
- iv. Web access to daily, weekly, monthly access to monitoring reports.

METHODOLOGY FOR THE MEDIA MONITORING

The media monitoring for KCAA will be conducted through both quantitative and qualitative content analysis methodology.

Quantitative content analysis will collect data about media content such as topics or issues, volume of mentions, 'messages' determined by key words in context, circulation of the media (audience reach) and frequency.

It will also consider media form and impact. Qualitative content analysis will examine the relationship between the text and its likely audience meaning. The service provider will pay attention to audience, media and contextual factors.

Advice on media opportunities to take advantage of and better inform communication strategy.

- i) Insights to draw and inform communication strategies
 - a. What interviews have been done?

- b. What publications gave us coverage?
 - c. Which journalists give us coverage? Pattern?
 - d. Did we reach the right audience?
 - e. How does this relate to the original strategy?
- ii) Constant feed of information and proposals of entrenching relationships with the media.
 - iii) Ability to relate media exposure to KCAA communication objective/original strategy.
 - iv) Review core messages vis-a-vi media exposure

Required expertise and qualification

A company with the following expertise and qualifications:

- i. The lead consultant (s) to have master's degree in Communication, Media, Law, Literature, Public Relations, Development Studies, International Development or 10 Years' Experience in the Field of Public Relations or Advertising
- ii. Proven experience in monitoring of Aviation and related industries
- iii. Knowledge of Kenya's Transport Policy ; especially relating to Civil Aviation
- iv. Experience in engagement with the media sector in Kenya
- v. Experience in Aviation processes in Kenya and the region
- vi. Experience in Civil Aviation laws, regulations, statutes etc.
- vii. Knowledge of International Civil Aviation Organization (ICAO) and its role in Civil Aviation
- viii. Experience in analysing and interpreting media monitoring data
- ix. Excellent written and verbal communication skills in English

Selection Criteria

Submissions will be evaluated in consideration of the evaluation Criteria as stated below

The offer will be evaluated by using the best value for money approach. The pass mark on the technical evaluation will be 75%.

SECTION VI: PRICE SCHEDULE

NAME OF TENDERER: PROVISION OF MEDIA MONITORING AND RESEARCH SERVICES FOR TWO YEARS.

TENDER NUMBER: KCAA/007/2020-2021

Item	Description	Total Price inclusive of VAT (Kshs)
1.	Provision of media monitoring, news and research services for Two (2) Financial Years as per the terms of reference provided in the tender document.	
TOTAL AMOUNT IN KENYA SHILLINGS INCLUSIVE OF ALL APPLICABLE TAXES, FOR TWO YEARS. AMOUNT TO BE TRANSFERRED TO THE FORM OF TENDER		
<i>STATE PROPOSED DELIVERY PERIOD-----</i>		

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 of the tenderer:

Name

Signature,

Official Rubberstamp

SECTION VII- 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 if applicable.

8.1 FORM OF TENDER

Date _____

Tender No. KCAA/007/2020-2021

**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 for the **Provision of Media monitoring and Research services for KCAA for two (2) years** as per the terms of reference provided in the tender document. In conformity with the said tender documents for the sum of

.....*[total tender amount in words and figures]*
or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to provide the services in accordance with the services schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the tender guarantee in a sum equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by (Procuring entity).
4. We agree to abide by this Tender for a period of*[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this _____ day of _____ 2020
[signature] _____ *[In the capacity of]*
duly authorized to sign tender for and 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

<p><i>Part 1 – General:</i></p> <p>Business Name</p> <p>Location of business premises.</p> <p>Plot No..... Street/Road</p> <p>Postal Address Tel No. Fax E mail</p> <p>Nature of Business</p> <p>Registration Certificate No.</p> <p>Maximum value of business which you can handle at any one time – Kshs.....</p> <p>Name of your bankers Branch</p>																										
	<p style="text-align: center;">Part 2 (a) – Sole Proprietor</p> <p>Your name in full Age</p> <p>Nationality Country of origin</p> <p style="padding-left: 40px;">• Citizenship details</p>																									
	<p style="text-align: center;">Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 25%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 25%;">Citizenship Details</th> <th style="width: 15%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.
	Name	Nationality	Citizenship Details	Shares																						
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3.																						
4.																						
	<p style="text-align: center;">Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 40px;">Nominal Kshs.....</p> <p style="padding-left: 40px;">Issued Kshs.....</p> <p>Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 25%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 25%;">Citizenship Details</th> <th style="width: 15%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.
	Name	Nationality	Citizenship Details	Shares																						
1.																						
2.																						
3.																						
4.																						
<p>Date Signature of Candidate</p>																										

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

8.3 TENDER SECURITY FORM

Whereas [*Name of the tenderer*]
(Hereinafter called "the tenderer") has submitted its tender dated [*Date of submission of tender*] for the supply and delivery of
[*Name and/or description of the equipment*] (Hereinafter called "the Tender")
..... KNOW ALL PEOPLE by these presents that WE
..... of having our registered office at
(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 tender 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)

8.4 CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 20 _____ between
..... [*name of Procurement entity*] of [*Country of Procurement entity*]
(Hereinafter called "the Procuring entity) of the one part and [*Name of tenderer*]
of [*City and country of tenderer*] (Hereinafter called "the tenderer")
of the other part;

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are
respectively assigned to them in the Conditions of Contract referred to:

2. The following documents shall be deemed to form and be read and construed as part
of this Agreement viz:

- (a) The Tender Form and the Price Schedule submitted by the tenderer
- (b) The Schedule of Requirements
- (c) The Technical Specifications
- (d) The General Conditions of Contract
- (e) The Special Conditions of contract; and
- (f) The Procuring entity's Notification of Award

3. In consideration of the payments to be made by the Procuring entity to the tenderer
as hereinafter mentioned, the tender hereby covenants with the Procuring entity to
provide the goods and to remedy defects therein in conformity in all respects with the
provisions of the Contract

4. The Procuring entity hereby covenants to pay the tenderer in consideration of the
provisions of the goods and the remedying of defects therein, the Contract Price or
such other sum as may become payable under the provisions of the Contract at the
times and in the manner prescribed by the contract.

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

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

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

(Amend accordingly if provided by Insurance Company)

8.5 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]

8.6 BANK GUARANTEE FOR ADVANCE PAYMENT FORM

To
[Name of procuring entity]

[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 institutions], 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 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]

8.7 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

8.8 FORM RB 1

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender No.....of
.....20...

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical
address.....Fax No.....Tel. No.....Email, hereby request the Public
Procurement Administrative Review Board to review the whole/part of the above
mentioned decision on the following grounds , namely:-

- 1.
- 2.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
- 2.

SIGNED (Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on
day of20.....

SIGNED
Board Secretary

MANDATORY PRE-BID MEETING FORM

(TO BE RETURNED DULY SIGNED AND STAMPED WITH TENDER DOCUMENT)

TENDER NO: KCAA/007/2020-2021: FOR THE PROVISION OF MEDIA MONITORING AND RESEARCH SERVICES FOR KCAA FOR TWO YEARS.

THIS IS TO CONFIRM THAT ----- (COMPANY NAME) HAS MADE A PRE-BID MEETING TO KCAA HEADQUARTERS – AVIATION HOUSE - JKIA.

COMPANY REPRESENTATIVE

NAME -----

DESIGNATION-----

SIGNED -----

DATE -----

OFFICIAL STAMP

KCAA REPRESENTATIVE

NAME -----

DESIGNATION-----

SIGNED -----

DATE -----

OFFICIAL STAMP

REPUBLIC OF KENYA

IN THE MATTER OF OATHS AND STATUTORY DECLARATION ACT

CHAPTER 15 OF THE LAWS OF KENYA

AND

IN THE MATTER OF THE PUBLIC PROCUREMENT AND DISPOSAL

ACT, NO. 3 OF 2005.

I, of P. O. Box
..... being a resident of in the
Republic of Kenya do hereby make oath and state as follows: -

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.

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.

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.

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 2020 }

}

}

}

DEPONENT

Before me }

}

}

Commissioner for Oaths }