



OPEN NATIONAL TENDER

PROVISION OF AIR TICKETING SERVICES

THREE YEARS FRAMEWORK CONTRACT

RESERVED FOR WOMEN ONLY

TSC/T/024/2020-2021

Teachers Service Commission
Upper Hill, Kilimanjaro Road
Private Bag, 00100
Nairobi
Email: ddprocuremnet@tsc.go.ke
Website: www.tsc.go.ke

CLOSING DATE IS FRIDAY 20TH NOVEMBER, 2020 AT 9.00 a.m.

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SECTION I – INVITATION TO TENDER

TENDER REF NO. TSC/T/024/2020-2021

TENDER NAME. PROVISION OF AIR TICKETING SERVICES.

- 1.1 Teachers Service Commission invites sealed tenders from eligible candidates for the Provision of Air Ticketing Services.
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at the Procurement office, Teachers Service Commission House 2nd Floor Podium Wing During normal working hours 8.00 am to 4.00 pm.
- 1.3 A complete tender document may be obtained by interested candidates upon payment of a non- refundable fee of Kshs. 1,000 payable to the Teachers Service Commission at National Bank of Kenya Account No. 01001000905000, Harambee Avenue Branch or Bankers Cheer and present the bank slip to TSC Cash office for official receipt Alternatively, the document may be downloaded for free from www.tsc.go.ke or www.tenders.go.ke
- 1.4 Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings and shall remain valid for a period of 150 days from the closing date of the tender.
- 1.5 Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and be deposited in the tender box provided at TSC House, Podium wing, third floor, or be addressed and posted to The Secretary, Teachers Service Commission, P.O. Box Private Bag-00100, Nairobi to be received on or before **FRIDAY 20TH NOVEMBER, 2020 At 9.00 am**
- 1.6 Tenders will be opened immediately thereafter in the presence of the tenderers representatives who choose to attend the opening at Teachers Service Commission 3rd floor Podium wing. **Only one firm representative will be allowed to attend tender opening.**
- 1.7 All the Clarifications and/ or addendums will be posted on TSC Website. Any request for clarifications shall be sent to the Commission Secretary copy to ddprocurement@tsc.go.ke All clarifications should be received within seventh days before tender opening.

COMMISSION SECRETARY/ CHIEF EXECUTIVE OFFICER

SECTION II – INSTRUCTIONS TO TENDERERS

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SECTION II INSTRUCTIONS TO TENDERERS

2.1 Eligible tenderers

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

2.2 Cost of tendering

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The price to be charged for the tender document shall not exceed Kshs.5,000/=
- 2.2.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.3 Contents of tender documents

- 2.3.1 The tender document comprises of the documents listed below and addenda issued in accordance with clause 6 of these instructions to tenders
 - i) Instructions to tenderers
 - ii) General Conditions of Contract
 - iii) Special Conditions of Contract
 - iv) Schedule of Requirements
 - v) Details of service
 - vi) Form of tender
 - vii) Price schedules

- viii) Contract form
- ix) Confidential business questionnaire form
- x) Tender security form
- xi) Performance security form
- xii) Principal's or manufacturers authorization form
- xiii) Declaration form

2.3.2. The Tenderers 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

2.7.1 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. 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;
- (b) Tender security furnished is in accordance with Clause 2.12
- (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 Instructions to Tenderers

2.11 Tenderers Eligibility and Qualifications.

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

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

2.12 Tender Security

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

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

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

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

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

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

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

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

2.12.7 The tender security may be forfeited:

- (a) If a tenderer **withdraws** its tender **during** the period of tender validity specified

by the procuring entity on the Tender Form; or

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

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

or

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

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

2.13 Validity of Tenders

2.13.1 Tenders shall remain valid for 60 days or as specified in the invitation to tender after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.

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

2.14 Format and Signing of Tender

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

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

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

2.15 Sealing and Marking of Tenders

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

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

(b) bear, tender number and name in the invitation to tender and the words: “DO NOT OPEN BEFORE (day, date and time of closing),”

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 *(day, date and time of closing)*

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 ...(*time, day, and date of closing*) and in the location specified in the invitation to tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.

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

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

2.19 Clarification of tenders

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

2.19.2 Any effort by the tenderer to influence the procuring entity in the procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers tender.

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

2.20 Preliminary Examination and Responsiveness

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

2.21 Conversion to a single currency

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

2.22 Evaluation and comparison of tenders.

- 2.22.1 The procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20
- 2.22.2 The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.
- 2.22.3 The Procuring entity's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.4 and in the technical specifications:

(a) Operational plan proposed in the tender;

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

2.22.4 Pursuant to paragraph 22.3 the following evaluation methods will be applied:

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

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

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

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

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

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

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

2.23. Contacting the procuring entity

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

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

2.24 Award of Contract

a) Post qualification

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

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

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

b) Award Criteria

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

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

2.24.5 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

2.25 Notification of award

- 2.25.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.
- 2.25.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.29. Simultaneously the other tenderers shall be notified that their tenders have not been successful.
- 2.25.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 31, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

2.26 Signing of Contract

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

2.27 Performance Security

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

2.28 Corrupt or Fraudulent Practices

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

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

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

Appendix to instructions to tenderers

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

INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
2.1	Eligible tenderers
2.1.1	This Invitation to tender is RERVERD FOR WOMEN ONLY who meets both technical and financial qualifications prescribed in this tender document.
2.1.2	TSC employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
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 Commission 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 Teachers Service Commission, 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 be Kshs. 1,000 payables to the Teachers Service Commission at National Bank of Kenya Account No. 01001000905000, Harambee Avenue Branch or Bankers Cheer and present the bank slip to TSC Cash office for official receipt.
2.2.3	Teachers service Commission shall allow the tenderer to review the tender document free of charge before purchase at TSC House Procurement Office located at second Floor Podium Wing.
2.3	Contents of tender documents
2.3.1	The tender document comprises of the documents listed below and

INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
	<p>addenda issued in accordance with clause 6 of these instructions to tenders;</p> <ul style="list-style-type: none"> 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 securing declaration form xi) Performance security form xii) Principal's or manufacturers authorization form. <p>Declaration form</p>
2.3.2	<p>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 requirements of the tender documents in every respect will be at the tenderers risk and may result in the rejection or disqualification of its tender</p>
<p>2.4</p> <p>2.4.1</p>	<p>Clarification of Documents</p> <p>A prospective candidate making inquiries of the tender document may notify Teachers Service Commission in writing by email ddprocurement@tsc.go.ke or by post, addressed to The Commission Secretary Teachers Service Commission P.O Box Private Bag -00100 Nairobi not later than seven (7) days prior to the deadline for the submission of tenders FRIDAY 20TH NOVEMBER, 2020 at 9.00am</p> <p>Teachers service Commission will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders by way of placing the clarification at its website www.tsc.go.ke or placing the same on widely circulating print media..</p>
2.4.2	<p>Teachers Service Commission will 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</p>

INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
2.5	Amendment of documents
2.5.1	At any time prior to the deadline for submission of tenders, Teachers Service Commission, 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 email, website www.tsc.go.ke or advertisement through print media and such amendment will be binding on them.
2.5.3	In order to allow prospective tenderers reasonable time in which to consider the amendment in preparing their tenders, Teachers Service Commission, 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 Teachers Service Commission, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language may be accepted 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 All bidders applying for this tender shall fill, sign and stamp the following attached documents. <ul style="list-style-type: none"> a) Form of Tender b) Price Schedule c) Confidential Business Questionnaire d) Integrity Declaration form e) Non-debarment statement f) Tender Securing declaration form g) Any other document required at preliminary and technical evaluation.
2.8	Form of Tender
2.8.1	The tenderers shall complete the Form of Tender by transferring the total tender price from price schedule indicating the Provision of Air Ticketing Services. The tender form and price schedule shall be filled in the format provided in the tender document. Any discrepancy

INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
	between the form of tender and price schedule shall lead to automatic disqualification.
2.9 2.9.1	Tender Prices The tenderer shall indicate on the Price schedule the percentage of the Service Charge over and above the actual Air Ticket Price of the day and time where applicable for the Provision of Air Ticketing Services for three years under framework contract.
2.9.2	The Service Charge percentage over and above the ticket price indicated on the Price Schedule shall be added to the actual Air Ticket price to form the total Contract Price of Air Ticketing inclusive of all government and VAT taxes payable:
2.9.3	Prices quoted by the tenderer shall be based on the daily Airline prices approved by IATA during the term of the contract unless otherwise agreed by the parties.
2.9.4	The Contract Service Charge shall not be varied during the contract duration of three (3) years. However, the Airline Prices may be allowed to vary depending on the demand and supply in the market.
2.9.5	Variation of the Service Charge during the contract period shall NOT be allowed.
2.10	Tender Currencies
2.10.1	Prices shall be quoted in Kenya Shillings.
2.11 2.11.1	Tenderers Eligibility and Qualifications. 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 be analyzed and verified by the Teachers Service Commission to its 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 not furnish Teachers service Commission with Tender security. The tenderer shall fill tender securing declaration form in the format provided.
2.13	Validity of Tenders

INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
2.13.1	Tenders shall remain valid for 120 days . A tender valid for a shorter period shall be rejected by Teachers Service Commission as non-responsive.
2.13.2	<p>In exceptional circumstances, Teachers Service Commission may extend the period of validity. Teachers Service Commission shall give in writing notice of an extension to each person who submitted a tender.</p> <p>The extension of the tender validity shall not be more than thirty days.</p>
2.14 2.14.1	<p>Format and Signing of Tender</p> <p>The tenderer shall prepare two copies of the tender, clearly / marking one “ORIGINAL TENDER” and “COPY OF TENDER,” as appropriate. In the event of any discrepancy between them, the original shall govern.</p>
2.14.2	The original and the copy 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 document, shall be initialed, signed and stamped 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 2.15.1	<p>Sealing and Marking of Tenders</p> <p>a) The tenderer shall seal the original and the 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: be addressed to:</p> <p style="text-align: center;">The Commission Secretary, Teachers Service Commission P.O Box Private Bag-00100 Nairobi.</p> <p>b) The Envelope must bear, Tender Number TSC/T/024/2020-2021 and Name: PROVISION OF AIR TICKETING SERVICES and the words: “DO NOT OPEN BEFORE</p>

INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
	<p>FRIDAY 20TH NOVEMBER, 2020 at 9.00 am and be addressed to:</p> <p>The Secretary Teachers Service Commission P.O BOX Private Bag -00100 Nairobi.</p>
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 Commission will assume no responsibility for the tender’s misplacement or premature opening.
2.16 2.16.1	<p>Deadline for Submission of Tenders</p> <p>Tenders must be received by Teachers Service Commission on or not later than FRIDAY 20TH NOVEMBER, 2020 at 9.00 am. The tenders must be deposited at the tender box located at TSC House Third Floor Podium Wing or be registered at the Supply Chain Management Services (SCMS) Office at the 2nd Floor Podium Wing during working hours between 9.00 am to 4.00 pm</p> <p>N/B: The Teachers Service Commission shall not be liable for tenders which have been misplaced due to wrong address or depositing the tender document into wrong tender box. Tenderers are advised to be keen on the instruction to tenderers on the submission of tenders.</p>
2.16.2	Teachers Service Commission 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 Teachers Service Commission and candidates previously subject to the deadline will thereafter be subjected to the new deadline as extended.
2.16.3	Bulky tenders which will not fit in the tender box shall be received at Procurement Office located at 2nd Floor Podium Wing.
2.17 2.17.1	<p>Modification and withdrawal of tenders</p> <p>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 Teachers Service Commission prior to the deadline FRIDAY 20TH NOVEMBER, 2020 at 9.00 am.</p>
2.17.2	The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of

INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
	paragraph 2.15. A withdrawal notice may also be sent by e-mail to ddprocurement@tsc.go.ke but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.
2.17.3	No tender shall be modified or withdrawn after tender opening FRIDAY 20TH NOVEMBER, 2020 at 9.00 am.
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 Form of Tender. Withdrawal of a tender during this interval shall result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.7.
2.17.5	Teachers Service Commission may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination. The termination shall be as per Section 63 of the Public Procurement and Asset Disposal Act 2015.
2.17.6	Teachers Service Commission 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	Teachers Service Commission will open all tenders in the presence of tenderers' representatives who choose to attend, at 9.00am Friday 20th November, 2020 at TSC House 3rd Floor Podium Wing. The tenderers' representatives who are present shall sign a register evidencing their attendance.
2.18.2	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 Teachers Service Commission, at its discretion, may consider appropriate, will be announced at the opening.
2.18.3	Teachers Service Commission will prepare minutes of the tender opening, which may be submitted to the tenderers that signed the tender opening register and may have made the request in writing.
2.19	Clarification of tenders
2.19.1	To assist in the examination, evaluation and comparison of tenders

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	Teachers Service Commission 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 Teachers Service Commission's tender evaluation, tender comparison or contract award decisions shall result in the rejection of the tenderers tender.
2.20 2.20.1	<p>Preliminary Examination and Responsiveness</p> <p>Teachers Service Commission will examine tenders to determine whether they are complete, whether all required documents are attached as instructed, 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.</p>
2.20.2	Arithmetical errors shall not be rectified or corrected. The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person whatsoever.
2.20.3	Teachers Service Commission may waive any minor informality or non-conformity 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, Teachers Service Commission 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. Teachers Service Commission 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 Teachers Service Commission and may not subsequently be made responsive by the tenderer by correction of the non-conformity
2.21	<p>Conversion to a single currency</p> <p>Where other currencies are used, Teachers Service Commission will convert those currencies to Kenya shillings using the selling exchange rate on the date of tender closing using rates provided by</p>

INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
	the central bank of Kenya.
2.22	Evaluation and comparison of tenders.
2.22.1	Teachers Service Commission 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	<p>Teachers Service Commission 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:</p> <ul style="list-style-type: none"> a) operational plan proposed in the tender; b) deviations in payment schedule from that specified in the Special Conditions of Contract;
2.22.4	<p>Pursuant to paragraph 2.2.3 the following evaluation methods will be applied:</p> <p>(a) Operational Plan.</p> <p>Teachers Service Commission requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenderers offering to perform longer than the Commission's required delivery time will be treated as non-responsive and rejected.</p> <p>(b) Deviation in payment schedule.</p> <p>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. The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.</p> <p>To qualify for contract awards, the tenderer shall have the following:</p>
2.22.5	<ul style="list-style-type: none"> a) Necessary qualifications, capability experience, services,

INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
2.22.6	<p>equipment and facilities to provide what is being procured.</p> <p>b) Legal capacity to enter into a contract for procurement</p> <p>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</p> <p>d) Shall not be debarred from participating in public procurement</p>
2.23 2.23.1 2.23.2	<p>Contacting the Teachers Service Commission</p> <p>Subject to paragraph 2.19, no tenderer shall contact Teachers Service Commission on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.</p> <p>Any effort by a tenderer to influence the Commission in its decisions on tender evaluation, tender comparison or contract award may result in the rejection of the tenderers tender in totality.</p>
2.24 2.24.1 2.24.2 2.24.3	<p>Award of Contract</p> <p>a) Post qualification</p> <p>Teachers Service Commission may 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 by conducting due diligence.</p> <p>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 Teachers Service Commission deems necessary and appropriate.</p> <p>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 Teachers Service Commission will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.</p> <p>b) Award Criteria</p>

INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
<p>2.24.3</p> <p>2.24.4</p> <p>2.24.5</p>	<p>Subject to paragraph 2.29 Teachers Service Commission 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.</p> <p>Teachers Service Commission reserves the right to accept or reject any tender and or 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 annulment.</p> <p>If Teachers Service Commission determines that none of the tenderers is responsive; the Commission shall notify each tenderer who submitted a tender.</p> <p>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</p>
<p>2.25</p> <p>2.25.1</p> <p>2.25.2</p>	<p>Notification of award</p> <p>Prior to the expiration of the period of tender validity, Teachers Service Commission will notify the successful tenderer in writing that its tender has been accepted.</p> <p>The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and Teachers Service Commission pursuant to clause 2.29. Simultaneously the other tenderers shall be notified that their tenders have not been successful.</p>
<p>2.26</p> <p>2.26.1</p> <p>2.26.2</p>	<p>Signing of Contract</p> <p>At the same time as Teachers Service Commission notifies the successful tenderer that its tender has been accepted, Teachers Service Commission will simultaneously inform the other tenderers that their tenders have not been successful.</p> <p>Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to</p>

INSTRUCTIONS TO TENDERERS	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
2.26.3	<p>Teachers Service Commission.</p> <p>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.</p>
2.27	<p>Performance Security.</p> <p>Teachers Service Commission DOES NOT REQUIRE THE TENDERER TO PROVIDE PERFORMAMANCE SECURITY from the awarded tenderer within 30 days after the notification of award.</p>
2.28 2.28.1 2.28.2 2.28.3	<p>Corrupt or Fraudulent Practices</p> <p>Teachers Service Commission requires that tenderers observe the highest standard of ethics during the procurement process and execution of this contract. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.</p> <p>Teachers Service Commission 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;</p> <p>Further, a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.</p>

SECTION III GENERAL CONDITIONS OF CONTRACT

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SECTION III GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

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

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

3.2 Application

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

3.3 Standards

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

3.5 Patent Right’s

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

3.6 Performance Security

Within twenty eight (28) days of receipt of the notification of Contract award, the

successful tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in Special Conditions of Contract.

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

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

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

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

3.7 Inspections and Tests

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

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

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

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

3.8 Payment

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

3.9 Prices

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

3.10 Assignment

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

3.11 Termination for Default

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

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

In the event the Procuring entity terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar services.

3.12 Termination of insolvency

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

3.13 Termination for convenience

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

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

3.14 Resolution of disputes

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

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

3.15 Governing Language

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

3.16 Force Majeure

The contractor shall not be liable *for* forfeiture of its performance security, or termination for default if and to the extent that 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
3.3 3.3.1	Standards The services provided under this Contract shall conform to the standards provided by the International Air Travels Association (IATA) and other provisions set out.
3.4 3.4.1	Patent Right's The Contractor shall indemnify Teachers service Commission 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 in Kenya .
3.6	Performance Security NOT APPLICABLE
3.7 3.7.1 3.7.2 3.7.3	Inspections and Tests 3.7.1 Teachers Service Commission or its representative shall have the right to inspect and/or to test the services to confirm their conformity to the Contract Provisions. The Contractor shall provide its representatives at the time of inspection. 3.7.2 The Teachers Service Commission will confirm if the services were provided as per its request. The service provider will provide all necessary documents and approvals for the Air Ticketing. Any ticket issued without prior approval by the commission shall be rejected and not paid. 3.7.3 Should any inspected or tested services fail to conform to the requirements, Teachers Service Commission may reject the services, and the tenderer shall either replace the rejected services or make

GENERAL CONDITIONS OF CONTRACT REFERENCE	SPECIAL CONDITIONS OF CONTRACT
3.11.2	In the event Teachers Service Commission 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 Teachers Service Commission for any excess costs for such similar services.
3.12	<p>Termination of insolvency</p> <p>Teachers Service Commission may at the anytime terminate the contract by giving written notice of thirty (30 days) 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 Teachers Service Commission.</p>
3.13 3.13.1 3.13.2	<p>Termination for convenience</p> <p>Teachers Service Commission by written notice of thirty days (30 days) 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.</p> <p>For the remaining part of the contract after termination the procuring entity may decide to cancel the services and pay to the contractor on agreed amount for partially completed services.</p>
3.14	<p>Resolution of disputes</p> <p>Teachers Service Commission 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.</p> <p>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 Arbitration of Kenya or judicial adjudication</p>

GENERAL CONDITIONS OF CONTRACT REFERENCE	SPECIAL CONDITIONS OF CONTRACT
3.15	<p>Governing Language</p> <p>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</p>
3.17	<p>Applicable Law.</p> <p>The contract shall be interpreted in accordance with the laws of Kenya</p>

PRELIMINARY EVALUATION

No.	Mandatory Requirements	Bidder's Response Yes/No
MR1	Must Submit a copy of certificate of Registration/Incorporation	
MR2	Must Submit a copy of Valid Tax Compliance certificate	
MR3	Must Fill, sign and stamp the Price Schedule in the format provided	
MR4	Must Fill, sign and stamp Form of Tender in the format provided	
MR5	Must submit valid registration certificate for International Air Transport Association (IATA)	
MR6	Must submit valid registration certificate for Kenya Association of Travel Agents (KATA)	
MR7	Must fill, sign and stamp non – debarment form in the format provided	
MR8	Must fill, sign and stamp tender securing declaration form in the format provided.	
MR9	Must fill, sign and stamp the Integrity Declaration Form in the format provided.	
MR10	Must fill, sign and stamp Confidential Business Questionnaire in format provided	
MR11	A copy of CR12 for limited company and Sole proprietor or Partnership companies to provide copies of directors National Identity Card/s (ID)	
MR12	Attach a copy of valid Single Business Permit from County Government 2020	
MR 13	Must provide a link for on-line booking portal platform.	

Note: After preliminary evaluation of the tenders, those tenders that shall not have fulfilled the above requirements shall be declared Non-responsive and will be eliminated from the evaluation process and will therefore, not be considered further

TECHNICAL CRITERIA 1

The Detailed Service Specifications/Particulars are as follows: The documents submitted will be evaluated for suitability. Bidders are required to indicate against each service specification either “AGREE” or “NOT AGREE” to determine responsiveness:

S/No.	MINIMUM REQUIREMENTS	BIDDERS RESPONSE
1.	Currently in the business of Provision of Airline Travel Ticketing Services	
2.	Service Provider must Focus on the Teachers Service Commission requirements and will be available at all times for bookings/cancellation of air tickets.	
3.	Provide cost effective and efficient Air Ticketing Services to TSC by providing Air Tickets to the Commission at the best discounted price available	
4.	Tailor-make requests to suit all Air Ticketing and related needs of TSC	
5.	Frequently prepare travel itineraries and Air Ticketing plans for TSC staff	
6.	Use the most cost effective routes in Air Ticketing plans, and provide several Air Ticketing options	
7.	Ensure maximum price savings as well as most minimal Air Ticketing time in all Air Ticketing plan	
8.	To indicate in all Air Ticketing plans, the most competitive fare quote for arrival	
9.	Issue air tickets using the approved Air Ticketing plan and the fare as quoted	
10.	To provide guaranteed ticket delivery to TSC	
11.	Deliver tickets at no extra cost	
12.	To provide information on flight availability and timetables on request	
13.	To keep TSC updated on current market fares, special air fare deals and any other special tours and Air Ticketing packages	
14.	To re-confirm flight bookings 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 TSC	
17.	To process refunds and credit notes for unused/partly used air tickets returned for a refund, and such refunds remitted within 45 days	

S/No.	MINIMUM REQUIREMENTS	BIDDERS RESPONSE
18.	To re issue air tickets to TSC staff at no extra cost except cancellation costs charged by airlines	
19.	The Air Ticketing Agents pass to TSC all concessions/facilities extended by the airlines to the passengers on all air journeys booked by TSC	
20.	The Service Provider must separately indicate in the invoice the charges for the Airline and their applicable commission as tendered. All Invoices shall be attached with the print out of the actual Air Line price on the date of the Air Ticket.	
21.	TSC will make payments upon receipt and verification of invoices or as shall be agreed	
22.	Process Visas as and when required	
23.	Additional information: (Please Specify)	
24.	The invoiced amounts MUST be presented in separate columns indicating various charges among other details as below: a) Names of the passenger b) Destination c) Cost of the ticket as per the airline market rate at the time of issuing the tickets. d) Service charge of the ticket/Commission e) Taxes (VAT) f) Total cost	
25.	Provide information on airport closures, delayed flights or prevailing security concerns which may affect travel to any destination.	

Bidders who disagree to any of the above shall be disqualified from further evaluation and will not move to the Technical Evaluation II

Bidders Signature Official Stamp

Date

TECHNICAL EVALUATION CRITERIA II

Technical Scores (T.S.)

This section (Technical Evaluation) will carry a total of 100% of the whole evaluation and will be divided into two as below

i) Technical A (Vendor Evaluation)

This will be the first stage of Technical Evaluation and will carry a total of 70%

No.	Evaluation Attribute	Weighting Score	Max Score	Tenderers Response
1.	Number of years in Air Travel and Ticketing Industry	3 years and above Less than 3 year @ 5 Marks	15	
2.	Provide reference letters from Government Ministries and State corporations to which the company has offered similar services in the last 3 years. (Attach recommendation letters)	5 or more Clients with Reference letters Less than 5 Clients @ 4 marks	20	
3.	<u>Financial capability:</u> Must provide six months bank statement signed and stamped by the bank. (May 2020 to October,2020) 3mks Must Provide Audited Financial statements for last two year 2018 and 2019 audited by a certified Auditors Current Ratio =Current Asset /Current Liability. 2:1=3mks 1:1=1	6	6	
4.	Company's organizational structure clearly shown the staff and their roles	Four (5) Marks	15	
	Academic qualifications of the Director (Relevant Degree/ Diploma or Certificate) (Attach copies of certificates)	Degree – 10 Marks Diploma – 4 Marks Post-Secondary Certificate 2 Marks	10	
	Director's Experience in hospitality, tours and air travel industry (Attach detail CV)	Experience 5 years and above (10 marks) Between 4-2 years (4 marks) Below 2 years (0 marks)	10	
	Academic qualifications of three other technical personnel. (Attach copies of certificates) Must be registered with IATA or any other relevant body.	Relevant Degree or Diploma- (4 Marks per person) Relevant Certificate- (1 Marks per person)	12	

	Experience in hospitality, tours and air travel industry for two Technical staff must registered by IATA or any other relevant body (Attach detail CVs)	Experience 4 years and above (4 marks) Between 2-4 years (2 mark) Between 1-2 years (1 mark) Below 1 year (0 marks)	8	
	Physical Facilities • Provide details of physical address and contacts (Attach evidence)	Details of physical address and contacts with copy of title deed or lease agreement or latest utility bill – (4 marks)	4	

NB: After technical evaluation of the tenders, those tenders that shall not have attain a minimum pass marks of 70 shall be declared Non responsive and will be eliminated from the evaluation process and will therefore, not be considered for financial evaluation

Financial Evaluation

During Financial Evaluation the Evaluation Committee shall consider the following;

- a) Form of Tender is fully filled with the percentage on Service Charge, signed and stamp
- b) There is no discrepancy between the Service Charge in Figures and Words
- c) The Price Schedule is filled with the Service Charge, signed and stamp
- d) There is no discrepancy between the Service Charge in Figures and Words
- e) The Service Charge in the Price Schedule must be transferred to the Form of Tender.

Any discrepancy between the Service Charge in the Price Schedule and Form of Tender shall lead to automatic disqualification.

- f) The tender shall be awarded to the responsive bidder with the lowest evaluated Service Charge percentage who is determined to be qualified to perform the contract satisfactorily.

SECTION V – SCHEDULE OF REQUIREMENTS

Services Required

Teachers Services Commissions intends to outsource air travel ticketing services. The Commission requires that air travel arrangements in respect of its Commissioners, Secretariat staff and non- officials requiring air transport in the interest of Teachers Services Commission 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 TSC with prior approval;
- ii. The most cost effective and practical means of air transport is to be used at all times. Priority shall however be given to the National carrier, Kenya Airways.

The appointed travel agents will be required to:

- i. Provide the tickets upon formal request from TSC Procurement officials,
- ii. Issue tickets upon confirmation through Local Service Order (LSO) or Local Purchase Order (LPO)
- iii. Advise/assist TSC officials concerning air travel arrangements. This will include arranging, amending and payment of all travel bookings.

No Air Ticket shall be issued to any staff of the Commission without prior approval of the Commission Secretary.

Bidder's Experience Requirements

Potential Service Providers are required to submit details of at least five (5 No.) clients where they have undertaken similar services.

Ensure you have provided reference letters from the client duly signed and stamped by the relevant officer. The reference letters must be in the client's letterheads.

SECTION VI – DESCRIPTION OF SERVICES PROVISION OF AIR TICKETING SERVICES

Teachers Service Commission intends to procure both international and domestic air travel. This tender covers the Provision of Air Ticketing Services. Tenderers are required to provide the clause-by-clause response to all requirements as indicated in the Technical Evaluation I.

SECTION VII- STANDARD FORMS

Notes on standard forms

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

SECTION VI - STANDARD FORMS

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

8.1 FORM OF TENDER

Date_____

Tender No._____

To.....

.....

[Name and address of procuring entity]

Gentlemen and/or Ladies:

Having examined the tender documents including Addenda

Nos.....

..... *[insert numbers,*

the of which is hereby duly acknowledged, we, the undersigned, offer to

provide.....

.....

.....*[description of services]*

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.

We undertake, if our Tender is accepted, to provide the services in accordance with the services schedule specified in the Schedule of Requirements.

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).

We agree to abide by this Tender for a period of*[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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 _____ 20

[signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of _____

8.2 PRICE SCHEDULE OF SERVICES

NAME OF TENDER: PROVISION OF AIR TICKETING SERVICES

TENDER NUMBER: TSC/T/024/2020-2021

S/No.	DESCRIPTION	CLASS	SERVICE CHARGE FOR THE CONTRACT PERIOD EXPRESSED IN FORM OF PERCENTAGE (%)	ANY OTHER COST INVOLVED
1	Return and one way Air Ticketing Services for domestic air travel (within Kenya)	Business Class		
		Economy Class		
	Change of Ticket fee (If applicable)			
2	Return and one way Air Ticketing Services for domestic air travel (within Africa)	Business Class		
		Economy Class		
	Change of Ticket fee (If applicable)			
3	Return and one way Air Ticketing Services for domestic air travel (International Air Travel)	Business Class		
		Economy Class		
	Change of Ticket fee (If applicable)			

1. The Air Ticketing Services will be rendered on need basis through issuance of a Local Service Order.
2. The Service Charge shall be calculated as a percentage of the actual air ticket market at the time of issuing the ticket.
3. Payments shall be made within sixty days upon receipt of Invoice(s)
4. The Invoiced amounts MUST be presented in separate columns indicating Cost of Ticket, government taxes and the Service Charge as indicated below:
 - a. Cost of the ticket as per the airline market rate at the time of issuing the tickets
 - b. Service charge
 - c. Taxes inclusive of All Taxes per ticket
 - d. Total cost payable

The indicated service charge expressed in form of percentage based on the airline charges will not change during the three years' contract period.

Name of Tenderer

Signature of Tenderer:

Rubber Stamp of tenderer:

8.3 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:

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

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.

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

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 _____.

8.4 CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

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

	Part 2 (a) – Sole Proprietor																				
	Your name in full..... Age..... Nationality.....Country of Origin..... Citizenship details.....																				
	Part 2 (b) – Partnership																				
	Given details of partners as follows <table 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.																		
	Part 2 (c) – Registered Company																				
	Private or Public State the nominal and issued capital of company Nominal Kshs. Issued Kshs. Given details of all directors as follows <table 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.																		
	Date.....Signature of Candidate.....																				

8.5 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 offor 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]

8.6 TENDER SECURING DECLARATION FORM

The Tenderer shall complete this Form in accordance with the instructions indicated]

Date:

Tender No.

To: The Secretary

Teachers Service Commission

P.O. Box Private Bag-00100

Nairobi

I/We the Undersigned declare that

- 1) I/We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.
- 2) I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with Teachers Service Commission for the period of time of [**Two years**] starting on [20th November, 2020], if we are in breach of our obligation(s) under the bid conditions, because we – (a) have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or (b) having been notified of the acceptance of our Bid by Teachers Service Commission during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders.
- 3) I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer(s), upon the earlier of:
 - (a) our receipt of a copy of your notification of the name of the successful Tenderer; or
 - (b) thirty days after the expiration of our Tender.
- 4) I/We understand that if I am/we are/in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:.....

Capacity / title (director or partner or sole proprietor, etc.)

Name:

Duly authorized to sign the bid for and on behalf of: [insert complete name of Tenderer]

Dated on day of, [Insert date of signing]

Seal or stamp

8.7 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)

8.8 BANK GUARANTEE FOR ADVANCE PAYMENT

To.....

[name of tender]

Gentlemen and/or Ladies:

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

.....

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

of

[amount of guarantee in figures and words].

We, the

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

[amount of guarantee in figures and words].

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

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

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

8.9 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.

Please acknowledge receipt of this letter of notification signifying your acceptance.

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.

You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

*(FULL PARTICULARS)*__

SIGNED FOR ACCOUNTING OFFICER

8.10 NON-DEBARMENT STATEMENT

I/We/Messrs..... of
..... Street/avenue, Building, P. O. BoxCode, of
..... (town), (Nationality), Phone E-mail
..... declare that I/We /Messrs
..... are not debarred from participating in public
procurement by the Public Procurement Oversight Authority pursuant to pursuant to
Section 62 of the Public Procurement & Asset Disposal Act, 2015

Dated this day of 20.....

Authorized Signature..... Official Stamp
.....

Name Title of Signatory
..... Official Rubber
Stamp.....

8.11 INTEGRITY DECLARATION

I/We/Messrs..... of
..... Street/avenue, Building, P. O. BoxCode, of
..... (town), (Nationality), Phone E-mail
declare that Public Procurement is based on a free and fair competitive tendering
process which should not be open to abuse.

I/We
.....
declare that I/We will not offer or facilitate, directly or indirectly, any inducement
or reward to any public officer, their relations or business associates, pursuant to
Section 62 of the Public Procurement & Asset Disposal Act, 2015, in connection
with

Tender name:

Tender No.
For/or in the subsequent performance of the contract if I/We am/are successful.
Dated this day of 20.....

Authorized Signature..... Official Stamp
.....

Name and Title of
Signatory.....

8.12 FORM RB 1

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....APPLICANT

AND

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

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

REQUEST FOR REVIEW

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

- 1.
- 2.
- etc.

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

- 1.
- 2.
- etc

SIGNED(Applicant)

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

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day of
.....20.....

SIGNED

Board Secretary