

KENYA CIVIL AVIATION AUTHORITY



TENDER NO. KCAA/042/2019-2020

**THE PROPOSED DESIGN, DEVELOPMENT,
TESTING AND COMMISSIONING OF EASA
WEBSITE**

DATE OF NOTICE: TUESDAY, 25TH FEBRUARY, 2020

**CLOSING DATE: WEDNESDAY, 11TH MARCH, 2020 AT
11:00AM**

Notes:

- 1. A mandatory pre bid/site meeting will be held on Wednesday, 4th March, 2020 at 11:00am to 1pm at EASA in Embakasi.**
- 2. All bidders must note that KCAA communicates only in writing to all interested bidders during the entire tendering process.**

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INTRODUCTION

Kenya Civil Aviation herein referred to KCAA wishes to tender for **the proposed design, development, testing and commissioning of EASA website.** Bidders must possess the necessary professional and technical qualifications and competence, financial resources, equipment and other physical facilities, managerial capability, experience in the provision of the services, reputation, and the personnel to execute the contract. They should also have legal capacity to enter into the contract and that they have continuously fulfilled obligations to pay taxes and social security contributions.

SECTION I – INVITATION TO TENDER

TENDER NAME: THE PROPOSED DESIGN, DEVELOPMENT, TESTING AND COMMISSIONING OF A NEW EASA WEBSITE:

TENDER REF NO: KCAA/042/2019-2020.

DATE: TUESDAY, 25TH MARCH, 2020

- 1.1 KCAA invites sealed bids from the invited candidates for **the proposed design, development, testing and commissioning of a new EASA website.**
- 1.2 **A mandatory pre bid/site meeting will be held on Wednesday, 4th March, 2020 from 11.00am to 1.00pm at EASA in Embakasi.**
- 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 or from supplier.treasury.go.ke and immediately forward their particulars for records and for the purposes of receiving any further tender clarifications and/or addendums to or 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 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 at **Ground Floor, Aviation House, Jomo Kenyatta International Airport** or be addressed to:

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

So as to be received on or before **Wednesday, 11th March, 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 on ground floor, KCAA Aviation House , JKIA, Nairobi.**

**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 relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.1.3. Tenderers shall provide the qualification information statement that the tenderer (including all members, of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the 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
- xii) Principal's or manufacturers authorization form
- xiii) Declaration form

2.3.2. The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

2.4 Clarification of Documents

2.4.1 A prospective candidate making inquiries of the tender document may notify the Procuring entity in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives no later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have received the tender documents”

2.4.2 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender

2.5 Amendment of documents

2.5.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.

2.5.2 All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.

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

2.6 Language of tender

2.6.1. The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring entity, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

2.7 Documents Comprising the Tender

The tender prepared by the tenderer shall comprise the following components:

(a) A Tender Form and a Price Schedule completed in accordance with paragraph 9, 10 and 11 below.

(b) Documentary evidence established in accordance with Clause 2.11 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;

(c) Tender security furnished is in accordance with Clause 2.12

(d) Confidential business questionnaire

2.8 Form of Tender

2.8.1 The tenderers shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the services to be performed.

2.9 Tender Prices

2.9.1 The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.

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

2.9.3 Prices quoted by the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22.

2.9.4 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)

2.9.5 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.

2.9.6 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

2.10 Tender Currencies

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

2.11 Tenderers Eligibility and Qualifications.

2.11.1 Pursuant to Clause 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.

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

2.12 Tender Security

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

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

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

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

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

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

- 2.12.5 Unsuccessful tenderer's security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the procuring entity.
- 2.12.6 The successful tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30.
- 2.12.7 The tender security may be forfeited:
- (a) If a tenderer **withdraws** its tender **during** the period of tender validity specified by the procuring entity on the Tender Form; or
 - (b) In the case of a successful tenderer, *if* the tenderer fails:
 - (i) to sign the contract in accordance with paragraph 30
 - or**
 - (ii) to furnish performance security in accordance with paragraph 31.
 - (c) If the tenderer rejects, correction of an error in the tender.

2.13 Validity of Tenders

- 2.13.1 Tenders shall remain valid for 60 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, 11th March, 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, 11th March, 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 on Wednesday, 11th March, 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 tenderer's tender.

Comparison or contract award decisions may result in the rejection of the tenderer's 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 30 days from the date of opening the tender.

2.22.6 To qualify for contract awards, the tenderer shall have the following:-

- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- (b) Legal capacity to enter into a contract for procurement

- (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing
- (d) Shall not be debarred from participating in public procurement.

2.23. Contacting the procuring entity

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

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

2.24 Award of Contract

a) Post qualification

2.24.1 In the absence of pre-qualification, the Procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.24.2 The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.1.2, as well as such other information as the Procuring entity deems necessary and appropriate.

2.24.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Procuring entity will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

b) Award Criteria

2.24.3 Subject to paragraph 2.29 the Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

2.24.4 The procuring entity reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the procuring entity's action. If the procuring entity determines that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.

2.24.5 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 duly filled, signed and stamped.
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 Ksh. 70,000.00 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 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 1 ORIGINAL of the tender document clearly marked original and 1 copy marked COPY ALL serialized/paginated and 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, 11th March, 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 and consultants.

- a) Mandatory tender requirements
- b) Mandatory Technical capability assessment including due diligence where applicable
- c) Technical evaluation criteria
- d) 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.

a) Mandatory requirements:

No.	Documents to be submitted
1.	Tender security required is Kshs. 70,000.00 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.
2.	Ineligibility: - Bidders and associated firms who have existing ongoing contracts with KCAA which have delayed beyond the original scheduled completion period in the contract or having none performing records or terminated contracts are not eligible to participate.
3.	Project commitment/plan – Bidders MUST attach sample project plan/work program clearly indicating the expected completion of the project within shortest time possible . Please note, there shall be no extension of period.
4.	Duly filled, signed and stamped Form of Tender
5.	Duly filled and signed confidential questionnaire (Indicate all the directors and
6.	Copy of certificate of Incorporation.
7.	Attach a current Tax Compliance certificate from the Kenya Revenue Authority
8.	1 Original & 1 copy of bid documents, which MUST be serialized/paginated on ALL pages for the bids submitted (paginated)
9.	Provide Audited financial statement for the last two years – 2019 & 2018/2017
10.	Correctly filled, stamped and signed sworn Anti-corruption Affidavit by the Commissioner of oaths
11.	Submit a statement in the bidders letter head that the company is not insolvent, receivership, bankrupt or in the process of being wound up
12.	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
13.	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.
14.	Provide a sample SLA to cover support and maintenance for a period of 3 years

15.	Give three companies' references of similar size to KCAA that you have successfully provided similar services in the last 3 years (provide working links) with a value of KES 4 million on each contract and above. Provide contracts/LSOs/completion certificates from the clients as evidence with details of contact person and contract price of each.
16.	Provide signed CV's for at least 3 technical staff that will be involved in the implementation of the project if successful. Attach certified copies of curriculum vitae and respective relevant professional certificates as evidence.

PART 2: MANDATORY TECHNICAL REQUIREMENTS

INSTRUCTIONS TO BIDDERS

1. Bidders **MUST** respond in writing (detailed sentence responses) in each table on the Vendor's response column. Responses such as marking compliant, partially compliant, non-compliant, (√) or (X) shall be treated as INVALID entries and shall not be evaluated.
2. Datasheets/Brochures **MUST** be attached for ALL requirements where applicable and reference compliance page numbers highlighted for validation.
3. All the requirements below are mandatory.
4. All bidders **MUST** meet the technical requirements below in order to proceed to the next stage of evaluation.

Requirement	Description	Vendor's response
1. Content Management System		
	The CMS system will be used to create, edit, publish, manage and store a variety of web content. The bidder shall demonstrate how the CMS they intend to use will be utilized in designing and developing a dynamic and modern EASA website (www.easa.ac.ke):	
a)Content creation and modification	Vendor can use one of the existing frameworks, preferably; Drupal or Wordpress. The CMS will allow users to create new, amend and archive existing digital content. The tool should be easily accessible, intuitive and user friendly.	
b)Content Management	Versioning: It should be able to track, compare versions, rollback or discard changes to a website file. User management: It should be able to create and manage users, user roles and profiles Extensible: It is expected that the CMS provided must allow easy integration and interoperability with existing systems using APIs or SDKs	
c)Publishing	-The CMS should provide ability to publish	

	various types of content including visual enhancements, textual content and multimedia content - The CMS should allow for publishing of all multimedia content (Photos, Videos, Documents, etc) sizes	
d)Content re-use	The CMS shall use standardized design page templates to develop webpages for any content.	
e)Embedding external widgets	The CMS should allow integration of third party widgets/modules e.g. quick polls, chat clients, Accessibility widgets, etc.	
f) User management, user authentication, support for multiple roles and permission assignment	The CMS shall allow only authorized persons/profiles to create, modify and publish any content or webpage. It should allow creation of multiple user roles and permissions	
g)Backup	The CMS should provide an Interface to back up the website.	
h)Search Functionality	The CMS shall have the ability to search all fields dynamically, from simple to advanced parameterized search displaying related content	
i) Unlimited pages	There shall be no limit on the number of pages that can be created/published	
j) Search Engine Optimization (SEO) friendly URLs	The CMS must allow creation and validation of SEO (Search Engine Optimization) friendly URLs	
2. Website Design		
I. Devices and screen sizes	The bidder shall deliver a fully context aware website that adapts well to various screens sizes and devices including mobile devices. Demonstrate the critical elements that will be utilized to deliver a responsive website design.	
II. Graphics and page layout	<ul style="list-style-type: none"> a. Use graphics in the page layout to enhance the websites look and feel. b. Use graphics which are relevant to the pages they are created for. c. Use graphics in moderation and not in excess to avoid crowding the site. d. Use harmonized and relevant graphics to the page 	

	<ul style="list-style-type: none"> e. Use light graphics which will not take too long to download. f. Use graphics which are proportional to the page. g. The website should have minimal white spaces h. Elements within the website should be well aligned but not out of place. i. The page layout should be consistent and the hierarchy of information should be clear. j. Images in the website should be optimized for faster downloading 	
III. Blog module	The website should have a blog module which should contain posts such as publications, articles, survey reports and other posts that EASA feels could interest its stakeholders. Users should be able to navigate the posts by date, category and tags and showcase blog authors with thumb nails. Invite feedback via comment.	
IV. Photo Gallery	The photo gallery should capture photos of interest to EASA.	
V. Home page sliders	The home page shall have sliding photos with configurable transitions	
VI. Web design framework	The vendor MUST specify the web design framework they intend to use. It must be amongst the industry leading frameworks in 2019. This should also include tools, plugins, widgets and any other utilities to be used and its functions in designing and developing the website.	
VII. Website architecture	The vendor MUST also provide a detailed diagram showing the full stack architecture of the website including but not limited to the following:- Front end framework, back end framework, database, hosting and OS.	
VIII. Sample website	The vendor MUST provide three (3) sample designs in PDF/JPEG for the landing page incorporating the EASA official colors. The samples must at least meet the following conditions: <ul style="list-style-type: none"> a) Have a header, high resolution logos (EASA and KCAA), navigation menus, banners, hyperlinks and widgets. 	

	<p>(Note: EASA is a KCAA Directorate)</p> <p>b) Use EASA corporate colors</p> <p>c) Well placed main content (text, images)</p> <p>d) Properly placed columns and rows - news & events, calendar of events, feedback, social media feed</p> <p>e) Have a footer and well placed social media links.</p>	
IX. Image Optimization	The bidder shall indicate the mechanism to be used in handling/loading images for different screen resolutions and sizes across different devices (desktops, tablets, mobile phones), while preserving the images quality.	
X. Online application and feedback module/form.	The website should have a mechanism of receiving applications from students to apply for courses online. The website should also have a provision of feedback forms for EASA to receive feedback from users or visitors in the website. This should be integrated with the email system to automatically send email to specified email accounts	
XI. Programming languages	The website development/ programming languages used MUST be among the popular website developments languages for 2019 and are fully compatible with the chosen framework. The bidder MUST provide details of at least three (3) websites they (bidder) have developed using the mentioned languages. Provide URLs.	
XII. Database	The database of the website MUST be a secure relational DB and either SQL Server, MySQL or equivalent	
XIII. Dynamic Documents repository	This should support ease of upload, search and removal of documents with at least three levels of categorization per section or function.	
XIV. Detailed System Analysis and Design	A sample system analysis and design document MUST be provided within the tender document by all bidders. The winning bidder MUST carry out a	

		detailed system analysis and design, and prepare a system analysis and design document after project kick-off meeting.	
XV.	Website source code	The winning bidder MUST provide the source code of the website, database scripts and all access credentials during the project hand-over.	
XVI.	CAPTCHA	Add and enable Re-Captcha or another anti-spam plugin for security checks.	
XVII.	Licensing scheme	The bidder must indicate the licensing model for all the software tools, development frameworks, plugins, widgets, etc that will be used within the project scope. If any of them is licensed, the bidder must provide licenses throughout the maintenance period (3 years).	
XVIII.	Social media integration	The links to all social media that EASA is subscribed to shall be placed on the website. Feeds from social medial channels shall be displayed on the landing page.	
XIX.	Browser compatibility	The website should be developed in such a way that it is compatible with most of the browsers that are globally acceptable eg internet explorer, Mozilla Firefox, Google chrome etc.	
XX.	Documentation	At the implementation stage, the developer should provide the documentation both in hard and soft copy which should include the source code. All the aspect of the website and web application should be documented in accordance with the SDLC good practices.	
XXI.	Automated course calendar module	An automated and electronic calendar of events should be incorporated on the site. The course calendar module should have at least the following features; - a) Course details – should provide an interface to capture course name, description, duration, start and end dates, venue, course prerequisites, who should attend, certificates awarded, etc. b) Ability to group courses according to departments	

	<p>c) Ability to publish courses to the calendar through approval workflows. The module should have capability of choosing when the course should be unpublished. (Automatically or manually)</p> <p>d) The course application sub-module should have the following features; -</p> <ul style="list-style-type: none"> I. Each course shall have an application link. This only applies to courses that are still open for application. II. Online applicants are required to create an account first. The account is activated after confirmation through a link shared via email used. III. Allow attachment of documents <p>e) User management - should have the ability to create roles with segregated permissions and also create profiles with different roles.</p> <p>f) Archiving of courses – should be able to archive published courses when necessary and also rollback of archived courses.</p> <p>Note: A mandatory detailed system analysis must be carried out by the winning vendor after the project kick-off meeting</p> <p><i>Use:</i> https://saa.caas.gov.sg/web/saa/course-list for reference.</p>	
XXII. Library website subdomain	Integrate the new website with the existing library website subdomain.	
XIII. Site security	<p>The following security measures should be put in place while developing the website;-</p> <ul style="list-style-type: none"> 1. All login pages to the website should be encrypted. 2. Data validation should be done on client and server side. 3. The website should be managed via encrypted connections 4. Strong, cross-platform compatible encryption should be used. <p>The website should be able to capture hits and source domains and IP addresses for</p>	

	security purposes.	
3. Website Accessibility		
a. Persons with disabilities should be able to use the website- Use of Website Accessibility Widgets.	The bidder should state how they will ensure that people with various forms of disabilities can perceive, understand, navigate, and interact with the new website. It will be important that the website be accessible in order to provide equal access and equal opportunity to people with disabilities. The bidder is expected to indicate how they will carry out website accessibility evaluation tests following Web Content Accessibility Guidelines (WCAG) 2.0. The use of UserWay® accessibility widget is recommended.	
b. Language	The website should be accessible in the following languages using google translate API; <ol style="list-style-type: none"> 1. English 2. Swahili 3. French 4. Spanish 5. Portuguese 6. Arabic 	
4. Search Engine Optimization (SEO) Services		
EASA intends to maximize its online presence and thus SEO is one of the tools that can be used to gain meaningful website visits from organic search results.		
1) Auditing current EASA website (http://www.easa.ac.ke/) for SEO	The bidder is required to analyze the current EASA website and provide an itemized recommendation summary of the areas and actions to be taken during optimization.	
2) Onsite Optimization (title tag, Meta description, Meta keywords optimization, header tag optimization, anchor text optimization, Body text Optimization, article optimization, etc.)	The bidder shall highlight all parameters that can be added to a website (pages/configuration files) to improve SEO results. Indicate all the expected results and practical timelines	
3) Offsite SEO	The bidder shall perform a set of activities outside EASA website to impact rankings	

	within search engine results pages. (Indicate all the expected results and practical timelines)	
4) Keyword Research and Analysis	Indicate mechanisms to use in arriving at keywords to be used in SEO	
5) Link Building	Briefly highlight link-building techniques to be used in building high-quality links	
6) Search Engine Friendly URLs	The bidder shall indicate the structure they will use in coming up with search engine friendly URLs	
7) Sitemap generation	Indicate the tools to be used in generating sitemap to be submitted to search engines. Provide a sample xml structure for EASA website	
5. Website Tracking		
1) Website Analytics	The bidder must indicate the tools to be used for tracking website page views, traffic sources, and visitor data, hits per page and other relevant data. Google Analytics is recommended.	
2) Reports	The tool must be able to generate monthly, weekly, daily analytics reports which can be exported to MS Excel or other media for further analysis	
6. Email and Newsletter Integration		
1. Subscriptions	Ability to subscribe to EASA newsletters using online subscription forms.	
2. Integration	Integrate newsletter subscription form to EASA website.	
7. Training		
3 days training of at least 3 technical and 7 content managers – facilitate off site (away from office) training in order to achieve maximum concentration of participants.	Vendor shall provide an extensive training plan indicating all areas that the training will cover: 1) Technical administration 2) User/Content management Vendor to facilitate off site training away from office. Quote the total cost of training and facilitation.	
8. Annual Maintenance		
1) Facelift of website	The bidder should be able to introduce new features, carry out on-demand changes and regular updates to the website.	
2) Carry out necessary	This include but not limited to: analysis of	

maintenance of the site as per request	access logs, error logs and implementation of solutions to found exceptions	
3) Code maintenance and upgrade on security management.	This include but not limited to: fine tuning of web pages and closure of any existing security loopholes. The bidder shall carry out proactive security assessment checks and provide a quarterly report.	
4) Website restoration	The bidder shall maintain an up-to-date backup and should be able to restore the website in case of failure/hacking	
5) Cloud Back-up	The vendor shall provide for website cloud back-up.	
6) Implementation of SLA	The winning bidder shall provide support and maintenance as per the signed SLA. The winning bidder shall provide a report on quarterly website maintenance activities.	
7) SLA Period	The bidder will provide website maintenance services for 3 years	
9. Implementation Period		
Implementation plan	The vendor must provide a detailed implementation plan with clear timelines and a project completion lead time of 12 weeks	

PART 3: MANDATORY CLOUD HOSTING REQUIREMENTS

1. **Dedicated server** - minimum requirements
 - 100 GB storage
 - 8GB RAM
2. **Load Balancing** – Elastic Load Balancer is required.
3. **Scalability** – Currently the required space is 100 GB but should be extendable should need arise.
4. **Availability** – The site has to be accessible 24 hours a day, 7 days a week from any part of the world with minimum if not zero downtime (99.999% availability).
5. **Flexibility** – KCAA/EASA should have the rights to do server OS upgrades/updates, install new software's on request.
6. **Unlimited/Unmetered Bandwidth** is required.
7. **Redundancy and Risk Management** – Bidders must define measures deployed.
8. **Automated Periodical backups** – Daily, weekly and monthly.
9. **Web hosting control panel** – Capable of managing the databases, files, view logs.

b) FINANCIAL EVALUATION

The winning bidder will be the lowest evaluated bidder among those who will have passed the mandatory requirements, mandatory technical and mandatory hosting requirements as outlined in a, b & c above except where the bidder has not satisfied all other requirements stated in the bid document.

SECTION III - GENERAL CONDITIONS OF CONTRACT

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SECTION III - GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

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

- a) “The contract” means the agreement entered into between the Procuring entity and the tenderer as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- b) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.
- c) “The services” means services to be provided by the contractor including materials and incidentals which the tenderer is required to provide to the Procuring entity under the Contract.
- d) “The Procuring entity” means the organization sourcing for the services under this Contract.
- e) “The contractor means the individual or firm providing the services under this Contract.
- f) “GCC” means general conditions of contract contained in this section
- g) “SCC” means the special conditions of contract
- h) “Day” means calendar day

3.2 Application

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

3.3 Standards

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

3.5 Patent Right's

The tenderer shall indemnify the Procuring entity against all third-party claims of

infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof .

3.6 Performance Security

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

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

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

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

3.6.4 The performance security will be discharged by the procuring entity and returned to the candidate not later than thirty (30) days following the date of completion of the tenderer's performance of obligations under the contract, including any warranty obligations under the contract.

3.7 Inspections and Tests

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

3.7.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.

3.7.3 Should any inspected or tested services fail to conform to the Specifications, the Procuring entity may reject the services, and the tenderer shall either replace the rejected services or make alterations necessary to meet specification requirements free of cost to the Procuring entity.

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

3.8 Payment

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

3.9 Prices

Prices charged by the contractor for services performed under the Contract shall not, with the exception of any Price adjustments authorized in SCC, vary from the prices by the tenderer in its tender or in the procuring entity's request for tender validity extension as the case may be. No variation in or modification to the terms of the contract shall be made except by written amendment signed by the parties.

3.10 Assignment

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

3.10 Termination for Default

The Procuring entity may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part:

- a) if the tenderer fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- b) if the tenderer fails to perform any other obligation(s) under the Contract.
- c) if the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

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 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 shall be made after the services have been satisfactorily provided and upon submission of an 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 for arbitration in accordance with the laws of Kenya.
3.17	The applicable law shall be Kenyan Law
3.18	Kenya Civil Aviation Authority, P.O Box 30163-00100, NAIROBI, GPO. Suppliers contact to be furnished.

SECTION V - DESCRIPTION OF SERVICES

Requirement	Description
	The CMS system will be used to create, edit, publish, manage and store a variety of web content. The bidder shall demonstrate how the CMS they intend to use will be utilized in designing and developing a dynamic and modern EASA website (www.easa.ac.ke):
k)Content creation and modification	Vendor can use one of the existing frameworks, preferably; Drupal or Wordpress. The CMS will allow users to create new, amend and archive existing digital content. The tool should be easily accessible, intuitive and user friendly.
l) Content Management	<p>Versioning: It should be able to track, compare versions, rollback or discard changes to a website file.</p> <p>User management: It should be able to create and manage users, user roles and profiles</p> <p>Extensible: It is expected that the CMS provided must allow easy integration and interoperability with existing systems using APIs or SDKs</p>
m) Publishing	<p>-The CMS should provide ability to publish various types of content including visual enhancements, textual content and multimedia content</p> <p>- The CMS should allow for publishing of all multimedia content (Photos, Videos, Documents, etc) sizes</p>
n)Content re-use	The CMS shall use standardized design page templates to develop webpages for any content.
o)Embedding external widgets	The CMS should allow integration of third party widgets/modules e.g. quick polls, chat clients, Accessibility widgets, etc.
p)User management, user authentication, support for multiple roles and permission assignment	The CMS shall allow only authorized persons/profiles to create, modify and publish any content or webpage. It should allow creation of multiple user roles and permissions
q)Backup	The CMS should provide an Interface to back up the website.
r) Search Functionality	The CMS shall have the ability to search all fields dynamically, from simple to advanced parameterized search displaying related content
s)Unlimited pages	There shall be no limit on the number of pages that can be created/published
t) Search Engine Optimization (SEO) friendly URLs	The CMS must allow creation and validation of SEO (Search Engine Optimization) friendly URLs
XIV. Devices and screen sizes	The bidder shall deliver a fully context aware website that adapts

	well to various screens sizes and devices including mobile devices. Demonstrate the critical elements that will be utilized to deliver a responsive website design.
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	j) Have a footer and well placed social media links.
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XL. Licensing scheme	The bidder must indicate the licensing model for all the software tools, development frameworks, plugins, widgets, etc that will be used within the project scope. If any of them is licensed, the bidder must provide licenses throughout the maintenance period (3 years).
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XLII. Browser compatibility	The website should be developed in such a way that it is compatible with most of the browsers that are globally acceptable eg internet explorer, Mozilla Firefox, Google chrome etc.

KLIII. Documentation	At the implementation stage, the developer should provide the documentation both in hard and soft copy which should include the source code. All the aspect of the website and web application should be documented in accordance with the SDLC good practices.
KLIV. Automated course calendar module	<p>An automated and electronic calendar of events should be incorporated on the site. The course calendar module should have at least the following features; -</p> <ul style="list-style-type: none"> a) Course details – should provide an interface to capture course name, description, duration, start and end dates, venue, course prerequisites, who should attend, certificates awarded, etc. b) Ability to group courses according to departments c) Ability to publish courses to the calendar through approval workflows. The module should have capability of choosing when the course should be unpublished. (Automatically or manually) d) The course application sub-module should have the following features; - <ul style="list-style-type: none"> IV. Each course shall have an application link. This only applies to courses that are still open for application. V. Online applicants are required to create and account first. The account is activated after confirmation through a link shared via email used. VI. Allow attachment of documents e) User management - should have the ability to create roles with segregated permissions and also create profiles with different roles. f) Archiving of courses – should be able to archive published courses when necessary and also rollback of archived courses. <p>Note: A mandatory detailed system analysis must be carried out by the winning vendor after the project kick-off meeting <i>Use: https://saa.caas.gov.sg/web/saa/course-list for reference.</i></p>
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	The website should be able to capture hits and source domains and IP addresses for security purposes.
c. Persons with disabilities should be able to use the website- Use of Website Accessibility Widgets.	The bidder should state how they will ensure that people with various forms of disabilities can perceive, understand, navigate, and interact with the new website. It will be important that the website be accessible in order to provide equal access and equal opportunity to people with disabilities. The bidder is expected to indicate how they will carry out website accessibility evaluation tests following Web Content Accessibility Guidelines (WCAG) 2.0. The use of UserWay® accessibility widget is recommended.
d. Language	The website should be accessible in the following languages using google translate API; <ol style="list-style-type: none"> 1. English 2. Swahili 3. French 4. Spanish 5. Portuguese 6. Arabic
EASA intends to maximize its online presence and thus SEO is one of the tools that can be used to gain meaningful website visits from organic search results.	
8) Auditing current EASA website (http://www.easa.ac.ke/) for SEO	The bidder is required to analyze the current EASA website and provide an itemized recommendation summary of the areas and actions to be taken during optimization.
9) Onsite Optimization (title tag, Meta description, Meta keywords optimization, header tag optimization, anchor text optimization, Body text Optimization, article optimization, etc.)	The bidder shall highlight all parameters that can be added to a website (pages/configuration files) to improve SEO results. Indicate all the expected results and practical timelines
10) Offsite SEO	The bidder shall perform a set of activities outside EASA website to impact rankings within search engine results pages. (Indicate all the expected results and practical timelines)
11) Keyword Research and Analysis	Indicate mechanisms to use in arriving at keywords to be used in SEO
12) Link Building	Briefly highlight link-building techniques to be used in building high-quality links
13) Search Engine Friendly URLs	The bidder shall indicate the structure they will use in coming up with search engine friendly URLs
14) Sitemap generation	Indicate the tools to be used in generating sitemap to be submitted to search engines. Provide a sample xml structure for EASA website
3) Website Analytics	The bidder must indicate the tools to be used for tracking website page views, traffic sources, and visitor data, hits per page and

	<p>other relevant data. Google Analytics is recommended.</p>
4) Reports	The tool must be able to generate monthly, weekly, daily analytics reports which can be exported to MS Excel or other media for further analysis
3. Subscriptions	Ability to subscribe to EASA newsletters using online subscription forms.
4. Integration	Integrate newsletter subscription form to EASA website.
3 days training of at least 3 technical and 7 content managers – facilitate off site (away from office) training in order to achieve maximum concentration of participants.	<p>Vendor shall provide an extensive training plan indicating all areas that the training will cover:</p> <ul style="list-style-type: none"> 3) Technical administration 4) User/Content management <p>Vendor to facilitate off site training away from office. Quote the total cost of training and facilitation.</p>
8) Facelift of website	The bidder should be able to introduce new features, carry out on-demand changes and regular updates to the website.
9) Carry out necessary maintenance of the site as per request	This include but not limited to: analysis of access logs, error logs and implementation of solutions to found exceptions
10) Code maintenance and upgrade on security management.	<p>This include but not limited to: fine tuning of web pages and closure of any existing security loopholes.</p> <p>The bidder shall carry out proactive security assessment checks and provide a quarterly report.</p>
11) Website restoration	The bidder shall maintain an up-to-date backup and should be able to restore the website in case of failure/hacking
12) Cloud Back-up	The vendor shall provide for website cloud back-up.
13) Implementation of SLA	<p>The winning bidder shall provide support and maintenance as per the signed SLA.</p> <p>The winning bidder shall provide a report on quarterly website maintenance activities.</p>
14) SLA Period	The bidder will provide website maintenance services for 3 years
Implementation plan	The vendor must provide a detailed implementation plan with clear timelines and a project completion lead time of 12 weeks

SECTION VI - 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 authorisation form should be completed by the principal or the manufacturer, as appropriate in accordance with the tender documents.

SECTION VII - STANDARD FORMS

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

FORM OF TENDER

Date _____

Tender No. **KCAA/042/2019-2020**

To: Kenya Civil Aviation Authority, P.O BOX 30163-00100, Nairobi

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos..... [insert numbers) of which is hereby duly acknowledged, we the undersigned, offer to **the proposed design, development, testing and commissioning of EASA Website** in conformity with the said tender documents for the sum of.....

..... [total tender amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

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

Dated this _____ day of _____ 2020

[signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of

PRICE SCHEDULE

All bidders are required to quote for the proposed design, development, testing and commissioning of EASA Website.

TITLE OF TENDER: PROPOSED DESIGN, DEVELOPMENT, TESTING AND COMMISSIONING OF EASA WEBSITE.

TENDER NUMBER: KCAA/042/2019 -2020

No	Item Description	Quantity	Unit Cost	Total Cost
1.	Website design Cost	Lot		
2.	Cost for Automating Course calendar	1		
3.	Cloud hosting cost	1		
4.	Training (3 days offsite training costs for 3 technical staff and 7 content managers (per diems, conference fees and transport to and from the venue).	1		
5.	Service Level Agreement (SLA) cost for 3 years	3 years		
	Grand Total (inclusive of ALL applicable taxes)			

Note:

- 1. The bidder shall provide detailed cost breakdown of all items required above where applicable.**
- 2. Costs MUST include ALL applicable taxes**
- 3. All prices quoted shall be inclusive of all applicable taxes**

Authorized Official: Name _____ Signature_____

Date and official stamp _____

CONTRACT FORM

THIS AGREEMENT made the ___ day of ____ 20___ between.....[name of procurement entity] of[country of Procurement entity](hereinafter called “the Procuring entity”) of the one part and[name of tenderer] of[city and country of tenderer](hereinafter called “the tenderer”) of the other part.

WHEREAS the procuring entity invited tenders for certain materials and spares. Viz.....[brief description of materials and spares] and has accepted a tender by the tenderer for the supply of those materials and spares in the sum of[contract price in words and figures]

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Tender Form and the Price Schedule submitted by the tenderer;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract; and
 - (f) the Procuring entity’s Notification of Award.
3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Procuring entity to provide the materials and spares and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provision of the materials and spares and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

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

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

Signed, sealed, delivered by _____ the _____ (for the tenderer)

in the presence of _____.

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business

You are advised that it is a serious offence to give false information on this form

Part 1 – General: Business Name Location of business premises..... Plot No..... Street/Road Postal Address Tel No. Fax E mail Nature of Business ,..... Registration Certificate No. Maximum value of business which you can handle at any one time – Kshs. Name of your bankers Branch (Attach letter from the bank).....																															
Part 2 (a) – Sole Proprietor																															
Your name in full Age Nationality Country of origin • Citizenship details																															
Part 2 (b) Partnership																															
Given details of partners as follows: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 35%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 30%;">Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>Shares</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>					Name	Nationality	Citizenship Details	Shares				1.	2.	3.	4.				
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Part 2 (c) – Registered Company																															
Private or Public State the nominal and issued capital of company- Nominal Kshs. Issued Kshs. Given details of all directors as follows <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 35%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 30%;">Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>Shares</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> (Attach certificate of incorporation)					Name	Nationality	Citizenship Details	Shares				1.	2.	3.	4.	5.
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5.																												
Date Seal/Signature of Candidate																															

TENDER SECURITY FORM

Whereas[name of the tenderer]

(hereinafter called “the tenderer”)has submitted its tender dated.....[date of submission of tender] for the provision of

[name and/or description of the services]

(hereinafter called “the Tenderer”).....

KNOW ALL PEOPLE by these presents that WE.....

Of.....having registered office at

[name of procuring entity](hereinafter called “the Bank”)are bound unto.....

[name of procuring entity](hereinafter called “the procuring entity”) in the sum of

for which payment well and truly to be made to the said Procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this_____ day of 20_____.

THE CONDITIONS of this obligation are:

- 1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
- 2. If the tenderer, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:

- (a) fails or refuses to execute the Contract Form, if required; or
- (b) fails or refuses to furnish the performance security, in accordance with the instructions to tenderers;

we undertake to pay to the Procuring entity up to the above amount upon receipt of its first written demand, without the Procuring entity having to substantiate its demand, provided that in its demand the Procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank]

(Amend accordingly if provided by Insurance Company)

PERFORMANCE SECURITY FORM

To:

[Name of the Procuring entity]

WHEREAS.....[name of tenderer]

(hereinafter called “the tenderer”) has undertaken, in pursuance of Contract No. _____ [reference number of the contract] dated _____ 20 ____ to

Supply.....

[Description services](Hereinafter called “the contract”)

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Tenderer’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of
[amount of the guarantee in words and figures],

and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of
[amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the ____ day of 20

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

(Amend accordingly if provided by Insurance Company)

BANK GUARANTEE FOR ADVANCE PAYMENT

To.....

[name of tender].....

Gentlemen and/or Ladies:

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

.....

[name and address of tenderer][hereinafter called “the tenderer”] shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said clause of the contract in an amount of

[amount of guarantee in figures and words].

We, the

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

[amount of guarantee in figures and words].

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

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

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

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

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

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

REPUBLIC OF KENYA
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*) ofdated the...day of20.....in the matter of Tender No.....of20...

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.
- etc.

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

- 1.
- 2.
- etc

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

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 }

SITE VISIT FORM

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

**THE PROPOSED DESIGN, DEVELOPMENT, TESTING AND
COMMISIONING OF A NEW EASA WEBSITE:**

THIS IS TO CONFIRM THAT -----

(COMPANY NAME) HAS MADE A SITE VISIT TO KCAA HEADQUARTERS -----

COMPANY REPRESENTATIVE

NAME -----

DESIGNATION-----

SIGNED -----

DATE -----

OFFICIAL STAMP

KCAA REPRESENTATIVE

NAME -----

DESIGNATION-----

SIGNED -----

DATE -----

OFFICIAL STAMP