

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF NYAMIRA

OPEN NATIONAL TENDER

(Two Year Framework Contract Renewable Annually Upon Satisfactory Performance)

TENDER DOCUMENT

FOR

PROVISION OF FAIR TICKETING AGENCY SERVICES

TENDER NO. CGN /T011/ 2019–2021

COUNTY GOVERNMENT OF NYAMIRA

Email: tenders@nyamira.go.ke

www.nyamira.go.ke

P.O BOX 434 – 40500, NYAMIRA

TENDER CLOSING DATE:

Wednesday 31st JULY, 2019

TENDER CLOSING TIME:

10:00 AM LOCAL TIME

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SECTION I INVITATION TO TENDER

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF NYAMIRA

TENDER NOTICE

INVITATION TO TENDER AND REGISTRATION OF CONTRACTORS & SUPPLIERS OF GOODS, WORKS & SERVICES FOR FY 2019-2021

The County Government of Nyamira invites sealed tenders from eligible bidders for the Supply and Delivery/ Provision of Goods, Works and services to various Government Departments and Public Institutions within the County for the Financial Years 2019-2021.

TENDERS

Two Year Framework Contracts Renewable Annually Upon Satisfactory Performance

TENDER REF. NO	ITEM DESCRIPTION	ELIGIBILITY
CGN/T001/2019 - 2021	Supply & Delivery of Medical Drugs	Open
CGN/T002/2019 - 2021	Supply & Delivery of Non-Pharmaceutical and Dressing Materials	Open
CGN/T003/2019 - 2021	Supply & Delivery of Laboratory Reagents and Glassware	Open
CGN/T004/2019 - 2021	Supply and Delivery of Dental Items (Consumables)	Open
CGN/T005/2019 - 2021	Supply & Delivery of X-Ray films and Ultrasound	Open
CGN/T006/2019 - 2021	Supply & Delivery of Wood Fuel and Cooking Gas	Open
CGN/T007/2019 - 2021	Supply & Delivery of Foodstuff and Soft Drinks	Open
CGN/T008/2019 - 2021	Supply & Delivery of Office Stationery	Open
CGN/T009/2019 - 2021	Supply & Delivery of Petroleum, Oils and Lubricants	Open
CGN/T010/2019 - 2021	Supply & Delivery of Cleaning Materials, detergents and Chemicals	Open
CGN/T011/2019 - 2021	Provision of Air Ticketing Services (IATA registered Firm only)	Open
CGN/T012/2019 - 2021	Supply and delivery of Newspapers, Magazines and Periodicals	Open
CGN/T013/2019 - 2021	Provision of Catering and Accommodation Services	Open
CGN/T014/2019 - 2021	Supply and Delivery of Tyres , Tubes and Automotive Batteries	Open
CGN/T015/2019 - 2021	Supply, Delivery and Maintenance of Photocopiers and Printers	Open
CGN/T016/2019 - 2021	Supply& Delivery of Various Toners and Cartridges	Open
CGN/T017/2019 - 2021	Supply& Delivery of Computers (Desktops, Laptops and IPADS)	Open
CGN/T018/2019 - 2021	Provision of Legal Services	Open
CGN/T019/2019 - 2021	Repair and Servicing of Motor Vehicles, Plants and Equipment	Open
REGISTRATION CATEGORIES		
CATEGORY 20	Supply & Delivery of Electrical Items, Fittings and Accessories	
CATEGORY 21	Supply and Delivery of Medical Records	
CATEGORY 22	Supply & Delivery of Dairy animals, Poultry Birds and animal feeding feed Materials	
CATEGORY 23	Supply & Delivery of Furniture	
CATEGORY 24	Supply & Delivery of Medical Tools and Equipment	
CATEGORY 25	Supply & Delivery of Motor vehicles and Motor Grader Spare parts	
CATEGORY 26	Supply & Delivery of Office Equipment, Furnishings (Curtains, Carpets, shears & blinder fittings)	
CATEGORY 27	Supply & Delivery of Kitchen Appliances	
CATEGORY 28	Supply & Delivery of Household and Sanitary Items	
CATEGORY 29	Supply & Delivery of Sporting Equipment, Protective Clothing and Uniforms	

CATEGORY 30	Supply & Delivery of Farm Inputs, Herbicides, Insecticides & Pesticides, Chemicals, Veterinary Drugs & Animal Sprays and Spraying Equipment
CATEGORY 31	Supply & Delivery of Fingerlings, Fish-Feeds and Fish-Pond Materials
CATEGORY 32	Supply & Delivery of Tree Seedlings
CATEGORY 33	Supply & Delivery of Fresh Cut Flowers and Maintenance of Indoor Potted Plants
CATEGORY 35	Excavation, Supply and Delivery of Murram
CATEGORY 36	Supply & Delivery of Building Materials (Stones, Ballast, Sand, Hard-core, Hardware items etc)
CATEGORY 37	Supply & Delivery of Power Generators and Inverters
CATEGORY 38	Supply and delivery of Computer Accessories
CATEGORY 39	Provision of Car Tracking Services
CATEGORY 40	Provision of Courier Services
CATEGORY 41	Provision of Servicing, Repair and Maintenance of Medical Equipment
CATEGORY 42	Maintenance of Sewerage Systems and Cleaning of Lagoons
CATEGORY 43	Provision of Printing and Publishing Services
CATEGORY 44	Provision of Security Printing Services (e.g accountable documents)
CATEGORY 45	Provision of Software Solutions and Licensing
CATEGORY 46	Repairs and Maintenance of Office Equipment & Furniture
CATEGORY 47	Supply & Delivery of GI, UPVC, PE Pipes/Fittings
CATEGORY 48	Provision of Fumigation and Pest Control Services
CATEGORY 49	Printing of T-shirts, Caps and banners
CATEGORY 50	Provision of Cleaning Services (including Curtains, Carpets, etc)
CATEGORY 51	Provision of Exhaustion Services (for Septic, Tanks and Pit Latrines)
CATEGORY 52	Supply & Delivery of Timber and allied Materials
CATEGORY 53	Provision of Construction of Roads
CATEGORY 54	Provision of Construction Services for Surface Waters
CATEGORY 55	Provision of Construction and Renovation/Refurbishment/Redecoration Works of Building/Houses
CATEGORY 56	Provision of Construction Works of Footbridges and River Banks Protection
CATEGORY 57	Provision of Electrical Services
CATEGORY 58	Provision of Mechanical and Plumbing Works
CATEGORY 59	Provision of Events management Services
CATEGORY 60	Provision of Taxi/Car , Bus , Truck and Earth Moving equipment Hire Services
CATEGORY 61	Borehole drilling
CATEGORY 62	Provision of ICT Consultancy/ Internet Service (LAN & WAN)
CATEGORY 63	Provision of Various Consultancy Services
CATEGORY 64	Supply & Delivery of Fire Proof Cabinets and Shredders
CATEGORY 65	Supply and Delivery of Plastic water Tanks
CATEGORY 66	Provision of Valuation Services
CATEGORY 67	Provision of Land Surveying
CATEGORY 68	Provision of landscaping and Beautification Services
CATEGORY 69	Provision of Environmental Impact Assessment and Audit Services
CATEGORY 70	Repair and Maintenance of Telephone PABX and Telecommunication Equipment
CATEGORY 71	Provision of Publicity, Photography and Video Services
CATEGORY 72	Provision of Promotional & Advertising Materials, Corporate Branding & Signage Services
CATEGORY 73	Provision of Research, Opinion and baseline surveys
CATEGORY 74	Supply & Delivery of Disaster Management Equipment and Materials

CATEGORY 75	Provision of Sanitary disposal services
CATEGORY 76	Hire of trucks, bulldozers and shovel for Garbage Collection
CATEGORY 77	Provision of Training Consultancy services
CATEGORY 78	Supply and Delivery of Fresh Flowers
CATEGORY 79	Supply and Delivery Medical Oxygen, nitrous oxide, industrial gas & chemicals

Completed set of detailed tender documents can be downloaded freely from the county government of Nyamira website: www.nyamira.go.ke and Public Procurement Information Portal: www.tenders.go.ke

Completed tender documents in plain sealed envelopes bearing the Tender number on the top right hand Corner but with no indication of the Tenderer's name should be placed in the Tender Box in the ground Floor of the main entrance to Nyamira County Government Offices or sent by post to;-

**THE COUNTY SECRETARY
COUNTY GOVERNMENT OF NYAMIRA
P.O BOX 434-40500
NYAMIRA**

So as to reach not later than **Wednesday 31st July, 2019 at 10:00 a.m East African time.** Tenders will be Opened immediately thereafter in the Governor's Boardroom. Tenderers or their representatives who May wish to witness the tender openings are invited to attend. All Contractors and Suppliers in our database are notified that the 2017 – 2019 supplier and contractors lists expired on 30th June 2019.

All Submitted documents by interested bidders must be consistently paginated.

**CHIEF OFFICER FINANCE AND PLANNING
COUNTY GOVERNMENT OF NYAMIRA**

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. No price shall be charged for the tender document.

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 5 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) 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 amendments by an addendum that will be posted on the county website.
- 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) Confidential business questionnaire.

2.8 Form of Tender

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

2.9 Tender Prices

- 2.9.1 The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.
- 2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable:
- 2.9.3 Prices quoted by the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22.
- 2.9.4 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)
- 2.9.5 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.
- 2.9.6 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

2.10 Tender Currencies

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

2.11 Tenderers Eligibility and Qualifications.

- 2.11.1 Pursuant to Clause 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.
- 2.11.2 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

2.12 Tender Security

- 2.12.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Invitation to tender.
- 2.12.2 The tender security shall be in the amount not exceeding 2 per cent of the tender price.
- 2.12.3 The tender security is required to protect the Procuring entity against the risk of Tenderers conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7
- 2.12.4 The tender security shall be denominated in a Kenya Shillings or in another freely convertible currency and shall be in the form of:
 - a) A bank guarantee.
 - b) Cash.
 - c) Such insurance guarantee approved by the Authority.
 - d) Letter of credit

- 2.12.5 Any tender not secured in accordance with paragraph 2.12.1 and 2.12.3 will be rejected by the Procuring entity as non-responsive, pursuant to paragraph 2.20
- 2.12.6 Unsuccessful tenderers security will be discharged or returned as promptly as possible as but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the procuring entity.
- 2.12.7 The successful tenderers tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.26, and furnishing the performance security, pursuant to paragraph 2.37.
- 2.12.8 The tender security may be forfeited:
- (a) If a tenderer **withdraws** its tender **during** the period of tender validity specified by the procuring Entity on the Tender Form; or
 - (b) In the case of a successful tenderer, *if* the tenderer fails:
 - (i) To sign the contract in accordance with paragraph 2.26.

or

 - (ii) To furnish performance security in accordance with paragraph 2.27.
 - (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 120 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 procuring entity shall prepare the tender document
- 2.14.2 The filled tender document 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 deposit tender document as provided in the advert.

2.16 Deadline for Submission of Tenders

2.16.1 Tenders must be received by the Procuring entity at the address specified in the appendix to instructions to tenderers not later than *as per the tender advert*.

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 5, 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.

2.17 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.

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 *as per the tender advert*. The tenderers' representatives who are present shall sign a register evidencing their attendance.

2.18.2 The tenderers' names will be announced at the opening.

2.18.3 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.

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 No 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 2.22, 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 2.23 the following evaluation methods will be applied:

(a) ***Operational Plan.***

The Procuring entity requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenders' offering to perform longer than the procuring entity's required delivery time will be treated as non-responsive and rejected.

(b) ***Deviation in payment schedule.***

Tenderers shall state their tender price for the payment on a schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. The Procuring entity may consider the alternative payment schedule offered by the selected tenderer.

2.22.5 The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.

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

- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- (b) Legal capacity to enter into a contract for procurement
- (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing
- (d) Shall not be debarred from participating in public procurement.

2.23. Contacting the procuring entity

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

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

2.24 Award of Contract

a) Post qualification

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

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

2.24.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Procuring entity will

proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

b) Award Criteria

- 2.24.4 Subject to paragraph 2.29 the Procuring entity will award the contract to the successful tenderers, at least 7 in number based on framework contracting, whose tender have been determined to be substantially responsive and has been determined to be the lowest evaluated tenders, provided further that the tenderers are determined to be qualified to perform the contract satisfactorily.
- 2.24.5 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.
- 2.24.6 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 tenderers 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 2.26. Simultaneously the other tenderers shall be notified that their tenders have not been successful.
- 2.25.3 The Procuring entity will promptly notify each unsuccessful Tenderer.

2.26 Signing of Contract

- 2.26.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will simultaneously inform the other tenderers that their tenders have not been successful.
- 2.26.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.
- 2.26.3 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

2.27 Performance Security

- 2.27.1 Within thirty (30) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring entity.
- 2.27.2 Failure of the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated or call for new tenders.

2.28 Corrupt or Fraudulent Practices

- 2.28.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.
- 2.28.2 The procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- 2.28.3 Further, a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

APPENDIX TO INSTRUCTIONS TO THE 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	Particulars of eligible tenderers: Firms Offering Air Ticketing Services Registered in Kenya																											
2.2.2	Price to be charged for tender documents. Free of Charge for those who download the document from the County Government of Nyamira website www.nyamira.go.ke, public procurement information portal,; www.tenders.go.ke																											
2.10	Particulars of other currencies allowed. None																											
2.11	Particulars of eligibility and qualifications documents of evidence required. Please see Mandatory requirements on 2.22 below																											
2.12.1	Particulars of tender security if applicable. Not Applicable																											
2.12.4	Form of Tender Security: Not Applicable																											
2.13	Validity of Tenders120 days after date of Tender Opening.																											
2.14.1	Copies of Tender Documents to be Submitted: An original and one (1) copy																											
2.16.1	<p>Address of Receiving Tenders: Completed Tender Documents should be deposited in the tender box provided at The County Government of Nyamira’s Offices, 1st^h floor, County Government of Nyamira Headquarters or be addressed to:</p> <p>County Secretary, County Government of Nyamira, P. O. Box 434- - 40500, NYAMIRA</p>																											
2.22	<p>Evaluation and comparison of Tenders: The following evaluation criteria shall be applied not withstanding any other requirement in the tender documents.</p> <p><u>STAGE ONE: MANDATORY REQUIREMENTS (MR)</u></p> <p>THE FOLLOWING REQUIREMENTS MUST BE MET IN TOTALITY BY THE TENDERER:-</p> <table border="1" data-bbox="389 1197 1461 1883"> <thead> <tr> <th data-bbox="389 1197 495 1270">NO.</th> <th data-bbox="495 1197 1250 1270">REQUIREMENTS</th> <th data-bbox="1250 1197 1461 1270">RESPONSIVE OR NOT RESPONSIVE</th> </tr> </thead> <tbody> <tr> <td data-bbox="389 1270 495 1333">MR1</td> <td data-bbox="495 1270 1250 1333">MUST SUBMIT A COPY OF CERTIFICATE OF INCORPORATION/Registration</td> <td data-bbox="1250 1270 1461 1333"></td> </tr> <tr> <td data-bbox="389 1333 495 1407">MR2</td> <td data-bbox="495 1333 1250 1407">SUBMIT VALID BUSINESS PERMIT FROM ANY COUNTY GOVERNMENT IN KENYA.</td> <td data-bbox="1250 1333 1461 1407"></td> </tr> <tr> <td data-bbox="389 1407 495 1480">MR3</td> <td data-bbox="495 1407 1250 1480">SUBMIT A COPY OF VALID TAX COMPLIANCE CERTIFICATE.</td> <td data-bbox="1250 1407 1461 1480"></td> </tr> <tr> <td data-bbox="389 1480 495 1554">MR4</td> <td data-bbox="495 1480 1250 1554">MUST FILL THE FORM OF TENDER, SIGN, DATE & STAMP IT ACCORDINGLY.</td> <td data-bbox="1250 1480 1461 1554"></td> </tr> <tr> <td data-bbox="389 1554 495 1627">MR5</td> <td data-bbox="495 1554 1250 1627">MUST SUBMIT A DULLY FILLED UP CONFIDENTIAL BUSINESS QUESTIONNAIRE IN FORMAT PROVIDED</td> <td data-bbox="1250 1554 1461 1627"></td> </tr> <tr> <td data-bbox="389 1627 495 1701">MR6</td> <td data-bbox="495 1627 1250 1701">MUST SUBMIT CR12 AND IDENTITY CARDS (IDS) COPY OR PASSPORT FOR EVERY DIRECTOR APPEARING ON CR12 NOT APPLICABLE FOR SOLE PROPRIATORS/BUSINESS NAMES.</td> <td data-bbox="1250 1627 1461 1701"></td> </tr> <tr> <td data-bbox="389 1701 495 1774">MR7</td> <td data-bbox="495 1701 1250 1774">FURNISH A DULY SIGNED, DATED AND STAMPED DECLARATION IN FORMAT PROVIDED THAT AS THE BIDDER, YOU HAVE NOT BEEN DEBARRED FROM PARTICIPATING IN PROCUREMENT PROCEEDINGS</td> <td data-bbox="1250 1701 1461 1774"></td> </tr> <tr> <td data-bbox="389 1774 495 1883">MR8</td> <td data-bbox="495 1774 1250 1883">FURNISH A DULY SIGNED, DATED AND STAMPED DECLARATION IN FORMAT PROVIDED THAT AS THE BIDDER, YOU HAVE NOT BEEN CONVICTED OF CORRUPT OR FRAUDULENT PRACTICES; AND THAT YOU ARE NOT GUILTY OF ANY SERIOUS VIOLATION OF FAIR EMPLOYMENT LAWS AND PRACTICES.</td> <td data-bbox="1250 1774 1461 1883"></td> </tr> </tbody> </table>	NO.	REQUIREMENTS	RESPONSIVE OR NOT RESPONSIVE	MR1	MUST SUBMIT A COPY OF CERTIFICATE OF INCORPORATION/Registration		MR2	SUBMIT VALID BUSINESS PERMIT FROM ANY COUNTY GOVERNMENT IN KENYA.		MR3	SUBMIT A COPY OF VALID TAX COMPLIANCE CERTIFICATE.		MR4	MUST FILL THE FORM OF TENDER, SIGN, DATE & STAMP IT ACCORDINGLY.		MR5	MUST SUBMIT A DULLY FILLED UP CONFIDENTIAL BUSINESS QUESTIONNAIRE IN FORMAT PROVIDED		MR6	MUST SUBMIT CR12 AND IDENTITY CARDS (IDS) COPY OR PASSPORT FOR EVERY DIRECTOR APPEARING ON CR12 NOT APPLICABLE FOR SOLE PROPRIATORS/BUSINESS NAMES.		MR7	FURNISH A DULY SIGNED, DATED AND STAMPED DECLARATION IN FORMAT PROVIDED THAT AS THE BIDDER, YOU HAVE NOT BEEN DEBARRED FROM PARTICIPATING IN PROCUREMENT PROCEEDINGS		MR8	FURNISH A DULY SIGNED, DATED AND STAMPED DECLARATION IN FORMAT PROVIDED THAT AS THE BIDDER, YOU HAVE NOT BEEN CONVICTED OF CORRUPT OR FRAUDULENT PRACTICES; AND THAT YOU ARE NOT GUILTY OF ANY SERIOUS VIOLATION OF FAIR EMPLOYMENT LAWS AND PRACTICES.	
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Instructions to tenderers	Particulars of appendix to instructions to tenderers																												
	MR.9	FILL THE (IFMIS) FORM ATTACHED ON THE LAST PAGE BY PROVING THE RELEVANT INFORMATION REQUIRED ON EACH ROW																											
<p>AT THIS STAGE, THE TENDERER’S SUBMISSION WILL EITHER BE RESPONSIVE OR NON-RESPONSIVE. THE NON-RESPONSIVE SUBMISSIONS WILL BE ELIMINATED FROM THE ENTIRE EVALUATION PROCESS AND WILL NOT BE CONSIDERED FURTHER.</p>																													
<p><u>STAGE 2: TECHNICAL EVALUATION</u></p> <p>This section (Technical Evaluation) will carry a total of 100% of the whole evaluation.</p> <table border="1" data-bbox="391 674 1419 1472"> <thead> <tr> <th>No.</th> <th>Evaluation Attribute</th> <th>Weighting Score</th> <th>Max. Score (%)</th> <th>Tender’s Response</th> </tr> </thead> <tbody> <tr> <td>T.S.1</td> <td>Number of years in the business of Providing Air Travel Agency Service Furnish IATA of Registration.</td> <td> <ul style="list-style-type: none"> 5 years and above – 35% Others prorated at: $\frac{\text{Number of Years} \times 35\%}{5}$ </td> <td>35%</td> <td></td> </tr> <tr> <td>T.S. 2</td> <td>Provide a list of clients and give references to which successful Air Travel Services were made</td> <td> <ul style="list-style-type: none"> 2or more Clients with references letters from the clients – 25% Others prorated at: $\frac{\text{Number of Clients} \times 25\%}{2}$ </td> <td>25%</td> <td></td> </tr> <tr> <td>T.S. 3</td> <td>Financial Strength Provide audited accounts for the last 2 years(2yrs) For Business Names Provide bank statements for the last Five months</td> <td> <ul style="list-style-type: none"> Two years audited accounts – 20% One year audited accounts – 10% Award 20% If five months bank statements are attached others prorated at 4% per month </td> <td>20%</td> <td></td> </tr> <tr> <td>T.S. 4</td> <td>Physical Facilities Provide details of physical address and contacts – attach evidence</td> <td>Details of physical address and contacts with copy of title or lease document with latest utility bill 20%</td> <td>20%</td> <td></td> </tr> </tbody> </table> <p>Only bidders who score 50% and above will be subjected to commercial evaluation. Those who score below 50% will be eliminated at this stage from the entire evaluation process and will not be considered further.</p> <p><u>STAGE THREE: COMMERCIALEVALUATION</u></p> <p>The commercial submissions for each of the required services i.e. air ticketing for domestic air travel, air ticketing for regional air travel and air ticketing for international air travel, will be awarded based on the lowest service charge for each category above. The service charge shall be applied to the prevailing airline prices every time the County Government of Nyamira officials requires air travel services.</p>					No.	Evaluation Attribute	Weighting Score	Max. Score (%)	Tender’s Response	T.S.1	Number of years in the business of Providing Air Travel Agency Service Furnish IATA of Registration.	<ul style="list-style-type: none"> 5 years and above – 35% Others prorated at: $\frac{\text{Number of Years} \times 35\%}{5}$ 	35%		T.S. 2	Provide a list of clients and give references to which successful Air Travel Services were made	<ul style="list-style-type: none"> 2or more Clients with references letters from the clients – 25% Others prorated at: $\frac{\text{Number of Clients} \times 25\%}{2}$ 	25%		T.S. 3	Financial Strength Provide audited accounts for the last 2 years(2yrs) For Business Names Provide bank statements for the last Five months	<ul style="list-style-type: none"> Two years audited accounts – 20% One year audited accounts – 10% Award 20% If five months bank statements are attached others prorated at 4% per month 	20%		T.S. 4	Physical Facilities Provide details of physical address and contacts – attach evidence	Details of physical address and contacts with copy of title or lease document with latest utility bill 20%	20%	
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2.24.4	Award Criteria:																												

Instructions to tenderers	Particulars of appendix to instructions to tenderers
	<i>The firms with the lowest quoted service will be awarded the Framework contract. The county Government of Nyamira may negotiate with the lowest bidders to improve on their service charges and terms of service prior to contract award.</i>
2.27	Particulars of performance security if applicable. None
Other's as necessary	Complete as necessary. None

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

3.4 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 .

3.5 Performance Security

- 3.5.1 Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in Special Conditions of Contract.
- 3.5.2 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.
- 3.5.3 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.

3.5.4 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.

3.6 Inspections and Tests

3.6.1 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.

3.6.2 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.

3.6.3 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.

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

3.7 Payment

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

3.8 Prices

3.8.1 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.

3.9 Assignment

3.9.1 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

3.10.1 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.

3.10.2 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.

3.11 Termination of insolvency

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

3.12 Termination for convenience

3.12.1 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.

3.12.2 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.

3.13 Resolution of disputes

3.13.1 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.

3.13.2 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.

3.14 Governing Language

3.14.1 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.

3.15 Force Majeure

3.15.1 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.

3.16 Applicable Law.

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

3.17 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
3.5	Specify performance security if applicable: None
3.7	Specify method Payments. Payments to be made on monthly basis after the services have been rendered.
3.8	Specify price adjustments allowed. None
3.14	Specify resolution of disputes. Disputes to be settled as per the Arbitration Laws of Kenya
3.16	Specify applicable law. Laws of Kenya
3.17	Indicate addresses of both parties. Client: The County Government of Nyamira P. O. Box 434-40500, Nyamira
Other's as necessary	Complete as necessary

SECTION V – SCHEDULE OF REQUIREMENTS

A) SERVICES

The County Government of Nyamira intends to outsource air travel ticketing services for the period 2019-2021. The County Government of Nyamira requires that air travel arrangements in respect of its officials and non-county officials requiring air transport in the interest of Nyamira County Government be made by the travel company with due consideration of the following:

- i. Arrangements will only be for persons travelling for official reasons and in the interest of Nyamira County Government with prior approval.
- ii. The most cost effective and practical means of air travel transport is to be used at all times. Priority will however be given to the National Carrier, Kenya Airways.

The Appointed travel company will be required to always assist the County Government of Nyamira officials concerning air travel arrangements. This will include arranging, amending and payment of all travel bookings.

B) BIDDERS' EXPERIENCE REQUIREMENTS

Potential Suppliers are required to submit details of at least five (5) number organisations where they have undertaken similar services in the format given below. This is so that references may be obtained. Ensure you have provided reference letters from organisations duly signed and stamped by the relevant officer. The reference letters must be in the organisation's letter heads.

No.	Contact Information	Details
1	Name of Company	
	Name of Contact Person	
	Designation	
	Telephone Number	
	Email Address	
2	Name of Company	
	Name of Contact Person	
	Designation	
	Telephone Number	
	Email Address	
3	Name of Company	
	Name of Contact Person	
	Designation	
	Telephone Number	

	Email Address	
4	Name of Company	
	Name of Contact Person	
	Designation	
	Telephone Number	
	Email Address	
5	Name of Company	
	Name of Contact Person	
	Designation	
	Telephone Number	
	Email Address	

Ensure you have provided reference letters for all the above organizations **duly signed and stamped** by the relevant officer.

The reference letter MUST be on the organization's letter Head.

SECTION VI - DESCRIPTION OF SERVICES

Particulars

The County Government of Nyamira has a need for both international and domestic air travel. This tender covers the provision of air ticketing services.

Table 1 gives the detailed clause by clause description of the required services. The tenderer is required to provide the clause by clause response to the specifications and indicate clearly how the services offered meet the requirements.

Table 1: General Service specifications.

The detailed service specifications/ particulars are as follow:

Bidders are required to indicate against each service specifications “**UNDERSTOOD AND WILL COMPLY**” or “**UNDERSTOOD AND WILL NOT COMPLY**”. Any other response in the column will be treated as **NON-RESPONSIVE**.

S/NO:	MINIMUM REQUIREMENTS /SPECIFICATION	BIDDER'S RESPONSE
1.	Provision of airline ticketing	
2.	Service provider to focus on the County Government of Nyamira's requirements and will available at all times for bookings/cancellation of air tickets.	
3.	Provide cost effective and efficient air ticketing services to the County Government of Nyamira by providing air tickets to the County Government of Nyamira at the best discounted price available	
4.	Tailor made requests to suit all air ticketing and related needs of the County Government of Nyamira	
5.	Prepare travel itineraries and air ticketing plan for the County Government of Nyamira staff	
6.	Use the most cost effective routs and air ticketing plans and to prepare several air ticketing options.	
7.	Ensure maximum price saving as well as most minimal air ticketing time in all air ticketing plans.	
8.	To indicate in all air ticketing plans, the most competitive fair rout for arrival	
9.	Issue air tickets using the approved air ticketing plan and the fare as quoted.	
10.	To provide guaranteed ticket delivery to the County Government of Nyamira Offices.	
11.	Deliver tickets at no extra cost	

12.	To provide information on flight availability and timetables on request.	
13.	To keep the County Government of Nyamira Updated on current market fares, special air fare deals and any other special tours and air ticketing packages.	
14.	To reconfirm flight booking for staff	
15.	To make changes on booking as per request as and when requested.	
16.	To be an all-round source for air ticketing information for the county government of Nyamira.	
17.	To process refunds and credit notes for unused/partly used air tickets return for a refund, and such refunds remitted within forty five days.	
18.	To reissue air tickets to the County Government of Nyamira staff at no extra cost except cancellation cost charged by airlines.	
19.	The air ticketing agents pass to the County Government of Nyamira all concessions/ facilities extended by the airlines to the passengers on all air journeys booked by the County Government of Nyamira.	
20.	The County Government of Nyamira will make payments within thirty days on receipt of invoice.	
21.	Additional information <i>(Please specify)</i>	

Bidder's signature.....Official Stamp.....

Date.....

SECTION VI - PRICE SCHEDULE

Firms must submit their financial proposal (cost for service provision) using the following format.

a) Ticketing Transaction Fees (Commission)

Service	Amount in Kshs	Amount in Kshs	Amount in Kshs
	Economy	Business Class	1 st class
Domestic Tickets Per person			
Regional Ticket Booking per ticket			
Ticket Booking to Rest of Africa			
International Ticket Booking			

b) Air Travel Related Transactional Fees

Service	Amount in USD	Amount in KSHS
Internet bookings charges.		
Change of reservation charges.		
Ticket cancellation charges.		
Ticket re-issue charges.		
Standard visa processing.		
Ticket re-confirmation charges.		
Charges for assistance with airport transfers.		
Charges for assistance with award of ticket applications on air miles.		

b) Transactional Fees for Other Related Services

Service	Amount in USD	Amount in KSHS
Airport transfer service (Local)		
Up to 10 KM		
Up to 20 KM		
Up to 30 KM		
Over 30 KM		
Charges for assistance with Hotel reservations (within Kenya).		
Charges for assistance with Hotel reservations (Outside Kenya).		
Car/Van/Bus Hire Services (all costs must be of vehicles not more than five years old)		
Saloon Car Hire Cost per KM - Indicate type of car, capacity and cc.		
Van Hire Cost per KM - Indicate type of van, capacity and cc.		
Bus Hire Cost per KM - Indicate type of bus, capacity and cc.		
Tour Services Charges for tour arrangements.		

SECTION VI – TERMS OF REFERENCE AND SCOPE OF SERVICES

The County Government of Nyamira wishes to engage the services of travel agents for provision of Air Travel arrangements. Upon qualification, the agents will be required to submit electronic quotations to the County for comparison before award of the service is granted. It is envisaged that the agent shall liaise with the Airlines for obtaining tickets for the County's staff. The agent shall equally be required to:

1. Undertake reservation and ticketing services. This entails making bookings of air tickets for domestic, regional and international for the County, and transmitted to the County's designated contact (s).
2. Advise the Authority on flight schedules and changes.
3. Advise the County on the available flights for the requested bookings taking into consideration the most cost effective routes with the associated connections, most convenient routes and low priced flights, as per the class advised by the County.
4. Offer reasonable credit periods to the County, at least 60 days.
5. Offer supplementary services upon request including but not limited to hotel reservations, airport transfers, tours and car hire services.
6. Take the shortest lead time when requested for itinerary and delivery of tickets. Ideal response would be within 5 hours of the request.
7. Offer hassle-free domestic and international travel transfer services
8. Negotiate for "Best fare on the Day" such as the lowest fare made available by an Airline for the day of travel.
9. Use the preferred airline Kenya Airway; this would lead to maximum savings by ensuring that County obtains the best fare on the day.
10. Submit monthly MSI reports/reviews to the County in a format that includes the tickets issued, routes, officers ticketed, cost of ticket by the agency, the airline charges and the variances including the reasons for the variances between the agency and the airline charges format will be agreed on during negotiation.
11. Advise and submit the corporate discounts, air miles etc.
12. Advise on Immigration procedures within and outside the country, health requirements and security advisories for all destinations requested by the County.
13. Advice on the reliability, security and safety records of airlines.

Processing of visas on behalf of County staff upon request where personal appearance before visa issuing officer is not obligatory.

SECTION VII - STANDARD FORMS

Notes on the standard Forms

1. **Form of Tender** - The form of Tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. **Price Schedule Form** - The price schedule form must similarly be completed and submitted with the tender.
3. **Contract Form** - The contract form shall not be completed by the tenderer at the time of submitting the tender. The contract form shall be completed after contract award and should incorporate the accepted contract price.
4. **Confidential Business Questionnaire Form** - This form must be completed by the tenderer and submitted with the tender documents.
5. **Format of Tender Security Instrument** - When required by the tender document the tenderer shall provide the tender security in the form included hereinafter.
6. **Performance security Form** - The performance security form should not be completed by the tenderer at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.
7. **List of Clients** - The form is to be filled in the format provided

4.1 FORM OF TENDER

Date _____
Tender No. CGN/T011/2019-2021

To: **County Secretary**
County Government of Nyamira
P. O. Box 53535-00200
NYAMIRA

Sir/Madam:

1. Having examined the Tender documents including Addenda Nos. *[insert addenda numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to Provide ***Provision of Air Ticketing Services*** in conformity with the said Tender documents for the sum of ***[as per the priced schedule of services]*** 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 deliver the Services in accordance with the delivery schedule specified in the Schedule of Requirements.
3. We agree to abide by this Tender for the Tender validity period specified in Clause 2.13 of the Appendix to Instructions to Tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – has not been declared ineligible by the Government of Kenya under Kenyan laws.
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.
6. We understand that you are not bound to accept the lowest or any Tender you may receive.
7. We certify/confirm that we comply with the eligibility requirements as per ITT Clause 3 of the Tender documents

Dated this _____ day of _____ 20____.

(Name)

[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 *Provision of Air Ticketing Services* 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 _____

4.4 CONFIDENTIAL BUSINESS QUESTIONNAIRE

s.33

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

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

<p>Part 1 General</p> <p>Business Name</p> <p>Location of Business Premises</p> <p>Plot No,..... Street/Road.....</p> <p>Postal address Tel No.</p> <p>Fax E-MAIL:</p> <p>Nature of Business</p> <p>Registration Certificate No.</p> <p>Maximum value of business which you can handle at any one time – Kshs.</p> <p>Name of your bankers.....</p> <p>Branch</p>

	<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full..... Age.....</p> <p>Nationality..... Country of Origin.....</p> <p>Citizenship details</p>																				
	<p>Part 2 (b) – Partnership</p> <p>Given details of partners as follows</p> <table border="0"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
Name	Nationality	Citizenship details	Shares																		
1.																		
2.																		
3.																		
4.																		
	<p>Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company</p> <p>Nominal Kshs.</p> <p>Issued Kshs.</p> <p>Given details of all directors as follows</p> <table border="0"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
Name	Nationality	Citizenship details	Shares																		
1.																		
2.																		
3.																		
4.																		
	<p>Date.....Signature of Candidate.....</p>																				

4.5. FORMAT OF TENDER SECURITY INSTRUMENT

Whereas [*Name of the tenderer*] (Hereinafter called “the tenderer”) has submitted its tender dated [*Date of submission of tender*] for the [*Name and/or description of the tender*] (Hereinafter called “the Tender”)

KNOW ALL PEOPLE by these presents that WE of [*Name of Insurance Company / Bank*] having our registered office at (Hereinafter called “the Guarantor”), are bound unto [*Name of Procuring Entity*](Hereinafter called “the Procuring Entity”) in the sum of (Currency and guarantee amount) for which payment well and truly to be made to the said Procuring Entity, the Guarantor binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Guarantor this ___day of _____ 20 __.

THE CONDITIONS of this obligation are:

1. If after tender opening the tenderer withdraws his tender during the period of tender validity specified in the instructions to tenderers, Or
2. If the tenderer, having been notified of the acceptance of his tender by the Employer during the period of tender validity:
 - (a) fails or refuses to execute the form of Agreement in accordance with the Instructions to Tenderers, 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 Guarantor not later than the said date.

[Date]

[Witness]

[Signature of the Guarantor]

[Seal]

6. 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)

SELF-DECLARATION FORMS

1. ANTI-CORRUPTION DECLARATION

We (insert the name of the company / supplier)

.....
Declares and guarantees that no offer, gift or payment, consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone by our organization or agent, either directly or indirectly, as an inducement or reward for the award or execution of this procurement.

In the event the above is contravened we accept that the following to apply —

- a) The person shall be disqualified from entering into a contract for the procurement;
or
- b) If a contract has already been entered into with the person, the contract shall be voidable at the option of the county government of nyamira.
- c) The voiding of a contract by the procuring entity under subsection (b) does not limit any other legal remedy that the county government of nyamira may have.

NameSignature.....Date

Company Seal / Business Stamp

2. ANTI-FRAUDULENT PRACTICE DECLARATION

We (insert the name of the company / supplier)

.....
Declares and guarantees that no person in our organization has or will be involved in a fraudulent practice in any procurement proceeding.

NameSignature.....Date

Company Seal / Business Stamp

3. NON - DEBARMENT DECLARATION

We (insert the name of the company / supplier

.....
Declares and guarantees that no director or any person who has any controlling interest in our organization has been debarred from participating in a procurement proceeding.

NameSignature.....Date

Company Seal / Business Stamp

IFMIS FORM

COMPANY IFMIS INFORMATION

S/NO	DESCRIPTION	COMPANY DETAILS
1	COMPANY IFMIS NUMBER	
2	COMPANY NAME / ACCOUNT NAME	
3	BANK NAME	
4	BANK BRANCH NAME	
5	BANK ACCOUNT NUMBER	
6	P.O BOX	
7	TOWN	
8	POSTAL CODE	
9	E-mail Address – must be valid	
10	COMPANY REGISTRATION NUMBER	
11	COMPANY KRA PIN NUMBER	
12	BUSINESS CLASSIFICATION	
13	NAME OF CONTACT PERSON	
14	TELEPHONE NUMBER OF CONTACT PERSON	

Signed by

Signature

Date and Official Company Stamp

.....