

# **KENYA CIVIL AVIATION AUTHORITY**



**TENDER NO. KCAA/013/2020-2021**

**PROVISION OF CONSULTANCY SERVICES TO  
UNDERTAKE AUDITING OF AIR NAVIGATION  
SERVICE (ANS) SYSTEMS, ANS REVENUE  
MANAGEMENT AND ASSOCIATED IT  
INFRASTRUCTURE**

**DATE OF NOTICE: TUESDAY, 2<sup>ND</sup> MARCH, 2021**

**CLOSING DATE: WEDNESDAY, 17<sup>TH</sup> MARCH, 2021 AT 11AM**

- 1) A mandatory pre-bid meeting will be held at KCAA Headquarters, Aviation House -JKIA on Wednesday, 10<sup>th</sup> March, 2021 at 11am.**
- 2) 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 CONSULTANCY SERVICES TO UNDERTAKE AUDITING OF AIR NAVIGATION SERVICE (ANS) SYSTEMS, ANS REVENUE MANAGEMENT AND ASSOCIATED IT INFRASTRUCTURE:**

**TENDER REF NO: KCAA/013/2020-2021**

**DATE OF NOTICE: 2<sup>ND</sup> MARCH, 2021**

- 1.1 KCAA **invites** sealed bids from all interested candidates for the **Provision of Consultancy Services to Undertake Auditing of Air Navigation Service Systems, ANS revenue management and associated ICT Infrastructure.**
- 1.2 **A mandatory pre-bid meeting** will be held on **Wednesday, 10<sup>th</sup> March, 2021** at **11:00am** at Aviation House, Jomo Kenyatta International Airport.
- 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](http://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](mailto: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 (**Ksh1,000.00**) 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, 17<sup>th</sup> March, 2021 at 11.00am.**

- 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 III - 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 inquiries 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 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.
- 2.12.3 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, 17<sup>th</sup> March, 2021 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, 17<sup>th</sup> March, 2021 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, 17<sup>th</sup> March, 2021** 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 2.22.3 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 <b>KES. 60,000.00</b> 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) <b>valid for 120 days</b> 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 <b>serialized/paged bid documents - 1</b> ORIGINAL copy of the tender document clearly marked original and <b>1</b> other copy marked <b>COPY</b> all placed in one envelope and tender title and number and closing date clearly written on top of the envelope.
<b>2.16</b>	<b>Deadline for Submission of Tenders /Closing date shall be Wednesday, 17<sup>th</sup> March, 2021 at 11.00 am.</b>
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.

<b>MANDATORY REQUIREMENTS:</b>	
<b>No.</b>	<b>Mandatory Documents to be submitted</b>
1.	<b>Ineligibility:</b> - Bidders and associated firms who have existing ongoing contracts with KCAA which have delayed beyond the original scheduled completion period in the contract or having none performing records or terminated contracts are not eligible to participate. This shall be based on records within KCAA.
2.	<b>Project commitment/plan</b> - Bidders MUST attach a sample project plan/work program (Provide details). KCAA expects the consultant to provide a period/schedule of activities
3.	Provide Tender security of <b>Kshs 60,000.00 valid for 120 days</b> in form of a bank guarantee or a banker's cheque from a reputable bank in Kenya or from insurance companies allowed by Public Procurement Regulatory Authority and valid for 120 days from the date of closing of the tender.
4.	Attach a duly filled, signed and stamped Form of Tender.
5.	Attach a copy of company registration/incorporation certificate
6.	Attach a Valid Tax Compliance Certificate
7.	Attach a copy of company CR12 certificate. (Limited company only)
8.	<b>Submit 1 original &amp; 1 copy of the bid proposal - and must ALL be serialized/paginated</b> accordingly.
9.	Bidders must show evidence of having attended the mandatory pre-bid meeting – attach a meeting form duly signed by KCAA representative.
10.	Audited Financial statements for the last two years (2020 or 2019 and 2018)
11.	Attach certified CV's (as per terms of reference requirements) for all the technical staff that will be involved in the implementation of this consultancy and who should have a minimum of a bachelor's degree in Engineering, Computer Science, IT, Business Management or related fields, and a relevant professional qualification such as CISA and should be registered members with relevant professional bodies (ICPAK, IIA, etc).
12.	<b>Give Five (5) companies' references</b> that your firm has successfully provided IT Audits carried out by a Consultant within the last five (5) years in Organization's comparable to KCAA, preferably in the Public sector. Please provide proof in form of LSO's/ completion certificates and corresponding reference letters showing names of contact person(s) and amounts involved in each contract.
13.	Attach a duly filled, signed and stamped confidential questionnaire indicating shareholding for the applicable firms
14.	Provide a duly signed sworn Anti-corruption affidavit signed by commissioner of oaths
15.	Submit a statement in the letterhead of the bidder indicating that your company and that of the joint venture if any are not insolvent, in receivership, bankrupt or in the process of being wound up.
16.	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.
17.	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.

**TECHNICAL EVALUATION CRITERIA**

<b>No</b>	<b>Parameters</b>	<b>Max scores</b>
A.	<p><b>The proposal:</b> Adequacy of the proposed Work Plan &amp; Methodology in responding to the Terms of Reference</p> <ul style="list-style-type: none"><li>1. Interpretation of the Terms of Reference - 10</li><li>2. Clarity of Work plan – clear and precise - 10</li><li>3. Detailed Consultancy firm organization Profile 5 (Company history, contacts, products/services, affiliations, agreements for additional capacity Sourced for the Project if any, etc.</li><li>4. Description of Deliverables - 5</li></ul> <p style="text-align: right;"><b>Total 30</b></p>	30
B.	<p><b>Managerial and Key Personnel Competency Profiles (as per the terms of reference in the bid document)</b></p> <ul style="list-style-type: none"><li>i. The Consultancy team members that are proposed to participate in the project should have a minimum of a bachelor’s degree in Engineering, Computer Science, IT, Business Management or related fields, and a relevant professional qualification such as CISA and should be registered members with relevant professional bodies (ICPAK, IIA, etc). <b>(attach registration certificates)</b></li><li>ii. The Consultancy Team Leader and his/ her deputy must have experience in undertaking IT Audits and ANS Systems implementation and Support, of not less than 5 years. For clarity, where the Team Leader has at least 5-year experience in IT Systems Audit or ANS Systems implementation, the Deputy should have the alternate five-year experience so that collectively, the key personnel meet the requirements to facilitate implementation of the project</li><li>iii. At least two of the personnel to be deployed in the Consultancy should demonstrate experience in implementation and support of majority of the ANS systems deployed by the Authority</li><li>iv. At least two of the personnel to be deployed to the consultancy should provide evidence of undertaking IT Security Audits in at least three large organisations comparable to KCAA in the last five years.</li><li>v. All the Consultancy team members that are proposed to participate in the consultancy must be members in good standing with relevant professional bodies i.e. ISACA, IIA or ICPAK. <b>(Attach professional certificates and CV’s)</b></li></ul>	30

C.	<p><b>Experience: Business experience based on similar assignments (20 marks)</b> The consultant and his/her team <u>must</u> demonstrate competence in carrying out comprehensive IT Audits in entities comparable to KCAA in Kenya. Provide a statement of capabilities of your firm and list at least five (5) IT Audits successfully carried out by the Consultant within the last five (5) years for medium/large corporate organizations comparable to KCAA in terms of complexity.</p> <p><b>Please provide proof in form of LSO's and their corresponding reference letters showing names of a contact person(s), their contacts, nature and cost of assignment and periods undertaken.</b></p>	30
D	<p><b>Financial resources</b>  Financial capability of the firm based on information provided in the last two years audited accounts.</p> <ul style="list-style-type: none"> <li>• Current assets : Current liabilities (4 marks)</li> <li>• Working capital (3 marks)</li> <li>• Positive profit trends for the last two years (3 marks)</li> </ul>	10
<b>TOTAL</b>		<b>100</b>

**Note: The pass mark to proceed for further evaluation stage shall be 80 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
- 3.4 Use of contract documents and information
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- 3.16 Force majeure
- 3.17 Applicable law
- 3.18 Notices

## **SECTION IV - 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 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 it's 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 V: SPECIAL CONDITIONS OF CONTRACT**

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

<b>General conditions of contract reference</b>	<b>Special conditions of contract</b>
3.6	A performance security of 10% of the contract price in the form of a banker's cheque or guarantee will be required from the winning bidder.
3.8	Payment 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 VI: TECHNICAL DESCRIPTION OF SERVICES**

### **TERMS OF REFERENCE FOR THE CONSULTANCY SERVICES TO UNDERTAKE AUDIT OF AIR NAVIGATION SERVICE (ANS) SYSTEMS, ANS REVENUE AND ERP SYSTEMS & ASSOCIATED IT INFRASTRUCTURE**

#### **1. Introduction**

Kenya Civil Aviation Authority (KCAA) is established under the Kenya Civil Aviation Act, 2013 as amended by the Civil Aviation Amendment Act, 2016. The primary mandate entails Regulation and oversight of Aviation Safety & Security; Economic regulation of Air Services and development of Civil Aviation; Provision of Air Navigation Services (ANS), and Training of Aviation personnel. The Authority is guided by the provisions of the convention on International Civil Aviation, related ICAO Standards and Recommended Practices (SARPs), and the relevant Kenyan Laws and Regulations. Further details about KCAA may be obtained from the Authority's Website <https://www.kcaa.or.ke/>

KCAA's Internal Audit Department (IAD) is responsible for providing assurance on Governance, Risk Management and Controls in line with the requirements of the International Professional Practices (IPPF) with the objective of adding value to the Authority's business systems and processes for improved performance.

Efficient provision of the future ANS is based on a worldwide exchange and management of information used by the different ATM processes and services. The continuous global growth of air traffic requires the provision of more and more complex infrastructure and systems with an increased sharing of information amongst various stakeholders. ATM infrastructure and systems are being brought on board taking advantage of the flexibility and cost effectiveness of available emerging open technologies based on internet protocols. However, these emerging open technologies also increases the vulnerabilities to cyber-attacks associated to connected air navigation systems. Furthermore, KCAA implemented a Revenue Management System for its Air Navigation Service Charges and an upgraded ERP System (Microsoft Dynamics Navision) that integrates the Authority's Financial Management, Procurement & Stores Management as well as Payroll Processes. There is need to provide comprehensive

assurance on the underlying three sets of Systems and supporting infrastructure to assess whether the existing controls are capable to effectively mitigate the risks that could prevent the systems from accomplishing the intended business/operational objectives and to ensure confidentiality, availability and integrity of the systems/applications and related IT infrastructure.

The Authority therefore intends to engage a Consultant to team up with Internal Resources within IAD to undertake a comprehensive assurance on its ANS Systems, ANS Revenue Management System and ERP and the associated ICT Infrastructure. The whole range of activities to be undertaken during the assurance are enumerated in the terms of reference/scope of work provided here below.

## **2. Objectives of the Consultancy**

To provide comprehensive assurance of the ANS Systems, ANS Revenue Management System and the ERP System (*herein thereafter referred to as the Systems*) together with the supporting Information Technology (IT) infrastructure to evaluate whether the existing controls are capable to effectively mitigate the risks that could prevent the realization of the intended business/operational objectives being facilitated by the Systems under review, and to assess whether the controls ensures confidentiality, availability, and integrity of the Systems and data maintained therein.

## **3. Scope of Work/ Terms of Reference (TOR)**

The Scope of work/terms of reference for the Consultancy which should be undertaken based on relevant requirements of IPPF and IT Audits best practices is as outlined below:

- i. Development and deployment of an Audit Template/Program comprising of comprehensive set of audit tests for complete assurance on the Systems together with the supporting IT infrastructure, as per the objectives of the Consultancy. A brief overview of the systems shall be provided to interested bidders during the mandatory site visit.
- ii. Identification and documentation of Controls and the underlying objectives deployed in the Systems under review and the related IT infrastructure to facilitate achievement of operational objectives. This should be informed by detailed analysis for all processes executed through the Systems.

- iii. Holistic examination/testing of the controls deployed in each of the Systems and related IT Infrastructure to assess whether they meet the Operational/Business objectives.
- iv. Comprehensive mapping and documentation of controls and related objectives put in place to ensure Confidentiality, Integrity and Availability of the Systems under review.
- v. Deploying complete audit tests to ascertain reliability of the controls implemented by the Authority to ensure Confidentiality, Integrity and Availability of the Systems.
- vi. Follow-up on implementation of open Corrective Action Plans arising from prior ICT and ANS Systems Audit findings.
- vii. Provision of comprehensive assurance on management of the Systems and related IT Infrastructure Risks, to determine whether there is an appropriate control environment in line with best practices relevant to KCAA.

#### **4. Consultancy Responsibilities, Deliverables, and timeliness**

- a) The **Consultant shall be responsible** for:
  - i. Review of adequacy of the Systems and associated IT Infrastructure Controls in line with the objectives and scope of the consultancy.
  - ii. Making a preliminary visit to the Authority to obtain further information for preparation of comprehensive work-plan to meet the Consultancy Objectives. The report on the preliminary site visit should be submitted as part of the Tender Documents for the Consultancy.
  - iii. Submitting of an Initial Consultancy Report acceptable to KCAA detailing action to be taken to ensure timely achievement of all the deliverables of the Contract,
  - iv. Selecting and scheduling interviews with the Management in liaison with relevant Internal Audit Staff and preparing reports with specific actions points geared towards realization of the contract objectives.
  - v. Developing tools for guidance during the onsite interviews and examination of documentation for the consultancy for approval by the Project Manager.
  - vi. Performing on-site reviews as per the Terms of Reference of the Consultancy and Audit Template/Program and documentation of all done the KCAA Internal Audit Management System, in liaison with relevant IAD Staff.

- vii. Convening Audit project Meetings; Entry, Progress and Exit Meetings with the relevant Management Team members in Air Navigation Services and Corporate Services Directorate in liaison with IAD Staff assigned to the Audit Project.
- viii. Presentation of the Initial Draft Audit Report on the Consultancy to the Project Manager for approval.
- ix. Liaising with the Assigned IAD Staff to obtain Management feedback on each of the Audit Findings in the Draft Internal Audit Report as per the Objectives of the Consultancy.
- x. Presenting the Approved Audit Report to the Audit, Risk and Governance Committee of the KCAA Board of Directors.
- xi. Submission of the Final Audit Report inclusive of the Board Committee recommendations and a Report demonstrating implementation of all Terms of Reference and achievement of the deliverables of the Contract.

**b) Deliverables**

The deliverables of the Consultancy are as outlined below:

- i. A Complete Draft Audit Report covering all TOR that meets the requirements of the Authority. Thus, the Report shall be prepared as per IAD Reporting Template inclusive of all Audit findings, risks, causes and adequate recommendations to address each of the audit findings. All areas for improvement (findings) identified should be tested based on likelihood of occurrence and impact in achieving operational/business objectives.
- ii. Further to (i) above the Report must contain an action plan derived from Management's feedback outlining the corrective action plans and timeframe.
- iii. A Report outlining action taken on the deliberations held with the KCAA Board Audit Risk and Governance Committee (ARGC), Management and the Internal Audit Staff.
- iv. A Complete Final Audit Report on the Assurance on the Systems and related IT Infrastructure acceptable to the Authority.
- v. A Report demonstrating implementation of the Terms of Reference and achievement of the deliverables of the Consultancy.



### **c) Project Milestones & Contract period**

- i. **Consultancy Inception Report:** An Inception report to be submitted within *one (1) week* after commencement and consultations with key stakeholders (Management and relevant officers in ANS and Corporate Services Directorates of the Authority for further review by the IAD Staff assigned to the Project.
- ii. **Draft Audit Report:** to be submitted within *five (5) weeks* after commencement, comprising of all the elements of KCAA Internal Audit Report template for presentation, discussion and adoption of the recommendations/corrective action plans received provided by Management.
- iii. **Approved Audit Report:** to be presented by the Consultant to Audit Risk and Governance Committee of the Board after incorporation of KCAA Management's input to the Draft Audi Report. The Project Manager shall facilitate the scheduling of the presentation of the Final Report to the Board Committee.
- iv. **Final Audit Report:** to be submitted by the Consultant within *One (1) week* of approval of the Audit Report by the Board Committee.
- v. **Report on the achievement of the Deliverables** of the Consultancy to be submitted together with the Final Audit report in *Item iv* above.
- vi. **Contract period:** The project is expected to be implemented during the fourth quarter of the Financial Year 2020/21 and is to be completed within nine (9) weeks from the date of Contract signing.

### **5. Reporting Responsibilities**

KCAA Designates Manager Internal Audit & Review as the Project Manager.

### **6. Qualifications & Mandatory Information to be provided by the Consultancy Firm.**

- i. The Consultant and his/her Team must demonstrate competence in carrying out comprehensive assurance of the ANS Systems, ANS Revenue Management

System and the ERP System together with the supporting Information Technology (IT) infrastructure. The Consultant to:

- a. Provide a statement of capabilities and list of at least five (5) IT Audits successfully carried out by the Consultant within the last five (5) years in Organisations comparable to KCAA, preferably in the Public sector. *Please provide proof in form of a reference letter showing names of a contact person(s),*
  - b. Provide evidence of expertise in implementation and support to Air Navigation Systems IT systems implemented by the Authority. *Please provide proof in form of a reference letter showing names of a contact person(s).*
- ii. Details of academic and technical qualification of key staff to be involved in the provision of the Consultancy services under the contract i.e., Names and Curriculum Vitae's of Professional Resource Persons proposed to carry out the Project.
- a. The Consultancy Team Leader and his/ her deputy must have experience in undertaking IT Audits and ANS Systems implementation and Support, of not less than 5 years. For clarity, where the Team Leader has at least 5-year experience in IT Systems Audit or ANS Systems implementation, the Deputy should have the alternate five-year experience so that collectively, the key personnel meet the requirements to facilitate implementation of the project as per the Terms of Reference above.
  - b. At least two of the personnel to be deployed in the Consultancy should demonstrate experience in implementation and support of majority of the ANS systems deployed by the Authority.
  - c. At least two of the personnel to be deployed to the consultancy should provide evidence of undertaking IT Security Audits in at least three large organisations comparable to KCAA in the last five years.
  - d. All the personnel to be deployed in the Consultancy should have a minimum of a bachelor's degree in Engineering, Computer Science, IT, Business Management or related fields, and a relevant professional qualification such as CISA and should be registered members with relevant professional bodies (ICPAK, IIA, etc).

- iii. Detailed Consultancy firm organization Profile and experience (*Company history, contacts, products/services, affiliations, agreements for additional capacity sourced for the Project if any, etc.*).
- iv. Clear and precise work plan showing activities to be undertaken, timelines and deliverables on each of the terms of reference for the consultancy. The Consultant to attach a Pre-bid site visit report and to demonstrate how the outcome of the site visit was incorporated in the *proposed work plan to ensure realization of the objectives of the Consultancy and implementation of each of the Terms of Reference outlined in Section 4a above.*

## **7. KCAA's Obligations**

KCAA shall provide working space and shall assign specific Officers to facilitate the implementation of the Consultancy. Details on confidentiality and other aspects of the Consultancy shall be applied in the Contract to be signed by KCAA and the successful bidder.

## SECTION VII: SCHEDULE OF SERVICES/REQUIREMENTS

Name of Tenderer \_\_\_\_\_ Tender Number \_\_\_\_\_

1	2	3	4	5	6	7
Item	Description	Quantity & quality	Duration	Unit Price	Total Price	Unit Price of other incidental services payable

Signature of tenderer \_\_\_\_\_

**Note:** In case of discrepancy between unit price and total, the unit price shall prevail.

## SECTION VIII: PRICE SCHEDULE

**NAME OF TENDER: PROVISION OF CONSULTANCY SERVICES TO UNDERTAKE AUDITING OF AIR NAVIGATION SERVICE SYSTEMS, ANS REVENUE MANAGEMENT AND ASSOCIATED IT INFRASTRUCTURE:**

**TENDER NUMBER: KCAA/013/2020-2021**

<b>Item</b>	<b>Description</b>	<b>Total Price inclusive of VAT (Kshs)</b>
1.	Provision of consultancy services to undertake auditing of Air Navigation Service Systems, ANS Revenue Management and Associated ICT Infrastructure as per the terms of reference provided in the tender document.	

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

- i. All prices must be inclusive of all taxes and be transferred to the form of tender.
- ii. In case of discrepancy between unit price and total, the unit price shall prevail.

***STATE PROPOSED DELIVERY PERIOD:***

.....

**Authorized Official of the tenderer:**

-----

**Name**

-----

**Signature,**

**Official Rubberstamp**

## **SECTION IX - 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.

**9.1 FORM OF TENDER**

Date\_\_\_\_\_

**Tender No. KCAA/013/2020-2021**

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 Consultancy Services to undertake Auditing of Air Navigation  
Service Systems, ANS revenue Management and Associated IT Infrastructure** 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 \_\_\_\_\_ 2021  
[signature] [In the capacity of]  
duly authorized to sign tender for and on behalf of \_\_\_\_\_

## 9.2 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><b>Part 2 (a) – Sole Proprietor</b></p>																												
<p>Your name in full ..... Age .....</p> <p>Nationality ..... Country of origin .....</p> <p style="padding-left: 40px;">• Citizenship details .....</p>																												
<p><b>Part 2 (b) Partnership</b></p>																												
<p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 25%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 25%;">Citizenship Details</th> <th style="width: 10%;">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.	.....	.....	.....	.....
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<p><b>Part 2 (c) – Registered Company</b></p>																												
<p>Private or Public .....</p> <p>State the nominal and issued capital of company-</p> <p 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: 25%;">Nationality</th> <th style="width: 25%;">Citizenship Details</th> <th style="width: 10%;">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.	.....	.....	.....	.....
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<p>Date ..... Signature of Candidate .....</p>																												

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



### 9.3 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)

## 9.4 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)*

**9.5 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]

## 9.6 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]

**9.7 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**

**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 depend 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 ..... 2021 }

}  
}  
}  
}

DEPONENT

Before me }  
}  
}

Commissioner for Oaths }

## SITE VISIT FORM

**(TO BE RETURNED DULY SIGNED AND STAMPED WITH TENDER DOCUMENT)  
CONSULTANCY SERVICES TO UNDERTAKE AUDITING OF AIR NAVIGATION  
SYSTEMS, ANS REVENUE MANAGEMENT AND ASSOCIATED IT INFRASTRUCTURE:**

***PRE-BID DATE: WEDNESDAY, 10<sup>TH</sup> MARCH, 2021 AT 11.00AM.***

THIS IS TO CONFIRM THAT -----(COMPANY NAME) HAS MADE A  
SITE VISIT TO **KCAA - AVIATION HOUSE.**

### **COMPANY REPRESENTATIVE**

NAME -----

DESIGNATION-----

SIGNED -----

DATE -----

OFFICIAL STAMP

### **KCAA REPRESENTATIVE**

NAME -----

DESIGNATION-----

SIGNED -----

DATE -----

OFFICIAL STAMP