

KENYA CIVIL AVIATION AUTHORITY



TENDER NO. KCAA/048/2019-2020

**TENDER FOR THE SUPPLY, DELIVERY, CONFIGURATION
& TESTING OF MICROSOFT OFFICE 365 SUITE
GOVERNMENT PLANS.**

DATE OF NOTICE: TUESDAY 10TH MARCH, 2020

**CLOSING DATE: WEDNESDAY, 25TH MARCH, 2020 AT
11:00AM**

Notes:

- 1. A mandatory pre-bid meeting will be held on Wednesday, 18th March, 2020 at 11:00am to 1pm, at KCAA – Headquarters, Aviation House – JKIA**
- 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

- 1.1 Kenya Civil Aviation herein referred to KCAA wishes to invite tenders **for the supply, delivery, configuration, testing of Microsoft office 365 suite government plans.**
- 1.2 Bidders must possess the necessary professional and technical qualifications and competence, financial resources, equipment and other physical facilities, managerial capability, experience in the provision of the services, reputation and the personnel to perform the contract. They should also have legal capacity to enter into the contract and that they have continuously fulfilled obligations to pay taxes and social security contributions.

SECTION I – INVITATION TO TENDER

TENDER NAME: TENDER FOR SUPPLY, DELIVERY, CONFIGURATION & TESTING OF MICROSOFT OFFICE 365 SUITE GOVERNMENT PLANS.

TENDER REF NO: KCAA/048/2019-2020

TENDER NOTICE DATE: TUESDAY, 10TH MARCH, 2020

- 1.1 KCAA invites sealed bids from all interested candidates for the supply, delivery, **configuration, testing of Microsoft office 365 suite government plans.**
- 1.2 **A mandatory pre-bid meeting will be held on Wednesday, 18th March, 2020 at 11:00am to 1pm, at KCAA – Headquarters, Aviation House – JKIA**
- 1.3 Interested eligible candidates may obtain further information from and inspect the tender documents at **KCAA Procurement Office on ground floor, Aviation House Jomo Kenyatta International Airport (JKIA)** during normal office working hours (8.00am-1.00pm, 2.00pm – 5.00pm). *Bidders may also view and download the bidding document from KCAA website: www.kcaa.or.ke or from the www.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 procurement@kcaa.or.ke.*
- 1.4 A complete set of tender documents may be obtained by interested candidates upon payment of a non-refundable fee of One thousand Kenya shillings (**Ksh 1,000.00**) in cash or bankers cheque payable to Director General, Kenya Civil Aviation Authority. Bidders who download the tender document will not be required to pay.
- 1.5 Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings or easily convertible foreign currency and shall remain valid for a period of 90 days from the Closing date of the tender.
- 1.6 Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box 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, 25th March, 2020 at 11.00 am.**

- 1.7 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at **KCAA Auditorium on Ground Floor, Aviation House, JKIA, Nairobi.**

**Manager Procurement
For: Director General**

SECTION II – INSTRUCTIONS TO TENDERERS

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SECTION II INSTRUCTIONS TO TENDERERS

2.1 Eligible tenderers

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

2.2 Cost of tendering

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The price to be charged for the tender document shall not exceed Kshs.1,000/=
- 2.2.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.3 Contents of tender documents

- 2.3.1. The tender document comprises of the documents listed below and addenda issued in accordance with clause 6 of these instructions to tenders.

- i) Instructions to tenderers
- ii) General Conditions of Contract
- iii) Special Conditions of Contract
- iv) Schedule of Requirements
- v) Details of service
- vi) Form of tender
- vii) Price schedules
- viii) Contract form
- ix) Confidential business questionnaire form
- x) Tender security form
- xi) Performance security form

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

2.4 Clarification of Documents

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

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

2.5 Amendment of documents

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

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

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

2.6 Language of tender

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

2.7 Documents Comprising the Tender

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

- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 9, 10 and 11 below.
- (b) Documentary evidence established in accordance with Clause 2.11 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) Tender security furnished is in accordance with Clause 2.12
- (d) Confidential business questionnaire

2.8 Form of Tender

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

2.9 Tender Prices

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

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

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

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

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

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

2.10 Tender Currencies

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

2.11 Tenderers Eligibility and Qualifications.

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

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

2.12 Tender Security

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

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

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

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

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

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

2.12.5 Unsuccessful tenderer's security will be discharged or returned as promptly as possible as but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the procuring entity.

2.12.6 The successful tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30.

2.12.7 The tender security may be forfeited:

(a) If a tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Tender Form; or

(b) In the case of a successful tenderer, *if* the tenderer fails:

(i) to sign the contract in accordance with paragraph 30

or

(ii) to furnish performance security in accordance with paragraph 31.

(c) If the tenderer rejects, correction of an error in the tender.

2.13 Validity of Tenders

2.13.1 Tenders shall remain valid for 90 days or as specified in the invitation to tender after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.

2.13.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

2.14 **Format and Signing of Tender**

2.14.1 The tenderer shall prepare two copies of the tender, clearly / marking each **“ORIGINAL TENDER”** and **“COPY OF TENDER,”** as appropriate. In the event of any discrepancy between them, the original shall govern.

2.14.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.

2.14.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

2.15 **Sealing and Marking of Tenders**

2.15.1 The tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as **“ORIGINAL”** and **“COPY.”** The envelopes shall then be sealed in an outer envelope.

The inner and outer envelopes shall:

(a) be addressed to the Procuring entity at the address given in the invitation to tender

(b) Bear, tender number and name in the invitation to tender and the words: **“DO NOT OPEN BEFORE WEDNESDAY, 25TH MARCH, 2020 AT 11.00AM.**

2.15.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”.

2.15.4 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the Procuring entity will assume no responsibility for the tender's misplacement or premature opening.

2.16 **Deadline for Submission of Tenders**

2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 no later Than **Wednesday, 25th March, 2020 at 11.00am**

2.16.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 6, in which

case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

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

2.17 **Modification and withdrawal of tenders**

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

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

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

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

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

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

2.18 **Opening of Tenders**

2.18.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at **11.00am, Wednesday, 25th March, 2020 at KCAA Auditorium on Ground Floor, Aviation House, JKIA, Nairobi**. The tenderers' representatives who are present shall sign a register evidencing their attendance.

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

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

2.19 **Clarification of tenders**

- 2.19.1 To assist in the examination, evaluation and comparison of tenders the procuring entity may at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted.
- 2.19.2 Any effort by the tenderer to influence the procuring entity in the procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers tender.

Comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.20 Preliminary Examination and Responsiveness

- 2.20.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished whether the documents have been properly signed, and whether the tenders are generally in order.
- 2.20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- 2.20.3 The Procuring entity may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.
- 2.20.4 Prior to the detailed evaluation, pursuant to paragraph 23, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 2.20.5 If a tender is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

2.21 Conversion to a single currency

- 2.21.1 Where other currencies are used, the procuring entity will convert those currencies to Kenya shillings using the selling exchange rate on the date of tender closing provided by the central bank of Kenya.

2.22 Evaluation and comparison of tenders.

- 2.22.1 The procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

2.22.2 The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.

2.22.3 The Procuring entity's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.4 and in the technical specifications:

(a) Operational plan proposed in the tender;

(b) Deviations in payment schedule from that specified in the Special Conditions of Contract;

2.22.4 Pursuant to paragraph 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 Thirty (30) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

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

2.27 Performance Security

2.27.1 Within fourteen (14) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring entity.

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

2.28 Corrupt or Fraudulent Practices

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

2.28.1 The procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

2.28.2 Further, a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

Appendix to instructions to tenderers

The following information for procurement of services shall complement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers

Instructions to tenderers	Particulars of appendix to instructions to tenderers
2.1	The Form of Tender must be filled and signed.
2.10	<i>Particulars of other currencies allowed.</i> Price should be in Kenya shillings only or a freely convertible currency.
2.12	Tender security required is Kshs 400,000.00 in form of a bank guarantee or a banker's cheque from a reputable bank in Kenya or an insurance from insurance agencies allowed by public procurement Oversight Authority) valid for 120 days from the date of closing date of the tender.
2.13	A mandatory pre-bid meeting to be held on Wednesday, 18th March, 2020 at 11am to 1pm at KCAA Headquarters- Aviation House-JKIA
2.13.1	Tender shall remain valid for a period of 120 days from the date of opening
2.14	All the pages of the original and copies of the tender submitted by the bidders must be serialized (paged)
2.14.1	Bidders shall provide 1 ORIGINAL copy of the tender document clearly marked original and 1 other copy marked COPY all placed in one envelope and tender title and number and closing date clearly written on top of the envelope
2.15	Deadline for Submission of Tenders/Closing date shall be Wednesday, 25th March, 2020 at 11:00am
2.16	Performance security of 10% of the contract price will NOT be required from the winning bidder after the award of the tender

EVALUATION CRITERIA

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

- a) Part A: Mandatory Tender Documentation,
- b) General requirements (Mandatory)
- c) Part B: Mandatory Technical Requirements,
- d) Financial Evaluation (Quoted Prices).

(a) Part A: Mandatory Tender Documentation

No.	Documents to be submitted	Pass/Fail
1.	Ineligibility: - Bidders and associated firms who have existing ongoing contracts with KCAA which have delayed beyond the original scheduled completion period in the contract or having none performing records or terminated contracts are not eligible to participate.	
2.	Project commitment/plan – Bidders MUST attach sample project plan/work programme clearly indicating the expected completion of the project within shortest time possible . Please note, there shall be no extension of period.	
3.	Tender security of Kshs. 400,000.00 - 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 Oversight Authority and valid for 120 days from the date of closing of the tender.	
4.	Written power of attorney of the signatory of the tender to commit the tenderer.	
5.	The bidder must be a Microsoft Authorized Enterprise Direct Advisor or Licensing solutions provider and Gold partner. Attach partnership certificate.	
6.	Manufacturer's Authorization: Bidders MUST attach proof of a valid appointment of dealership by the manufacturer of the firewall hardware. NB: KCAA will have the rights of confirmation of the same.	
7.	Certificate of Incorporation/Registration.	
8.	A mandatory filled pre-bid meeting attendance <ul style="list-style-type: none"> • Site visit forms must be filled and signed by the appointed Kenya Civil Aviation Authority (KCAA) representative for the bidder interested to bid. Bidders will be registered during the meeting. 	
9.	Attach a Valid Tax Compliance certificate.	
10.	Provide a warranty statement/card	
11.	1 Original, 1 Copy of bid documents and MUST be serialized (paged) and a soft copy in a CD/DVD	
12.	The vendor MUST have successfully done at least three (3) other projects involving in connectivity for Microsoft Office 365 suite. Attach 3 corresponding copies of completion certificates/LSOs/LPOs/Contracts	
13.	Duly filled, signed and stamped confidential business questionnaire (Indicate all the directors and respective shares).	
14.	Duly signed Sworn Anti-corruption affidavit by the commissioner of oaths	
15.	Audited Accounts for the past two (2) years (2019/2018 and 2017)	
16.	Submit a statement in the bidder's letter head that the company is not insolvent, in receivership, bankrupt or in the process of being wound up.	
17.	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.	
18.	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	
PASS/FAIL		

(b) Mandatory Technical requirements

All Vendors MUST respond in writing against each technical requirement clearly showing technical compliance for each specification against their brochure with references. Marking compliant/non-compliant (√) or (X) will be considered INVALID and WILL NOT BE EVALUATED

No	Minimum Requirements	Bidders response/ brochure reference
1.	Collaboration: The solution should deliver a robust collaboration solution that meets the needs of diverse groups (whether that’s generational, geographical, functional or workstyle) and provides the option to collaborate as a team across applications through Groups.	
2.	Mobility: The solution should enable mobile productivity across many scenarios for any corporate or personal device (Windows, iOS or Android) and protects both users and company data with built-in security.	
3.	Intelligence: In addition to delivering powerful visualizations and insights for everyone with business intelligence. The solution should be built on machine learning to infuse intelligence into each application to connect people and information faster.	
4.	Trust: The solution should be secure & compliant, manageable, extensible, and always up to date with ongoing cloud updates. We provide a 99.9% uptime financially-backed SLA, and the transparency and enterprise commitment of a public-facing roadmap.	
5.	Governance & Security Policy: The vendor should recommend & develop policies for how to evaluate, adopt, and use cloud services to minimize creation of inconsistencies and vulnerabilities that attackers can exploit.	
6.	Administrative Privilege Management: KCAA ICT administrators should have control over the cloud services and identity management services. Consistent access control policies are a dependency for cloud security.	
7.	Identity Systems and Identity Management: Identity services provide the foundation of security systems. KCAA use existing identities for cloud services, and these identity systems need to be secured at or above the level of cloud services	
8.	Threat Awareness: KCAA faces a variety of security threats with varying motivations. Evaluate the threats that apply to your organization and put them into context by leveraging resources like threat intelligence and Information Sharing and Analysis Centers (ISACs).	
9.	Data Protection: KCAA should own its data and control how it should be used, shared, updated and published.	
10.	Complete protection from known and unknown threats for cloud-based email environments	
11.	Includes multiple layers of defenses: Antivirus, URL reputation, Threat Emulation, Threat Extraction	
12.	The solution should Inspect broad range of documents and common file-types	
13.	Removes active content and other exploitable content from documents	
14.	API-level integration ensures email continuity	

No	Minimum Requirements	Bidders response/ brochure reference
15.	Full visibility and policy customization through cloud-based management portal	
16.	Pure cloud solution – makes it easy to get up and running quickly	
17.	Solution blocks known threats using tools like Antivirus and URL Reputation to secure users from the latest malicious files and infested websites	
18.	Using Threat Emulation and Threat Extraction, brings the highest catch rate and proactive protection from unknown attacks to cloud-based email	
19.	Protects a wide range of the most common document types used in organizations today, from Microsoft Office Word, Excel, Power Point, and Adobe PDFs to Archive files.	
20.	The solution should support different file types which include: Adobe PDF, Microsoft Office, EXE, files in archives, Flash, Java Applets, and PIF	
21.	A detailed report is generated for each file emulated and found to be malicious.	
22.	Dedicated web portal for setup, management and visibility	
23.	Advanced monitoring capabilities provide valuable insight into security events	
24.	Define a vision and identify business scenarios: One of the most important factors in driving solution adoption is to define a clear, concise, and comprehensive vision and outline your desired business scenarios.	
25.	Prioritize solutions and create an adoption plan: Once you've established your vision and have assessed your business challenges and opportunities, the next step is all about mapping the solution capabilities to your targeted business goals and prioritizing the workloads that will help you get there.	
26.	Commit resources and execute an adoption plan: Raising awareness is an essential step to driving solution adoption as it informs, involves, and inspires your users about the business value the solution can bring to their day-to-day.	
27.	Measure, share success, and iterate: As KCAA move through vendor adoption journey, it's important to continuously consolidate feedback, assess levels of success, and iterate on your approach through identifying new business scenarios, use cases, and audiences.	
28.	Communications: including internal announcements or newsletters, is critical to driving adoption, as it informs and inspires users about the new technology and helps create a natural "buzz" or excitement.	
29.	Engagement events: such as parties, town hall meetings, contests, and giveaways, can help further momentum and encourage employees to start interacting with the new tools. Events should require users to interact with the solution, so that they can experience the value first hand.	
30.	Training: which can vary from classroom-style sessions to self-help getting started guides, is essential to ensure that employees understand how to actually use the new technologies to get their work done.	
31.	Me and my documents. With familiar Office experiences on the devices you use most, you can create with confidence, stay productive, and act on inspiration anywhere, anytime.	
32.	Work together seamlessly. Do your best work together with the solution—wherever you like to work	

No	Minimum Requirements	Bidders response/ brochure reference
33.	Unite your group. With Groups, groups can work together using the rich capabilities of email without the fear of overloading their inboxes. Each Group is a dedicated workspace that contains the full history of conversations, files, and meetings accessible to all members	
34.	Anywhere access and sharing for your files. The solution should make it easy to access your files—and share them with colleagues—online and offline, at your desk or on the go	
35.	Collaborate and publish team and project information. Create team sites to help people work together better, keep them connected to the information they need, and provide rich destinations that promote their work across KCAA	
36.	Communicate your way. Get input without leaving your Office apps. With the solution integration, you can IM, screen-share, talk, or video-chat right from your document. Easily bring others into a conversation and share your desktop so you can make decisions in real time	
37.	Complete meeting solution. The solution should help the team work together from any location, on virtually any devices—as if you were all in one room. Share your desktop, annotate your presentations with feedback, record a meeting for future reference, and capture it all with online note book for reference after the meeting	
38.	Large mailboxes: Each user gets 50 GB of mailbox storage and can send messages up to 150 MB in size.	
39.	Unlimited storage: Take advantage of unlimited storage -50 GB of storage in the user's primary mailbox, plus unlimited storage in the user's In-Place Archive	
40.	Outlook support: Users can connect supported versions of Outlook to the solution, so they can use the rich client application they already know.	
41.	Web-based access: For web-client access, Outlook on the web provides a premium browser-based experience that matches the look and feel of the full client.	
42.	Outlook app: Get more done on your phone and tablet with the apps for iOS and Android.	
43.	Document collaboration: Save attachments directly to an online drive for Business with just one click and share the link to the file	
44.	In-Place Archive: Keep your inbox clean by automatically moving old messages to an In-Place Archive.	
45.	In-Place Hold: Use In-Place Hold to preserve deleted and edited mailbox items from users' primary mailboxes and In-Place Archives.	
46.	Data loss prevention (DLP): Control sensitive business data with built-in DLP policies based on regulatory standards such as PII and PCI, which help to identify, monitor, and protect sensitive data through deep content analysis	

No	Minimum Requirements	Bidders response/ brochure reference
47.	<p>Presence</p> <ul style="list-style-type: none"> • Display presence status—for example, Available, Away, Do Not Disturb, or Offline—to let others know of your availability. • Presence information is presented throughout the solution. • When Outlook calendar integration is enabled, check another user’s schedule and get up-to-date availability information directly from that person’s calendar 	
48.	<p>Instant Messaging</p> <ul style="list-style-type: none"> • Available for both Skype and multiparty communication. IM text is encrypted for enhanced security • Within the IM window, photos of the sender/receiver appear in line with the conversation. 	
49.	<p>Contacts List Configuration</p> <ul style="list-style-type: none"> • Create a persistent list of contacts for all KCAA users • Organize, and group these contacts in different ways (by department, for example). • Search address books to find other users. 	
50.	<p>Audio and Video Calls</p> <ul style="list-style-type: none"> • Make one-to-one computer-based audio and video calls to other KCAA users using a PC and a web camera. • High-definition video (1920 x 1080) is supported for peer-to-peer calls between users 	
51.	<p>File Transfer</p> <ul style="list-style-type: none"> • Provides PC-to-PC file transfer that lets users transfer files as part of the solution 	
52.	<p>Desktop and Application Sharing</p> <ul style="list-style-type: none"> • Desktop sharing enables presenters to broadcast any visuals, applications, webpages, documents, software, or part of their desktops to remote participants in real time • Audience members can follow along with mouse movements and keyboard input. Presenters can choose to share the entire screen or only a portion. • Enables presenters to share control of software on their desktops without losing sight of participant feedback or text questions. • Presenters can also delegate control of the application to meeting participants 	
53.	<p>Ad-Hoc Meetings</p> <ul style="list-style-type: none"> • Start or join an ad-hoc Meeting with just a few clicks. • Escalate simple instant messaging conversations or email conversations to PC-based, multiparty audio and video meetings with shared desktops, applications, and documents 	

No	Minimum Requirements	Bidders response/ brochure reference
54.	<p>Multiparty Audio and Video</p> <ul style="list-style-type: none"> • Provides for solution-based, multiparty (three or more users) audio conferencing capabilities. • Provides users with an adaptive audio codec for optimal performance under varying bandwidth conditions, visual call and roster controls, network quality indicator, and powerful user management features • Gallery View shows videos of participants in the conference 	
55.	<p>Presenter Controls</p> <ul style="list-style-type: none"> • Mute or unmute all attendees, or mute individual attendees. • Block attendees from starting video. • Hide names on the pictures. • Change permissions so that all participants are attendees instead of presenters. • Send email invitations to additional people. • Backstage content preview if the user is a presenter 	
56.	<p>Participant Views</p> <ul style="list-style-type: none"> • Gallery View shows all the participants' pictures, or videos, plus meeting content. • Speaker View shows the presenter's picture or video at the lower-right corner of the meeting window, plus meeting content. • Presentation View shows only the meeting content. • Compact View shows the tiles of the participants' pictures in a compact window 	
57.	<p>PowerPoint</p> <ul style="list-style-type: none"> • Provides multiparty PowerPoint presentation, with higher-resolution displays and support for PowerPoint capabilities, such as animations, slide transitions, and embedded video. 	
58.	<p>Web Conferencing Tools</p> <ul style="list-style-type: none"> • Provides multiparty web conferencing capabilities including virtual whiteboard and annotations. • Annotations made on whiteboards can be seen by all meeting participants • Enhances collaboration by enabling meeting participants to discuss ideas, brainstorm, take notes, and so on 	
59.	<p>Polling</p> <ul style="list-style-type: none"> • Enhances collaboration by enabling presenters to quickly determine participants' preferences. • During online meetings and conversations, presenters can use polling to gather anonymous responses from participants. • All presenters can see the results and can either hide the results or show them to all attendees 	

No	Minimum Requirements	Bidders response/ brochure reference
60.	<p>Recording and Playback</p> <ul style="list-style-type: none"> • Allows organizers and presenters to record all aspects of a the solution session, including who entered the meeting, audio and video, and content from IM conversations, program sharing sessions, PowerPoint presentations, handouts, whiteboards, and so on. • Organizers and presenters can choose 480p, 720p HD, or 1080p Full HD as their preferred resolution for client-side recordings. • Recordings are saved to the presenter’s computer • Recordings can also be uploaded to the solution service for sharing with larger audience 	
61.	<p>Meeting Lobby</p> <ul style="list-style-type: none"> • Decide who gets into the meeting directly, and who waits until the presenter lets them in • Different Lobby options can be set for users who are connecting through the solution client and users who are dialing in 	
62.	<p>Federation and Public IM Connectivity</p> <ul style="list-style-type: none"> • External connectivity (federation) enables a KCAA user to connect with users in other organizations that use the solution as well as those that host their own solution Server on-premises. • Federated contacts can see presence, communicate by using IM, and audio and video calls 	
63.	<p>Interoperability with Third-Party Dial-in Audio Conferencing Services</p> <ul style="list-style-type: none"> • Dial-in audio conferencing, which is the ability to dial into a scheduled meeting/conference from fixed-line or mobile phones, can be achieved through interoperability with leading third-party audio conferencing services. 	
64.	<p>Accessibility Standards Support: Most SharePoint user interface (UI) elements, such as links, form controls, and buttons are designed to use Microsoft Active Accessibility (MSAA).</p>	
65.	<p>Asset Library: Library pre-configured to use special features that help users manage rich media assets, such as image, audio, and video files</p>	
66.	<p>Content Organizer: Acts as a gatekeeper for documents. You can automatically manage some important library tasks, such as managing folder sizes and routing documents to different libraries or folders. This not only saves time, but can help make sure that a document library is managed consistently.</p>	
67.	<p>Document Sets: Let users store, act on, export, and add a description to multiple files as a single entity. Policies, tagging, and templates can be applied to any document set that is created</p>	
68.	<p>External Sharing: External Access: You can use sites to share content with people outside your organization. When a site is shared in SharePoint Online, an email message is sent to the external user containing the invitation to join the site</p>	

No	Minimum Requirements	Bidders response/ brochure reference
69.	External Sharing: Guest Link: Site users can generate a Guest Link (an anonymous link to a document) to share documents stored in SharePoint Online with external users without requiring the external user to sign in. Site users can create a Guest Link right from where the document is stored by using the "Get a link" button	
70.	Information Rights Management (IRM): IRM protection should be applied to files at the solution list and library levels.	
71.	Managed metadata service: Provides multiple taxonomies and folksonomies from a tenant-level store service that can be consumed at the site collection level. Metadata fields can even be embedded in documents	
72.	Metadata-driven Navigation: Makes it easier to discover content in large lists and libraries. User tagging incentives are introduced and offer anticipatory suggestions of appropriate metadata based on location and context	
73.	Managed navigation: Navigation method that lets you define and maintain your site navigation by using term sets	
74.	Personal dashboards & reports are created, updated, deleted & shared by a single individual. Recipients of shared content receive a read-only copy.	
75.	Team dashboards & reports allow one or more individuals to create, update, delete & share the content. Whether shared content is read-only or editable by recipients can be controlled by the sharer or by IT policy	
76.	<p>Live dashboards</p> <ul style="list-style-type: none"> • Set of data visualizations, or charts, from one or more underlying reports. • When a visualization in a dashboard is connected to a real-time data source, the visualization updates continuously, enabling faster insights. • May contain visualizations from multiple reports. • Highly customizable - you may add, or "pin", any chart from any report to any dashboard. 	
77.	<p>Interactive reports</p> <ul style="list-style-type: none"> • Enables anyone to create rich, interactive reports. Reports are the foundation for dashboards. • Report is a set of charts, also known as visualizations, based on the same underlying dataset • To create reports that use data from multiple sources, use Power BI Desktop or Power Pivot for Excel with multiple sources, then upload the Power BI Desktop or Excel file to Power BI. • Construct a report from scratch, select a pre-authored report (such as a report generated in Power BI Desktop), or apply a default report for a given dataset. • Can be customized - for example, by modifying visualizations in an existing report, or adding new visualizations. • Once a report contains the desired visualizations, pin the report, or a subset of its contents, to a dashboard for ease of viewing. • Reports can also be shared with other individuals in an organization, and consumed on both desktop computers and mobile devices. 	

No	Minimum Requirements	Bidders response/ brochure reference
78.	<p>Data visualizations</p> <ul style="list-style-type: none"> • Dashboards and reports are built using visualizations, or charts. • Variety of visualization options are available, enabling you to present data in a compelling and visually appealing manner. • Visualizations include: comparison charts (bar, line, basic area and waterfall charts), composition charts (treemaps, donut and pie charts), mixed comparison and composition charts (stacked charts), relationship charts (bubble charts), geographical charts, and gauges based on a percentage value. • Use slicers to filter visualizations on the same report page so they display exactly what’s needed. 	
79.	<p>Mobile applications</p> <ul style="list-style-type: none"> • Supports live, secure dashboard access on any device through native, interactive apps for Windows, iOS, and Android. • Dashboard user interface is optimized for smaller displays. • Setting favorites makes it easier to access specific visualization tiles. • Zoom in and out of visualizations to look at data more closely. • Set up alerts, and receive a notification when data exceeds or drops below certain thresholds. • Take a snapshot of a report or visualization, and make annotations using highlight features. • Collaborate with others by sharing your annotated snapshot via SMS or email 	
80.	<p>Natural Language Query</p> <ul style="list-style-type: none"> • Let’s you ask questions of your data phrased in plain English, and produces answers in the form of new visualizations, or charts. • Intelligently filters, sorts, aggregates, groups, and displays data based on key words in the question asked. • Generates a chart to answer the question, using the data from the underlying reports. • Pin the chart to the dashboard if desired, and modify it by asking more questions. • Because a dashboard can contain charts from multiple datasets, your questions can involve data from any one of the datasets 	

No	Minimum Requirements	Bidders response/ brochure reference
81.	<p>Sharing with others</p> <ul style="list-style-type: none"> • By default, all of the data and reports you create and upload are privately visible only to you. • Dashboards can be easily shared with other users in your organization if needed • Any subsequent changes to a shared dashboard automatically sync across all users - no manual updates required. • To control access, you can specify whether another user can share that same dashboard with others. • Dashboard and the underlying reports are shared in reading view. • User who accesses the shared dashboard cannot create new reports or save changes to existing reports. • Users of a shared dashboard cannot see or download a dataset that are used in the dashboard. • Power BI groups offer a powerful collaborative experience built on groups. Team of people can collaborate on dashboards and reports. The datasets for the dashboards and reports reside in the group’s workspace. You can manage your group workspaces directly from within Power BI 	
82.	Users can connect directly to popular SaaS solutions.	
83.	Power BI delivers a seamless user experience through solution-specific “content packs” and automatic data refresh.	
84.	Content packs include pre-configured dashboards, reports, datasets, embedded queries, and metadata.	
85.	Data is refreshed automatically, eliminating the need for time-consuming data provisioning.	
86.	When a file is uploaded, Power BI may automatically enhance the data by detecting key characteristics. For example, if a table in an uploaded Excel file includes a date field, Power BI may automatically create month and year columns to facilitate reporting based on those elements.	
87.	Loading files from Power BI Desktop enables you to surface data from a variety of sources that do not directly connect to Power BI. For example, if you want to use Power BI to explore data from Facebook, a SharePoint list, or from your SAP system.	
88.	<p>Organizational content packs</p> <ul style="list-style-type: none"> • You can package up and share your own dashboard, reports, and datasets with your coworkers. For example, your finance team can use an organizational content pack to distribute finance data consistently and efficiently to executives across your organization. • You can create the reports in Power BI and publish them as an organizational content pack to your team. • Content packs are easy to find - they are all in one location, the content gallery. • Organizational content packs can be used like the pre-defined content packs available for SaaS solutions, and offer a pre-packaged experience. 	

No	Minimum Requirements	Bidders response/ brochure reference
89.	<p>On-premises data sources</p> <ul style="list-style-type: none"> The Analysis Services Connector functionality built into Power BI allows live queries to SSAS tabular models. There is no need to move data to the cloud or to schedule data refreshes - you can view live data in Power BI dashboards and reports. Communication between the connector and Power BI occurs through Azure Service Bus. With Power BI Desktop or Excel, business analysts can import data from a wide range of on-premises data sources and publish it to Power BI. 	
90.	<p>Integration with cloud services</p> <ul style="list-style-type: none"> BI integrates with other Microsoft cloud services, including Azure SQL Database, Azure SQL Database Auditing, and Azure Stream Analytics. By extending existing Azure services capabilities into Power BI, you can build seamless, end-to-end BI solutions. For example, you can use Azure Stream Analytics to process streaming data, then push the data into Power BI, enabling real-time dashboard updates. 	
91.	<p>Excel and Power BI Desktop files</p> <ul style="list-style-type: none"> Excel and Power BI Desktop files may be published directly to Power BI with a single click, where you can create dashboards and reports based on the data. When a file is uploaded, Power BI may automatically enhance the data by detecting key characteristics. For example, if a table in an uploaded Excel file includes a date field, Power BI may automatically create month and year columns to facilitate reporting based on those elements. Loading files from Power BI Desktop enables you to surface data from a variety of sources that do not directly connect to Power BI. For example, if you want to use Power BI to explore data from Facebook, a SharePoint list, or from your SAP system. 	
92.	<p>A dataset is data uploaded into the Power BI service from an online or on-premises data source.</p> <p>A data source is where the data actually comes from. It can be just about anything; a database, Excel worksheet, Web service, etc.</p> <p>The gateway is different from a data source. The gateway is more of the proxy between on-premises and the cloud.</p> <p>DirectQuery always gets the latest data using the credentials that were setup for the Data Source by the Gateway Admin.</p>	
93.	Protection against unknown malware and viruses	
94.	Real time, time-of-click protection against malicious URLs	
95.	Rich reporting and URL trace capabilities	
96.	Dynamic delivery	
97.	URL detonation	
98.	Intelligence sharing	
99.	Broader protection	

No	Minimum Requirements	Bidders response/ brochure reference
100.	Help protect emails against unauthorized access	
101.	Enhance security of your SharePoint libraries	
102.	Help keep your information safe, online or offline	
103.	Seamless integration with all Office documents	
104.	Apply custom templates	
105.	Do not forward (email)/ Restricted Access	
106.	Company Name Confidential	
107.	Company Name Confidential View Only	
108.	Easily set up encryption	
109.	Protect sensitive information	
110.	Policy-based encryption	
111.	Help manage compliance	
112.	Grow your organization's brand	
113.	Device management	
114.	Device security policies	
115.	Data loss prevention	
116.	Anti-spam/ Anti-malware	
117.	Outbound spam	
118.	DKIM	
119.	Safe attachments	
120.	Safe links	
121.	Administrators can protect accounts with MFA	
122.	Mobile app as a second factor	
123.	Phone call as a second factor	
124.	SMS as a second factor	
125.	App passwords for clients that don't support MFA	
126.	Admin control over authentication methods	
127.	PIN mode	
128.	Fraud alert	
129.	MFA Reports	
130.	One-Time Bypass	
131.	Custom greetings for phone calls	

No	Minimum Requirements	Bidders response/ brochure reference
132.	Customization of caller ID for phone calls	
133.	Event Confirmation	
134.	Trusted IPs	
135.	Suspend MFA for remembered devices	
136.	MFA SDK	
137.	MFA for on-premises apps using MFA server	

(c) SCORED TECHNICAL REQUIREMENTS

In order to increase objectivity in the evaluation, technical scores will be awarded on a weighted basis whereby each evaluated item is assigned some weights based on their importance to KCAA. Items to be considered and maximum scores assigned are tabulated below-

1.	Number of years the firm has been in a similar business 10 years and above (20 marks) 5 & above Years (15 Marks) 1 - 3 Years (5 marks)	20
2.	Number of technical staff available for service and support including academic qualifications and Microsoft certifications (CVs, Certificates, Diplomas and Degrees). Minimum of 4 staff. (One Lead and three Technical Engineers) and at least one (1) project manager with PRINCE2 practitioner certification and with a minimum of 3 years (a) Project manager with PRINCE2 practitioner certification and with a minimum of 3 years (8 marks) (b) Three technical engineers (4 marks each)	20
3.	Experience in similar Microsoft products deployment assignments with four (5) corporate or Government clients (Provide evidence of similar work done i.e. provide copies of Sign Off certificate/LSO/LPO/Contract documents): Attach the names, addresses and contact details of at the corporate clients. (6 Marks for Each site/client)	30
4.	Bidder must submit Draft Service Level Agreement for support.	15
5.	Bidder must submit a Work plan/ Implementation Plan of executing the assignment- show all the activities, duration of the activities and the sequence (15 Marks)	15
TOTAL SCORE		100 Marks

Pass mark:

The pass mark to proceed to the financial evaluation stage shall be **80%** of the total technical score of 100 marks.

c) Financial Evaluation:

The winning bidder will be the lowest evaluated bidder among those who will have passed the mandatory technical evaluation as outlined in (a & b) above.

SECTION III: GENERAL CONDITIONS OF CONTRACT

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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 superseded by provisions of other part of contract.

3.3 Standards

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

3.5 Patent Right’s

The tenderer shall indemnify the Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof .

3.6 Performance Security

Within twenty fourteen (14) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in Special Conditions of Contract.

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

3.7 Inspections and Tests

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

3.8 Payment

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

3.9 Prices

Prices charged by the contractor for services performed under the Contract shall not, with the exception of any Price adjustments authorized in SCC, vary from the prices by the tenderer in its tender or in the procuring entity's request for tender validity

extension as the case may be. No variation in or modification to the terms of the contract shall be made except by written amendment signed by the parties.

3.10 Assignment

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

3.10 Termination for Default

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

- a) If the tenderer fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- b) If the tenderer fails to perform any other obligation(s) under the Contract.
- c) If the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- d) In the event the Procuring entity terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar services.

3.12 Termination of insolvency

The procuring entity may at the any time terminate the contract by giving written notice to the contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not produce or affect any right of action or remedy, which has accrued or will accrue thereafter to the procuring entity.

3.13 Termination for convenience

3.13.1 The procuring entity by written notice sent to the contractor may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entity convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

3.13.2 For the remaining part of the contract after termination the procuring entity may elect to cancel the services and pay to the contractor on agreed amount for partially completed services.

3.14 Resolution of disputes

The procuring entity's and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.

If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

3.15 Governing Language

The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.

3.16 Force Majeure

The contractor shall not be liable *for* forfeiture of its performance security, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

3.17 Applicable Law.

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

3.18 Notices

Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by fax or E-mail and confirmed in writing to the other party's address specified in the SCC

A notice shall be effective when delivered or on the notices effective date, whichever is later.

SECTION IV: SPECIAL CONDITIONS OF CONTRACT

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

General conditions of contract reference	Special conditions of contract
3.8	Payment shall be made after the services have been satisfactorily provided and upon submission of an invoice after attaining agreed deliverables.
3.9	Prices shall be maintained for a period of one year.
23.14	In case of a dispute between the purchaser and the supplier, the dispute shall be referred arbitration in accordance with the laws of Kenya.
3.17	The applicable law shall be Kenyan Law
3.18	Kenya Civil Aviation Authority, P.O Box 30163-00100, NAIROBI, GPO.

SECTION V: DESCRIPTION OF SERVICES

FUNCTIONAL SPECIFICATIONS FOR THE MICROSOFT OFFICE 365 SUITE GOVERNMENT PLANS:

1.0 INTRODUCTION

This section provides functional specifications and requirements for an advanced hardware firewall and network segmentation services.

No	Minimum Requirements
1.	Collaboration: The solution should deliver a robust collaboration solution that meets the needs of diverse groups (whether that's generational, geographical, functional or workstyle) and provides the option to collaborate as a team across applications through Groups.
2.	Mobility: The solution should enable mobile productivity across many scenarios for any corporate or personal device (Windows, iOS or Android) and protects both users and company data with built-in security.
3.	Intelligence: In addition to delivering powerful visualizations and insights for everyone with business intelligence. The solution should be built on machine learning to infuse intelligence into each application to connect people and information faster.
4.	Trust: The solution should be secure & compliant, manageable, extensible, and always up to date with ongoing cloud updates. We provide a 99.9% uptime financially-backed SLA, and the transparency and enterprise commitment of a public-facing roadmap.
5.	Governance & Security Policy: The vendor should recommend & develop policies for how to evaluate, adopt, and use cloud services to minimize creation of inconsistencies and vulnerabilities that attackers can exploit.
6.	Administrative Privilege Management: KCAA ICT administrators should have control over the cloud services and identity management services. Consistent access control policies are a dependency for cloud security.
7.	Identity Systems and Identity Management: Identity services provide the foundation of security systems. KCAA use existing identities for cloud services, and these identity systems need to be secured at or above the level of cloud services
8.	Threat Awareness: KCAA faces a variety of security threats with varying motivations. Evaluate the threats that apply to your organization and put them into context by leveraging resources like threat intelligence and Information Sharing and Analysis Centers (ISACs).
9.	Data Protection: KCAA should own its data and control how it should be used, shared, updated and published.
10.	Complete protection from known and unknown threats for cloud-based email environments
11.	Includes multiple layers of defenses: Antivirus, URL reputation, Threat Emulation, Threat Extraction
12.	The solution should Inspect broad range of documents and common file-types
13.	Removes active content and other exploitable content from documents
14.	API-level integration ensures email continuity
15.	Full visibility and policy customization through cloud-based management portal
16.	Pure cloud solution – makes it easy to get up and running quickly
17.	Solution blocks known threats using tools like Antivirus and URL Reputation to secure users from the latest malicious files and infested websites

No	Minimum Requirements
18.	Using Threat Emulation and Threat Extraction, brings the highest catch rate and proactive protection from unknown attacks to cloud-based email
19.	Protects a wide range of the most common document types used in organizations today, from Microsoft Office Word, Excel, Power Point, and Adobe PDFs to Archive files.
20.	The solution should support different file types which include: Adobe PDF, Microsoft Office, EXE, files in archives, Flash, Java Applets, and PIF
21.	A detailed report is generated for each file emulated and found to be malicious.
22.	Dedicated web portal for setup, management and visibility
23.	Advanced monitoring capabilities provide valuable insight into security events
24.	Define a vision and identify business scenarios: One of the most important factors in driving solution adoption is to define a clear, concise, and comprehensive vision and outline your desired business scenarios.
25.	Prioritize solutions and create an adoption plan: Once you've established your vision and have assessed your business challenges and opportunities, the next step is all about mapping the solution capabilities to your targeted business goals and prioritizing the workloads that will help you get there.
26.	Commit resources and execute an adoption plan: Raising awareness is an essential step to driving solution adoption as it informs, involves, and inspires your users about the business value the solution can bring to their day-to-day.
27.	Measure, share success, and iterate: As KCAA move through vendor adoption journey, it's important to continuously consolidate feedback, assess levels of success, and iterate on your approach through identifying new business scenarios, use cases, and audiences.
28.	Communications: including internal announcements or newsletters, is critical to driving adoption, as it informs and inspires users about the new technology and helps create a natural "buzz" or excitement.
29.	Engagement events: such as parties, town hall meetings, contests, and giveaways, can help further momentum and encourage employees to start interacting with the new tools. Events should require users to interact with the solution, so that they can experience the value first hand.
30.	Training: which can vary from classroom-style sessions to self-help getting started guides, is essential to ensure that employees understand how to actually use the new technologies to get their work done.
31.	Me and my documents. With familiar Office experiences on the devices you use most, you can create with confidence, stay productive, and act on inspiration anywhere, anytime.
32.	Work together seamlessly. Do your best work together with the solution—wherever you like to work
33.	Unite your group. With Groups, groups can work together using the rich capabilities of email without the fear of overloading their inboxes. Each Group is a dedicated workspace that contains the full history of conversations, files, and meetings accessible to all members
34.	Anywhere access and sharing for your files. The solution should make it easy to access your files—and share them with colleagues—online and offline, at your desk or on the go
35.	Collaborate and publish team and project information. Create team sites to help people work together better, keep them connected to the information they need, and provide rich destinations that promote their work across KCAA
36.	Communicate your way. Get input without leaving your Office apps. With the solution integration, you can IM, screen-share, talk, or video-chat right from your document. Easily bring others into a conversation and share your desktop so you can make decisions in real time

No	Minimum Requirements
37.	Complete meeting solution. The solution should help the team work together from any location, on virtually any devices—as if you were all in one room. Share your desktop, annotate your presentations with feedback, record a meeting for future reference, and capture it all with online note book for reference after the meeting
38.	Large mailboxes: Each user gets 50 GB of mailbox storage and can send messages up to 150 MB in size.
39.	Unlimited storage: Take advantage of unlimited storage -50 GB of storage in the user's primary mailbox, plus unlimited storage in the user's In-Place Archive
40.	Outlook support: Users can connect supported versions of Outlook to the solution, so they can use the rich client application they already know.
41.	Web-based access: For web-client access, Outlook on the web provides a premium browser-based experience that matches the look and feel of the full client.
42.	Outlook app: Get more done on your phone and tablet with the apps for iOS and Android.
43.	Document collaboration: Save attachments directly to an online drive for Business with just one click and share the link to the file
44.	In-Place Archive: Keep your inbox clean by automatically moving old messages to an In-Place Archive.
45.	In-Place Hold: Use In-Place Hold to preserve deleted and edited mailbox items from users' primary mailboxes and In-Place Archives.
46.	Data loss prevention (DLP): Control sensitive business data with built-in DLP policies based on regulatory standards such as PII and PCI, which help to identify, monitor, and protect sensitive data through deep content analysis
47.	<p>Presence</p> <ul style="list-style-type: none"> • Display presence status—for example, Available, Away, Do Not Disturb, or Offline—to let others know of your availability. • Presence information is presented throughout the solution. • When Outlook calendar integration is enabled, check another user's schedule and get up-to-date availability information directly from that person's calendar
48.	<p>Instant Messaging</p> <ul style="list-style-type: none"> • Available for both Skype and multiparty communication. IM text is encrypted for enhanced security • Within the IM window, photos of the sender/receiver appear inline with the conversation.
49.	<p>Contacts List Configuration</p> <ul style="list-style-type: none"> • Create a persistent list of contacts for all KCAA users • Organize, and group these contacts in different ways (by department, for example). • Search address books to find other users.
50.	<p>Audio and Video Calls</p> <ul style="list-style-type: none"> • Make one-to-one computer-based audio and video calls to other KCAA users using a PC and a web camera. • High-definition video (1920 x 1080) is supported for peer-to-peer calls between users
51.	<p>File Transfer</p> <ul style="list-style-type: none"> • Provides PC-to-PC file transfer that lets users transfer files as part of the solution
52.	<p>Desktop and Application Sharing</p> <ul style="list-style-type: none"> • Desktop sharing enables presenters to broadcast any visuals, applications, webpages, documents, software, or part of their desktops to remote participants in real time • Audience members can follow along with mouse movements and keyboard input. Presenters can choose to share the entire screen or only a portion. • Enables presenters to share control of software on their desktops without losing sight of participant feedback or text questions. • Presenters can also delegate control of the application to meeting participants

No	Minimum Requirements
53.	<p>Ad-Hoc Meetings</p> <ul style="list-style-type: none"> • Start or join an ad-hoc Meeting with just a few clicks. • Escalate simple instant messaging conversations or email conversations to PC-based, multiparty audio and video meetings with shared desktops, applications, and documents
54.	<p>Multiparty Audio and Video</p> <ul style="list-style-type: none"> • Provides for solution-based, multiparty (three or more users) audio conferencing capabilities. • Provides users with an adaptive audio codec for optimal performance under varying bandwidth conditions, visual call and roster controls, network quality indicator, and powerful user management features • Gallery View shows videos of participants in the conference
55.	<p>Presenter Controls</p> <ul style="list-style-type: none"> • Mute or unmute all attendees, or mute individual attendees. • Block attendees from starting video. • Hide names on the pictures. • Change permissions so that all participants are attendees instead of presenters. • Send email invitations to additional people. • Backstage content preview if the user is a presenter
56.	<p>Participant Views</p> <ul style="list-style-type: none"> • Gallery View shows all the participants' pictures, or videos, plus meeting content. • Speaker View shows the presenter's picture or video at the lower-right corner of the meeting window, plus meeting content. • Presentation View shows only the meeting content. • Compact View shows the tiles of the participants' pictures in a compact window
57.	<p>PowerPoint</p> <ul style="list-style-type: none"> • Provides multiparty PowerPoint presentation, with higher-resolution displays and support for PowerPoint capabilities, such as animations, slide transitions, and embedded video.
58.	<p>Web Conferencing Tools</p> <ul style="list-style-type: none"> • Provides multiparty web conferencing capabilities including virtual whiteboard and annotations. • Annotations made on whiteboards can be seen by all meeting participants • Enhances collaboration by enabling meeting participants to discuss ideas, brainstorm, take notes, and so on
59.	<p>Polling</p> <ul style="list-style-type: none"> • Enhances collaboration by enabling presenters to quickly determine participants' preferences. • During online meetings and conversations, presenters can use polling to gather anonymous responses from participants. • All presenters can see the results and can either hide the results or show them to all attendees
60.	<p>Recording and Playback</p> <ul style="list-style-type: none"> • Allows organizers and presenters to record all aspects of a the solution session, including who entered the meeting, audio and video, and content from IM conversations, program sharing sessions, PowerPoint presentations, handouts, whiteboards, and so on. • Organizers and presenters can choose 480p, 720p HD, or 1080p Full HD as their preferred resolution for client-side recordings. • Recordings are saved to the presenter's computer • Recordings can also be uploaded to the solution service for sharing with larger audience

No	Minimum Requirements
61.	Meeting Lobby <ul style="list-style-type: none"> Decide who gets into the meeting directly, and who waits until the presenter lets them in Different Lobby options can be set for users who are connecting through the solution client and users who are dialing in
62.	Federation and Public IM Connectivity <ul style="list-style-type: none"> External connectivity (federation) enables a KCAA user to connect with users in other organizations that use the solution as well as those that host their own solution Server on-premises. Federated contacts can see presence, communicate by using IM, and audio and video calls
63.	Interoperability with Third-Party Dial-in Audio Conferencing Services <ul style="list-style-type: none"> Dial-in audio conferencing, which is the ability to dial into a scheduled meeting/conference from fixed-line or mobile phones, can be achieved through interoperability with leading third-party audio conferencing services.
64.	Accessibility Standards Support: Most SharePoint user interface (UI) elements, such as links, form controls, and buttons are designed to use Microsoft Active Accessibility (MSAA).
65.	Asset Library: Library pre-configured to use special features that help users manage rich media assets, such as image, audio, and video files
66.	Content Organizer: Acts as a gatekeeper for documents. You can automatically manage some important library tasks, such as managing folder sizes and routing documents to different libraries or folders. This not only saves time, but can help make sure that a document library is managed consistently.
67.	Document Sets: Let users store, act on, export, and add a description to multiple files as a single entity. Policies, tagging, and templates can be applied to any document set that is created
68.	External Sharing: External Access: You can use sites to share content with people outside your organization. When a site is shared in SharePoint Online, an email message is sent to the external user containing the invitation to join the site
69.	External Sharing: Guest Link: Site users can generate a Guest Link (an anonymous link to a document) to share documents stored in SharePoint Online with external users without requiring the external user to sign in. Site users can create a Guest Link right from where the document is stored by using the "Get a link" button
70.	Information Rights Management (IRM): IRM protection should be applied to files at the solution list and library levels.
71.	Managed metadata service: Provides multiple taxonomies and folksonomies from a tenant-level store service that can be consumed at the site collection level. Metadata fields can even be embedded in documents
72.	Metadata-driven Navigation: Makes it easier to discover content in large lists and libraries. User tagging incentives are introduced and offer anticipatory suggestions of appropriate metadata based on location and context
73.	Managed navigation: Navigation method that lets you define and maintain your site navigation by using term sets
74.	Personal dashboards & reports are created, updated, deleted & shared by a single individual. Recipients of shared content receive a read-only copy.
75.	Team dashboards & reports allow one or more individuals to create, update, delete & share the content. Whether shared content is read-only or editable by recipients can be controlled by the sharer or by IT policy

No	Minimum Requirements
76.	<p>Live dashboards</p> <ul style="list-style-type: none"> • Set of data visualizations, or charts, from one or more underlying reports. • When a visualization in a dashboard is connected to a real-time data source, the visualization updates continuously, enabling faster insights. • May contain visualizations from multiple reports. • Highly customizable - you may add, or “pin”, any chart from any report to any dashboard.
77.	<p>Interactive reports</p> <ul style="list-style-type: none"> • Enables anyone to create rich, interactive reports. Reports are the foundation for dashboards. • Report is a set of charts, also known as visualizations, based on the same underlying dataset • To create reports that use data from multiple sources, use Power BI Desktop or Power Pivot for Excel with multiple sources, then upload the Power BI Desktop or Excel file to Power BI. • Construct a report from scratch, select a pre-authored report (such as a report generated in Power BI Desktop), or apply a default report for a given dataset. • Can be customized - for example, by modifying visualizations in an existing report, or adding new visualizations. • Once a report contains the desired visualizations, pin the report, or a subset of its contents, to a dashboard for ease of viewing. • Reports can also be shared with other individuals in an organization, and consumed on both desktop computers and mobile devices.
78.	<p>Data visualizations</p> <ul style="list-style-type: none"> • Dashboards and reports are built using visualizations, or charts. • Variety of visualization options are available, enabling you to present data in a compelling and visually appealing manner. • Visualizations include: comparison charts (bar, line, basic area and waterfall charts), composition charts (treemaps, donut and pie charts), mixed comparison and composition charts (stacked charts), relationship charts (bubble charts), geographical charts, and gauges based on a percentage value. • Use slicers to filter visualizations on the same report page so they display exactly what’s needed.
79.	<p>Mobile applications</p> <ul style="list-style-type: none"> • Supports live, secure dashboard access on any device through native, interactive apps for Windows, iOS, and Android. • Dashboard user interface is optimized for smaller displays. • Setting favorites makes it easier to access specific visualization tiles. • Zoom in and out of visualizations to look at data more closely. • Set up alerts, and receive a notification when data exceeds or drops below certain thresholds. • Take a snapshot of a report or visualization, and make annotations using highlight features. • Collaborate with others by sharing your annotated snapshot via SMS or email
80.	<p>Natural Language Query</p> <ul style="list-style-type: none"> • Let’s you ask questions of your data phrased in plain English, and produces answers in the form of new visualizations, or charts. • Intelligently filters, sorts, aggregates, groups, and displays data based on key words in the question asked. • Generates a chart to answer the question, using the data from the underlying reports. • Pin the chart to the dashboard if desired, and modify it by asking more questions. • Because a dashboard can contain charts from multiple datasets, your questions can

No	Minimum Requirements
	involve data from any one of the datasets
81.	<p>Sharing with others</p> <ul style="list-style-type: none"> • By default, all of the data and reports you create and upload are privately visible only to you. • Dashboards can be easily shared with other users in your organization if needed • Any subsequent changes to a shared dashboard automatically sync across all users - no manual updates required. • To control access, you can specify whether another user can share that same dashboard with others. • Dashboard and the underlying reports are shared in reading view. • User who accesses the shared dashboard cannot create new reports or save changes to existing reports. • Users of a shared dashboard cannot see or download a dataset that are used in the dashboard. • Power BI groups offer a powerful collaborative experience built on groups. Team of people can collaborate on dashboards and reports. The datasets for the dashboards and reports reside in the group's workspace. You can manage your group workspaces directly from within Power BI
82.	Users can connect directly to popular SaaS solutions.
83.	Power BI delivers a seamless user experience through solution-specific "content packs" and automatic data refresh.
84.	Content packs include pre-configured dashboards, reports, datasets, embedded queries, and metadata.
85.	Data is refreshed automatically, eliminating the need for time-consuming data provisioning.
86.	When a file is uploaded, Power BI may automatically enhance the data by detecting key characteristics. For example, if a table in an uploaded Excel file includes a date field, Power BI may automatically create month and year columns to facilitate reporting based on those elements.
87.	Loading files from Power BI Desktop enables you to surface data from a variety of sources that do not directly connect to Power BI. For example, if you want to use Power BI to explore data from Facebook, a SharePoint list, or from your SAP system.
88.	<p>Organizational content packs</p> <ul style="list-style-type: none"> • You can package up and share your own dashboard, reports, and datasets with your coworkers. For example, your finance team can use an organizational content pack to distribute finance data consistently and efficiently to executives across your organization. • You can create the reports in Power BI and publish them as an organizational content pack to your team. • Content packs are easy to find - they are all in one location, the content gallery. • Organizational content packs can be used like the pre-defined content packs available for SaaS solutions, and offer a pre-packaged experience.
89.	<p>On-premises data sources</p> <ul style="list-style-type: none"> • The Analysis Services Connector functionality built into Power BI allows live queries to SSAS tabular models. There is no need to move data to the cloud or to schedule data refreshes - you can view live data in Power BI dashboards and reports. Communication between the connector and Power BI occurs through Azure Service Bus. • With Power BI Desktop or Excel, business analysts can import data from a wide range of on-premises data sources and publish it to Power BI.

No	Minimum Requirements
90.	<p>Integration with cloud services</p> <ul style="list-style-type: none"> • BI integrates with other Microsoft cloud services, including Azure SQL Database, Azure SQL Database Auditing, and Azure Stream Analytics. • By extending existing Azure services capabilities into Power BI, you can build seamless, end-to-end BI solutions. For example, you can use Azure Stream Analytics to process streaming data, then push the data into Power BI, enabling real-time dashboard updates.
91.	<p>Excel and Power BI Desktop files</p> <ul style="list-style-type: none"> • Excel and Power BI Desktop files may be published directly to Power BI with a single click, where you can create dashboards and reports based on the data. • When a file is uploaded, Power BI may automatically enhance the data by detecting key characteristics. For example, if a table in an uploaded Excel file includes a date field, Power BI may automatically create month and year columns to facilitate reporting based on those elements. • Loading files from Power BI Desktop enables you to surface data from a variety of sources that do not directly connect to Power BI. For example, if you want to use Power BI to explore data from Facebook, a SharePoint list, or from your SAP system.
92.	<p>A dataset is data uploaded into the Power BI service from an online or on-premises data source.</p> <p>A data source is where the data actually comes from. It can be just about anything; a database, Excel worksheet, Web service, etc.</p> <p>The gateway is different from a data source. The gateway is more of the proxy between on-premises and the cloud.</p> <p>DirectQuery always gets the latest data using the credentials that were setup for the Data Source by the Gateway Admin.</p>
93.	Protection against unknown malware and viruses
94.	Real time, time-of-click protection against malicious URLs
95.	Rich reporting and URL trace capabilities
96.	Dynamic delivery
97.	URL detonation
98.	Intelligence sharing
99.	Broader protection
100.	Help protect emails against unauthorized access
101.	Enhance security of your SharePoint libraries
102.	Help keep your information safe, online or offline
103.	Seamless integration with all Office documents
104.	Apply custom templates
105.	Do not forward (email)/ Restricted Access
106.	CompanyName Confidential
107.	CompanyName Confidential View Only
108.	Easily set up encryption
109.	Protect sensitive information
110.	Policy-based encryption
111.	Help manage compliance
112.	Grow your organization's brand
113.	Device management

No	Minimum Requirements
114.	Device security policies
115.	Data loss prevention
116.	Anti-spam/ Anti-malware
117.	Outbound spam
118.	DKIM
119.	Safe attachments
120.	Safe links
121.	Administrators can protect accounts with MFA
122.	Mobile app as a second factor
123.	Phone call as a second factor
124.	SMS as a second factor
125.	App passwords for clients that don't support MFA
126.	Admin control over authentication methods
127.	PIN mode
128.	Fraud alert
129.	MFA Reports
130.	One-Time Bypass
131.	Custom greetings for phone calls
132.	Customization of caller ID for phone calls
133.	Event Confirmation
134.	Trusted IPs
135.	Suspend MFA for remembered devices
136.	MFA SDK
137.	MFA for on-premises apps using MFA server

SECTION VII - PRICE SCHEDULE

**NAME OF TENDER: TENDER NUMBER: KCAA/048/2019- 2020
TENDER FOR THE SUPPLY, DELIVERY, CONFIGURATION & TESTING OF MICROSOFT
OFFICE 365 SUITE GOVERNMENT PLANS.**

NAME OF TENDERER:

NO	GOVERNMENT OFFICE PLANS	NO OF STAFF	ANNUAL COST PER USER IN KES	TOTAL ANNUAL COST IN KES ALL TAXES INCLUSIVE
1.	Microsoft Office 365 E1 Plan	290		
2.	Microsoft 365 E3 Plan	500		
3.	Microsoft 365 E5 Plan	10		
4.	Advanced Threat protection -Plan 2	790		
TOTAL COST		800		
SUB TOTAL COST PER YEAR IN KSHS				
OTHER CHARGES				
NO	ITEM DESCRIPTION	UNIT	TOTAL COST IN KES	TOTAL COST IN KES ALL TAXES INCLUSIVE
1.	Professional charges (Deployment & Customization)	LOT		
2.	In house Training for ten (10) ICT staff	LOT		
3.	Professional Training(local): •Windows and Office 365 Administration for seven (7) ICT staff	NO		
4.	SLA for three (3) years	NO		
5.	Other charges (if any)	LOT		
SUB TOTAL COST FOR OTHER CHARGES				
GRAND TOTAL COST INCLUSIVE OF ALL APPLICABLE COSTS IN KSHS TO BE TRANSFERRED TO FORM OF TENDER				

Note: Costs MUST include ALL applicable taxes

Installation Period.....

PLEASE NOTE AND COMPLY WITH THE FOLLOWING:

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

Authorized Official:

Name

Signature, date and official stamp

SECTION VIII: - STANDARD FORMS

Notes on standard forms

1. The tenderer shall complete and submit with its tender the form of tender and price schedules pursuant to instructions to tenderers clause 9 and in accordance with the requirements included in the special conditions of contract.
2. When requested by the appendix to the instructions to tenderers, the tenderer should provide the tender security, either in the form included herein or in another form acceptable to the procuring entity pursuant to instructions to tenderers clause 12.3
3. The contract form, the price schedules and the schedule of requirements shall be deemed to form part of the contract and should be modified accordingly at the time of contract award to incorporate corrections or modifications agreed by the tenderer and the procuring entity in accordance with the instructions to tenderers or general conditions of contract.
4. The performance security and bank guarantee for advance payment forms should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance/entity and bank guarantee for advance payment forms in accordance with the forms indicated herein or in another form acceptable to the procuring entity and pursuant to the – conditions of contract.
5. The principal's or manufacturer's authorization form should be completed by the principal or the manufacturer, as appropriate in accordance with the tender documents.

SECTION VIII- STANDARD FORMS

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

FORM OF TENDER

Date _____ Tender No. **KCAA/048/2019-2020**

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 **supply, delivery, configuration & testing of Microsoft office 365 suite Government plans** 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

CONTRACT FORM

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

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

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

in the presence of _____.

7.2 **CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

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

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

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

TENDER SECURITY FORM

Whereas [Name of the tenderer]

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

[Name and/or description of the services]

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

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

Of.....having registered office at

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

[Name of procuring entity](Hereinafter called “the procuring entity”) in the sum of

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

THE CONDITIONS of this obligation are:

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

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

we undertake to pay to the Procuring entity up to the above amount upon receipt of its first written demand, without the Procuring entity having to substantiate its demand, provided that in its demand the Procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank]

(Amend accordingly if provided by Insurance Company)

PERFORMANCE SECURITY FORM

To:

[Name of the Procuring entity]

WHEREAS..... [Name of tenderer]

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

Supply.....

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

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

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

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

and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of

[Amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of 20

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

(Amend accordingly if provided by Insurance Company)

BANK GUARANTEE FOR ADVANCE PAYMENT

To.....

[Name of tender].....

Gentlemen and/or Ladies:

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

.....

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

.....

[Amount of guarantee in figures and words].

We, the

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

[amount of guarantee in figures and words].

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

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

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

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

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

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

REPUBLIC OF KENYA

IN THE MATTER OF OATHS AND STATUTORY DECLARATION ACT

CHAPTER 15 LAWS OF KENYA

AND

IN THE MATTER OF

THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT, 2015

I, holder of Identity card no.....and care of P. O. Box and being a resident of in the Republic of Kenya do hereby make oath and state as follows: -

1. **THAT** I am the Chief Executive/Managing Director/Principal Officer /Director of (name of the Candidate) which is a Candidate in respect of Tender Number to supply goods, render services and/or carry out works for Kenya Civil Aviation Authority and duly authorized and competent to make this Affidavit.
2. **THAT** the aforesaid Candidate has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Kenya Civil Aviation Authority, which is the procuring entity.
3. **THAT** the aforesaid Candidate, its servants and/or agents have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Kenya Civil Aviation Authority.

4. **THAT** the aforesaid candidate has not committed any offence under the Laws of Kenya or the Procurement Laws or been debarred from participating in any tenders by virtue of non-performance/poor-performance or any other legal reason and is not undergoing any adverse disciplinary action/claim before the Public Procurement and Disposal Authority.
5. **THAT** the aforesaid candidate, its directors and shareholders have not been convicted of corrupt or fraudulent practices in any court of competent jurisdiction within the Republic of Kenya.
6. **THAT** the aforesaid candidate has not defaulted in his/her/their/its tax obligations per the tax laws of the Republic of Kenya.
7. **THAT** the aforesaid candidate has not been in breach of the employment laws of the Republic of Kenya.
8. **THAT** what is deponed to hereinabove is true to the best of my knowledge information and belief.

SWORN at by the said }

..... }

Name of Chief Executive/Managing Director/ }

Principal Officer/Director }

on this day of 20... }

} _____

} DEPONENT

Before me }

Commissioner for Oaths }

8.7 MANUFACTURER'S AUTHORIZATION FORM

To *[name of the Procuring entity]*

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

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

[Signature for and on behalf of manufacturer]

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

SITE VISIT FORM

TO BE RETURNED DULY SIGNED AND STAMPED WITH TENDER DOCUMENT)

THE SUPPLY, DELIVERY, CONFIGURATION & TESTING OF MICROSOFT OFFICE 365 SUITE GOVERNMENT PLANS.

THIS IS TO CONFIRM THAT ----- (COMPANY NAME) HAS MADE A SITE VISIT TO KENYA CIVIL AVIATION AUTHORITY HQS AT AVIATION HOUSE - JKIA.

COMPANY REPRESENTATIVE

NAME -----

DESIGNATION-----

SIGNED -----

DATE -----

OFFICIAL
STAMP

KCAA REPRESENTATIVE

NAME -----

DESIGNATION-----

SIGNED -----

DATE -----

- OFFICIAL STAMP