



**FRAMEWORK CONTRACT FOR
PROVISION OF TAXI & CAR HIRE
SERVICES**

TENDER NO. NCA/T/004/2018-2019

CLOSING DATE: TUESDAY 28TH AUGUST, 2018 AT 11AM

AUGUST 2018

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INTRODUCTION

The National Construction Authority (NCA) is a State Corporation established under the National Construction Authority Act, 2011, with the responsibility to oversee the construction industry and coordinate its development.

National Construction Authority hereinafter referred to as NCA wishes to invite bids from firms providing Taxi and Car Hire Services for a period of two years.

SECTION I – INVITATION TO TENDER

Date: 14th August, 2018

Tender Ref No: NCA/T/004/2018-2019

Tender Name: FRAMEWORK CONTRACT FOR PROVISION OF TAXI & CAR HIRE SERVICES A PERIOD OF TWO YEARS

- 1.1 The National Construction Authority (NCA) is a State Corporation established under the National Construction Authority Act, Cap 499A, with the responsibility to oversee the construction industry and coordinate its development.
- 1.2 The **Authority** invites sealed bids from eligible candidates for the **Provision of Taxi and Car Hire Services for a Period of Two Years.**
- 1.3 Eligible and interested Bidders may obtain further information and inspect the bidding documents at **Supply Chain Office** situated at the National Construction Authority Headquarters **on 9th floor KCB Towers, Kenya Road, Upper Hill** between 8.00am and 5.00pm Kenyan Time, Monday to Friday except lunchtime between 1.00pm to 2.00pm and on public holidays.
- 1.4 A complete set of tender documents may be obtained by interested Candidates upon payment of a non-refundable fee of Kenya Shillings **1,000/= (One Thousand Shillings Only)** deposited in NCA's KCB account 1136368019 Milimani Branch.
- 1.5 The document may also be downloaded free of charge from the IFMIS suppliers' portal: **supplier.treasury.go.ke** and/ or the National Construction Authority's website: **www.nca.go.ke**. Bidders who download the tender document must arrange to register with NCA the company name, postal, physical, email and telephone address for the purposes of receiving any further tender clarifications and/or addendums if need be, through the following email; procurement @nca.go.ke.
- 1.6 Prices quoted should be inclusive of all taxes and service delivery costs, must be expressed in Kenya shillings and will remain fixed throughout the contract period. (Two (2) Years)
- 1.7 Completed tender documents dully serialized and paginated are to be enclosed in plain sealed envelopes, marked with the tender number and name and be deposited in the Tender Box at **Ninth floor, KCB Plaza** or be addressed to;

**The Executive Director,
National Construction Authority
KCB Towers, 9th Floor,
Kenya Road, Upper hill
P O Box 21046 – 00100,
NAIROBI, KENYA**

so as to be received on or before **Tuesday 28th August, 2018 at 11:00 am**

- 1.8 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at **NCA Boardroom on 11th Floor KCB Towers Upper Hill.**

**Manager Supply Chain
For: Executive Director**

SECTION II – INSTRUCTIONS TO TENDERERS

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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. NCA'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 NCA 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 NCA, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The price to be charged for the tender document shall not exceed Kshs.1,000/=
- 2.2.3 NCA shall allow the tenderer to review the tender document free of charge before purchase.

Contents of tender documents

- 2.2.1. The tender document comprises of the documents listed below and addenda issued in accordance with clause 2.5 of these instructions to tenderers.
 - i) Instructions to Tenderers
 - ii) General Conditions of Contract
 - iii) Special Conditions of Contract
 - iv) Schedule of Requirements
 - v) Details of service
 - vi) Form of tender
 - vii) Price schedules
 - viii) Contract form
 - ix) Confidential business questionnaire form
 - x) Tender security form
 - xi) Performance security form
 - xii) Principal's or manufacturers authorization form
 - xiii) Declaration form.
- 2.3.2. The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the Tenderers risk and may result in the rejection of its tender.

2.3 Clarification of Documents

- 2.3.1. A prospective candidate making inquiries of the tender document may notify NCA in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. NCA 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 NCA. 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"
- 2.3.2. NCA 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

2.4 Amendment of documents

- 2.4.1. 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.
- 2.4.2. 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, NCA, at its discretion, may extend the deadline for the submission of tenders.

2.5 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 NCA, 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 2.8, 2.9 and 2.10 below.
- (b) Documentary evidence established in accordance with Clause 2.11 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) Tender security furnished is in accordance with Clause 2.12
- (d) Confidential business questionnaire

2.8 Form of Tender

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

2.9 Tender Prices

- 2.9.1 The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.
- 2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable:
- 2.9.3 Prices quoted by the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22.
- 2.9.4 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)
- 2.9.5 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.
- 2.9.6 Price variation requests shall be processed by NCA 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 NCA'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 NCA 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.
 - (e) Guarantee by a deposit taking Micro Finance Institution, SACCO Society, the Youth Enterprise Fund and the Women Enterprise Fund.
- 2.12.4 Any tender not secured in accordance with paragraph 2.12.1 and 2.12.3 will be rejected by NCA 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 NCA.
- 2.12.6 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.26, and furnishing the performance security, pursuant to paragraph 2.27.
- 2.12.7 The tender security may be forfeited:
- (a) If a tenderer withdraws its tender during the period of tender validity specified by NCA 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 90 days or as specified in the invitation to tender after date of tender opening prescribed by NCA, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by NCA as non-responsive.
- 2.13.2 In exceptional circumstances, NCA 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 un-amended 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 NCA 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 Tuesday 28th August, 2018 at 11:00 am**”

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

2.15.4 If the outer envelope is not sealed and marked as required by paragraph 2.15.1, NCA 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 NCA at the address specified under paragraph 2.15.1 (a) no later than **Tuesday 28th August, 2018 at 11:00 am**

2.16.2 NCA may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5, in which case all rights and obligations of NCA 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 NCA 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 NCA 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 NCA may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.17.6 NCA 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 NCA will open all tenders in the presence of Tenderers' representatives who choose to attend, on **Tuesday 28th February, 2018 at 11:00 am** 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 NCA, at its discretion, may consider appropriate, will be announced at the opening.

2.18.4 NCA 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 NCA 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 NCA in its 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 NCA 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 NCA 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, NCA 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. NCA'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 NCA 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, NCA 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 NCA 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 NCA's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.4 and in the technical specifications:

(a) Operational plan proposed in the tender; (b) Deviations in payment schedule from that specified in the Special Conditions of Contract;

2.22.4 Pursuant to paragraph 2.22.3 the following evaluation methods will be applied:

(a) *Operational Plan.*

NCA 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 NCA'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. NCA may consider the alternative payment schedule offered by the selected tenderer.

2.22.5 The tender evaluation committee shall evaluate the tender within 15 days from the date of opening the tender.

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

(a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.

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

2.23. Contacting NCA

2.23.1 Subject to paragraph 2.19, no tenderer shall contact NCA 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 NCA 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, NCA 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 NCA 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 NCA 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 2.26 NCA 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 NCA 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 NCA's action. If NCA determines that none of the Tenderers is responsive; NCA 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 NCA pursuant to clause 2.26. 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 2.27, NCA 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 NCA notifies the successful tenderer that its tender has been accepted, NCA 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 NCA.
- 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 NCA, 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 NCA.
- 2.27.2 Failure of the successful tenderer to comply with the requirement of paragraph 2.26 or paragraph 2.27.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event NCA may make the award to the next lowest evaluated or call for new tenders.

2.28 Corrupt or Fraudulent Practices

- 2.28.1 NCA 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 NCA 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: <i>The tender is open to companies operating a taxi and/or car hire services.</i>
2.2.2	Price to be charged for tender documents. <i>Kshs. 1,000 for those who purchase the tender document directly and free for those who download the document</i>
2.10	<i>Particulars of other currencies allowed. None —</i>
2.11	<i>Particulars of eligibility and qualifications documents of evidence required. Copies of:</i> <i>i) Certificate of Registration/Incorporation</i> <i>ii) Certificate of valid tax compliance</i> <i>iii) VAT Certificate</i>
2.12.2	Particulars of tender security if applicable. Kshs. 20,000
2.12.3	Provide an original tender Security of Kshs. 20,000
2.13	Validity of Tenders: <i>Tenders Shall remain valid for 120 days from the date of tender opening.</i>
2.16.3	Bulky tenders which do not fit in the tender box shall be delivered to the Supply Chain Unit situated at KCB Plaza 9 th floor.
2.22	Evaluation Criteria is attached
2.24	Particulars of post - qualification if applicable. <i>NCA may inspect the premises and /or check the accuracy of any or all information provided by the bidder before awarding a contract.</i>
2.24.4	<u>Award Criteria:</u> <ul style="list-style-type: none"> • <i>Framework Contract will be awarded to the highest ranked bidders in (technical + financial).</i>
2.30	Particulars of performance security if applicable. The successful tenderer's tender security will be discharged upon the tenderer signing the contract. Performance security equivalent to Kshs 50,000/= will be required from successful bidder in either of the following forms :- i. a bank guarantee; <i>or</i> ii. Guarantee by a deposit taking microfinance institution, Sacco society, the Youth Enterprise Development Fund or the Women Enterprise Fund.
<i>Other's as necessary</i>	<i>Complete as necessary. None</i>

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:

- i) “The contract” means the agreement entered into between NCA 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.
- ii) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.
- iii) “The services” means services to be provided by the contractor including materials and incidentals which the tenderer is required to provide to NCA under the Contract.
- iv) “NCA” means the organization sourcing for the services under this Contract.
- v) “The contractor means the individual or firm providing the services under this Contract.
- vi) “GCC” means general conditions of contract contained in this section
- vii) “SCC” means the special conditions of contract
- viii) “Day” means calendar day

3.2 Application

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

3.3 Standards

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

3.5 Patent Right's

The tenderer shall indemnify NCA 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 NCA 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 NCA 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 NCA 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.
- e) Guarantee by a deposit taking Micro Finance Institution, SACCO Society, the Youth Enterprise Fund and the Women Enterprise Fund.

3.6.4 The performance security will be discharged by NCA 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 NCA or its representative shall have the right to inspect and/or to test the services to confirm their conformity to the Contract specifications. NCA 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 NCA.

3.7.3 Should any inspected or tested services fail to conform to the Specifications, NCA 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 NCA.

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 NCA'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 NCA's prior written consent.

3.10 Termination for Default

NCA 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 NCA.
- b) if the tenderer fails to perform any other obligation(s) under the Contract.
- c) if the tenderer, in the judgment of NCA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

In the event NCA 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 NCA for any excess costs for such similar services.

3.12 Termination of insolvency

NCA 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 NCA.

3.13 Termination for convenience

3.13.1 NCA 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 NCA 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 NCA may elect to cancel the services and pay to the contractor on agreed amount for partially completed services.

3.14 Resolution of disputes

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

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

3.15 Governing Language

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

3.16 Force Majeure

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

3.17 Applicable Law.

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

3.18 Notices

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

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

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

4.1 Special conditions of contract shall supplement the general conditions of contract, wherever there is a conflict between the GCC and the provisions of the SCC herein shall prevail over those 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: Performance security equivalent to Kshs. 50,000/= in either of the following forms will be required:- i. a bank guarantee; or ii. Guarantee by a deposit taking microfinance institution, Sacco society, the Youth Enterprise Development Fund or the Women Enterprise Fund
3.7	Specify method Payments. Payments shall be made at the end of every Month within 30 days upon receipt of Invoice(s).
3.8	Specify price adjustments allowed. None
3.14	Specify resolution of disputes. In case of a dispute between the service provider and the employer, the same shall be resolved amicably between the parties in the first instance failure to which the dispute shall be referred for arbitration as per provisions of the Arbitration Act of 1995

	before a single arbitrator to be agreed on by the parties and in failure of such an agreement by the Chairperson for the time being of the chartered institute of Arbitrators Kenya branch and any award given shall be final
3.16	Specify applicable law. Laws of Kenya
3.17	Indicate addresses of both parties. Client- National Construction Authority KCB Plaza Kenya Rd P.O Box 21046-00100, Nairobi, Kenya Tel: 0700021222 Email: info@nca.go.ke Bidder to indicate Name: Location: Postal address: Email: Cell phone: Office line : Website
Other's as necessary	Complete as necessary

EVALUATION CRITERIA

The following requirements **must be met** by the tenderer not withstanding other requirements in the tender documents: -

A) MANDATORY REQUIREMENTS

No.	Requirements	Responsive or Not Responsive
1.	Must Submit a copy of certificate of Registration /Incorporation	
2.	Must provide a CR 12 certificate	
3.	Original Tender Security of Kshs. 20,000 valid for 150 days from date of tender opening.	
4.	Tender validity period of One hundred and twenty (120) days from the tender opening date.	
5.	Duly filled, stamped and signed form of tender in the format provided.	
6.	Must Submit a copy of Valid Tax Compliance certificate	
7.	Attach copy of valid Single Business Permit from County Government.	
8.	Must Fill, sign and stamp the Price Schedule in the format provided	
9.	Must submit a dully filled, signed and stamped self-declaration form in the format provided	
10.	Dully filled, signed and stamped Anti-Corruption Declaration Commitment /Pledge form.	
11.	Must submit a dully filled, signed and stamped Confidential Business Questionnaire in the format provided	
12.	Attach audited Financial Statement for the last three years (2015, 2016 & 2017)	
13.	Provide one original and one copy of tender document properly bound and Paginated/serialized/numbered in a sequential manner on all pages and all attachments.	

Note;

- ***Bidders must meet all the mandatory requirements to qualify for Technical evaluation***

B) TECHNICAL EVALUATION

Technical Evaluation Criteria				
No.	Evaluation Attribute	Weighting Score	Tenderers Response	Max Score
1.	Number of years in Taxi or car hire services	<ul style="list-style-type: none"> • 10 years and above • Others prorated at: $\frac{\text{Number of Years} \times 10}{10}$ 		10
2.	Size of the fleet	<ul style="list-style-type: none"> • Over 25 vehicles - 30 marks • Others prorated (1 mark per vehicle) 		25
3.	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)	<ul style="list-style-type: none"> • 5 or more Clients with references • Others prorated at: $\frac{\text{Number of Clients}' \times 15}{5}$ 		15
4.	Submit copy of valid NSSF Compliance Certificate	Provided - 2 marks Not provided -0 mark		2

5.	Submit Copy of valid NHIF Compliance Certificate	Provided - 2 marks Not provided - 0 mark		2
6.	Financial capability: Provide three years audited accounts (2015, 2016, 2017) (attach documentary evidence)	(i) Liquidity Ratio Current Assets: Current Liabilities (2:1 -3 Marks each year, 1:1 – 2 marks each year, less than 1- 0 marks		9
7.	Company’s organizational structure clearly shown	Two(2) Marks		2
	Academic qualifications of the Director (Relevant Degree/ Diploma or Certificate) (<i>Attach copies of certificates</i>)	Degree – 4 points		4
		Diploma – 3 point		
		Post-Secondary Certificate – 2 point		
	Director’s Experience in the industry(<i>Attach detail CV</i>)	•Experience (10 yrs and above 5 marks) •Others prorated (0.5 mark per year		5
	Academic qualifications of five other technical personnel (<i>Attach copies of certificates</i>)	Relevant Degree or Diploma – 2 points per person Relevant Certificate – 1 point per person		10
Experience in the industry for the other five staff (<i>Attach detail CVs</i>)	•Experience (10 yrs and above 2 marks per staff, between 5-9 years 1 mark, 2-4 years 0.5 marks and below 2 years 0 marks)		10	
Membership to relevant professional body	0.5 marks each max six (6) staff members		3	
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 – 3 marks		3
	Total			100

Note:

- **Only bidders who score above 70% of the total technical score will be subjected to financial evaluation.**
- **Those who score below 70% will be eliminated at this stage from the entire evaluation process.**

C: FINANCIAL EVALUATION

The tendered sum per kilometers for the five kind of vehicles (Saloon, Vans, Minibus, Bus and Lorry) will be averaged for each bidder. The average would then be ranked to determine the lowest evaluated bidder among the technical successful bidders.

Recommendation For Award

The lowest evaluated bidder will be awarded a two years Framework Contract which can be renewed for one more year after assessment for satisfactory performance.

D: POST - QUALIFICATION.

NCA may inspect the premises and/or check the accuracy of any or all information provided by the bidder before awarding a contract.

BIDDER'S EXPERIENCE REQUIREMENTS

- Potential suppliers are required to submit details of at least five (5 No.) Government of Kenya organizations where they have undertaken similar services in the format given below.
- Ensure you have provided reference letters from the organizations duly signed and stamped by the relevant officer. The reference letters must be in the organizations letterheads.

No.	Contact Information	Details
1	Name of Company	
	Name of contact person	
	Designation	
	Telephone number	
	E-mail address	
2	Name of Company	
	Name of contact person	
	Designation	
	Telephone number	
	E-mail address	
3	Name of Company	
	Name of contact person	
	Designation	
	Telephone number	
	E-mail address	
4	Name of Company	
	Name of contact person	
	Designation	
	Telephone number	
	E-mail address	
5	Name of Company	
	Name of contact person	
	Designation	
	Telephone number	
	E-mail 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 letterhead.

SECTION VI - SCHEDULE OF REQUIREMENTS

5.1 Services Required

The National Construction Authority wishes to engage the services of Taxi and car hire service providers on need basis for a period of two (2) years on a framework contract renewable for one more year after review of performance at the sole discretion of NCA.

NCA requires that Taxi and car hire services in respect of its officials and non-NCA officials requiring transport in the interest of NCA be made by the company with due consideration of the following:-

- i. Arrangement will be only for persons travelling for official reasons and in the interest of NCA with Prior approval
- ii. The most cost effective and practical means of road transport is to be used at all times.
- iii. Provision of car hire and taxi services for NCA will be as specified in the schedule of prices
- iv. The Contract duration will be 24 months. Payment will be made on monthly basis after the services have been rendered

Bidders should provide the following information to facilitate evaluation of their bids:

- a) Bidders to indicate in details their methodology and operational plan of action for carrying out the work.
- b) The bidder shall provide a Letter of Reference from the bank or Audited financial statements/ accounts for the last three years
- c) List of References including: Upto five (5) clients dealt with in similar work for the last five years ie attach recommendation letters from the references.
- d) Detailed Company Profile including the following:
 - i) Office accommodation, communication equipment etc.
 - ii) Age
 - iii) Size
 - iv) Equipment
 - v) Total personnel strength including list of drivers and radio technicians
 - vi) Submit a list of the vehicles which should include type, registration number, age etc.
 - vii) Office space
 - viii) Any other relevant information.

Proof of training undertaken and schedules for the Key Personnel and drivers of the vehicles. This should include:

- i) Pre- service – give details including the schedules and who and where training is conducted
 - ii) In – service - give details including the schedules and who and where training is conducted
- e) Proof of Insurance cover including:
- i) Group Cover for Staff -(attach copies of certificates)
 - ii) Indemnity against risk -(attach copies of certificates)
 - iii) Workman compensation- (WIBA) -(attach copies of certificates)

- f) Proof of Backup System to ensure smooth operations all the time.
- g) All firms tendering must provide certificate of good conduct for their drivers from the Police Department. - (attach copies of the certificates)
- h) Information on workshop for back-up service/repair and maintenance.
- i) The drivers must have clean driving license, presentable and highly disciplined.
- j) The Personnel should also be literate and able to express themselves in English and Kiswahili language. Attach proof
- k) Bidders to submit C.V'S of the key personnel which should include among others the following:
 - i) Chief Executive officer of the Firm
 - ii) Operations Manager
- l) The C.V should be in the following format:
 - i) Name of Person.
 - ii) Nationality.
 - iii) Education background
 - Academic
 - professional/specialized training
 - Experience
 - Signature of C.V.
- m) Bidders to submit list of company Directors and shareholding
- n) Attach proof for latest payment of NSSF, NHIF and trading license from county government
- o) NCA has the right to visit and inspect the bidder's premises and their facilities as part of the evaluation.
- p) Indicate proof that vehicles are fitted with anti-car jack tracking system (attach copies of certificate)

NO. *MINIMUM REQUIREMENT/ SPECIFICATION*

1. Service Provider to Focus on NCA's requirements and will be available as and when required
2. Group fares (indicate minimum number to benefits from group discount, if any)
3. Bidder to avail only clean & well maintained Motor Vehicle
4. Use the most cost effective routes to arrive at a destination
5. Maintains facilities of on-line booking and basic office equipment, telecommunications equipment and online booking tool.
6. Willing and able to guarantee the delivery of products and services in accordance with the performance standards required by this Terms of Reference.
7. Have in its current office all the necessary equipment and facilities and sufficient number of experienced and professionally trained drivers and staff to handle NCA requirements
8. A letter of commitment confirming duration of time to provide service from notification by the client
9. 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) Time and duration of Travel.
 - e) Taxes (VAT)
 - f) Total cost
10. NCA will make payments within 30 days of receipt of invoice

SECTION VI – DESCRIPTION OF SERVICES

The National Construction Authority is in the process of procuring transport firm to provide transport/taxi services as indicated in the table below. The provision of the services is majorly targeting four major Towns in the Country (Nairobi, Mombasa, Kisumu and Eldoret and its surrounding areas).

Bidders are informed that the contract is for an initial period of twenty four (24) months which may be renewable subject to satisfactory performance.

Bidders should also quote as in the format below to facilitate fair evaluation failure to which their bids may be declared non-responsive

The packages services are as stipulated in the tables below. Use the tables below to indicate your charges.

Cost Schedule for taxi/ car hire services in Nairobi, Mombasa, Kisumu and Eldoret including the surrounding areas

No	Description	Unit cost inclusive of VAT (Kshs)
1.	Hire of Saloon	Kshs.....per km
		Kshs.....per day
		Kshs.....waiting charges per hour
2.	Hire of Van	Kshs.....per km
		Kshs.....per day
		Kshs.....waiting charges per hour
3.	Hire of Minibus	Kshs.....per km
		Kshs.....per day
		Kshs.....waiting charges per hour
4.	Hire of Bus	Kshs.....per km
		Kshs.....per day
		Kshs.....waiting charges per hour
4.	Hire of Lorry 5tonn	Kshs.....per km
		Kshs.....per day
		Kshs.....waiting charges per hour

TERMS OF REFERENCE FOR PROVISION FOR AIR TICKETING SERVICES

TERMS OF REFERENCE

1. National Construction Authority (Herein referred to as the Corporation) is in the process of Procuring Taxi and Car Hire Services. The Services shall cater for carrying out NCA's operations countrywide and shall be offered in the following areas regularly, Nairobi, Kisumu, and Mombasa and Eldoret or in any other towns in the country.
2. Car Hire Services: The Vehicles shall be driven and fuelled by the successful bidder.
3. The Authority will once in a while require a lorry when moving or relocating its office equipment and furniture.
4. Maintenance shall be undertaken by the successful bidder. The services shall be offered upon official communication from the Authority with a duly approved Internal Car Requisition Form for the execution of the Bidder.
5. Taxis Services: Taxis will be driven by the Bidder's Drivers and the services restricted to pick and drop only.
6. Where waiting charges are applicable on specific assignments, the Bidder will advise accordingly as the same must be approved by the office.
7. The Bidder must indicate if the charges apply from base to destination and back or strictly from base to destination.
8. The services shall be offered upon issuance of applicable Taxi vouchers (Service Providers official order Form issued to users by the Client upon internal approval of transfers). The service provider shall be alerted to provide the services by authorized users as and when need arise.
9. Orders for Taxi Services shall be on short notice and the Service Provider must demonstrate proven ability to meet the demand especially for airport transfers.
10. The Vehicles shall be on-call in Nairobi, Kisumu, and Mombasa and Eldoret and or in any other towns in the country.
11. Before starting the journey, the Taxi user must record the following in an official Taxi Services Order (TSO) or Taxi Voucher: -
 - i. Date of taxi hire
 - ii. The registration number of the taxi
 - iii. The speedometer reading before starting the journey
 - iv. The name of passenger(s)
 - v. The name and ID of the Taxi driver
 - vi. The location of departure
 - vii. The destination of the journey
 - viii. At the end of the journey, the mileage covered must be taken and entered in the Taxi Services Order, which must be signed, by the user and driver.
 - ix. The original and a copy shall be issued to the driver for onward conveyance to the service provider for preparation of an invoice.

- x. Invoices shall be submitted with a copy of the TSO duly endorsed by the user for settlement.
12. All motor vehicles provided shall satisfy all legal requirements and in particular:
 - i) Must have a valid road licence,
 - ii) Must have a valid Passenger Service Vehicle (PSV) licence,
 - iii) Must have fully operational approved seat belts, and speed governor as applicable in transport regulations in force.
13. Insurance Cover ; The Insurance Cover shall be Motor Commercial (PSV) and comprehensive in nature comprising the following:-
 - i) Risks Covered - owned Accident Damage, Fire & Theft and liabilities to third parties.
 - ii) Driver – Any authorized driver.
 - iii) The Vehicles should be fitted with anti-theft devices.
 - iv) All Vehicles must have comprehensive insurance cover.
14. Condition of the Vehicles All Vehicles shall be:-
 - i) Well maintained
 - ii) Clean
 - iii) Accident free
 - iv) Relatively new.
15. Contract Period: The Authority shall sign a two year contract with the winning bidder.
16. Performance Bond: The winning bidder shall be required to issue a performance bond of valid for the duration of the contract.
17. Vehicles Types and Availability: The supplier's fleet must comprise saloon, Vans and buses or otherwise provide evidence that he can provide the vehicles as and when required by the Authority.
18. The bidder must have branches in the four major towns of Kenya i.e. Nairobi, Mombasa, Kisumu and Eldoret or otherwise provide evidence of reliable partners in the mentioned towns.
19. Vehicles required for travel outside Nairobi should be available within a maximum of twelve hours of the order. However, those required on a daily basis should be readily available as and when requested.
20. The bidder must have online booking facilities.
21. A written notice of thirty (30) days must be given to either party before termination of the agreement for whatever reason.
22. Investigation of Travelers Complaints: The Agent shall investigate any complaints from Travelers and follow up the recovery of any lost baggage.
23. The service provider shall be fully responsible for all work and services performed by its taxi drivers, and shall for this purpose employ qualified, competent and well-trained taxi drivers who are licensed to perform the services under the Contract.
24. The service provider shall take all reasonable measures to ensure that the taxi drivers conform to the highest standards of moral and ethical conduct
25. NCA shall not be liable for any action, omission, negligence or misconduct of the drivers or subcontractors nor for any insurance coverage which may be necessary or desirable for the purpose of this Contract, nor for any costs, expenses or claims associated with any illness, injury, death or disability of the service provider's drivers in connection with this Contract.
26. Service Standards; The Agent shall provide polite, responsive and effective services at all times to meet the Authority's requirements. All telephone calls and

emails correspondences shall be answered promptly. The service provider should be accessible at all times (24/7) to facilitate Authority's requirements.

d) Management reports

1. The Service Provider shall provide at least quarterly reports to the Authority on administration of the service highlighting possible challenges and recommended solutions for improved efficiency and effectiveness.
2. The Service provider shall submit monthly reports to NCA in a format that includes the tickets issued, routes, officers ticketed, and cost of ticket. The reporting format will be agreed on before contract signing.
3. The Service provider shall provide NCA with management information reports consisting of travel activities showing detailed analysis of the number of trips, destinations and discounts given for each trip.
4. The Service provider shall hold meetings with NCA administration personnel at intervals to be agreed upon, to address any issues or problems which may arise.

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 NCA 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 NCA in accordance with the instructions to Tenderers or general conditions of contract.
4. The performance security and bank guarantee for advance payment forms should not be completed by the Tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance/entity and bank guarantee for advance payment forms in accordance with the forms indicated herein or in another form acceptable to NCA and pursuant to the – conditions of contract.

SECTION VIII - STANDARD FORMS

1. Form of tender
2. Price schedules
3. Confidential Questionnaire form
4. Tender Securing Declaration Form
5. Declaration Form
6. Anti-Corruption Declaration Commitment/ Pledge
7. Tender security form
8. Performance security form
9. Declaration form
10. Contract form
11. Letter of Notification of Award

FORM OF TENDER

Date.....

Tender No. NCA/T/004/2018-2019

To: Executive Director,
National Construction Authority
P. O. Box 21046-00100
NAIROBI

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos.... *[insert numbers]* the of which is hereby duly acknowledged, we, the undersigned, offer to provide, ***Taxi and Car hire services on Framework Contract For A Period Of Two Years*** in conformity with the said tender documents for the sum of ***[As per the price Schedule]*** or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to provide the services in accordance with the services schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the tender guarantee in a sum equivalent **to Kshs.50,000** for the due performance of the Contract, in the form prescribed by NCA.
4. We agree to abide by this Tender for a period of*[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated thisday of2018

[Signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of.....

PRICE SCHEDULE FOR TAXI/ CAR HIRE SERVICES IN NAIROBI, MOMBASA, KISUMU AND ELDORET INCLUDING THE SURROUNDING AREAS

No	Description	Unit cost inclusive of VAT (Kshs)
1.	Hire of Saloon	Kshs.....per km
		Kshs.....per day
		Kshs.....waiting charges per hour
2.	Hire of Van	Kshs.....per km
		Kshs.....per day
		Kshs.....waiting charges per hour
3.	Hire of Minibus	Kshs.....per km
		Kshs.....per day
		Kshs.....waiting charges per hour
4.	Hire of Bus	Kshs.....per km
		Kshs.....per day
		Kshs.....waiting charges per hour
4.	Hire of Lorry 5tonn	Kshs.....per km
		Kshs.....per day
		Kshs.....waiting charges per hour

Bidders Signature.....

Date.....

Official Stamp.....

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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

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

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

5 (Attach certificate of incorporation)
Date	Seal/Signature of Candidate

TENDER SECURING DECLARATION FORM

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

Date:..... *[of Bid Submission]*

Tender No.....

To: National Construction Authority

We, the undersigned, declare that:

1. We understand that, according to your conditions, bids must be supported by a Tender Securing Declaration.
2. We accept that we will automatically be suspended from being eligible for bidding in any contract with the Purchaser for the period of time of **Two years** starting **on the date of this tender Opening** if we are in breach of our obligation(s) under the bid conditions, because we:
 - (a) have withdrawn our Bid during the period of bid validity specified by us in the Bidding Data Sheet; or
 - (b) having been notified of the acceptance of our Bid by the Purchaser 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 Tenderers.
3. We understand this Tender Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of a copy of your notification of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.
4. We understand that if we are a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid. If 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:*[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Bid Securing Declaration]*

Name:
[insert complete name of person signing the Tender Securing Declaration]

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

Dated on _____ day of _____, _____ *[insert date of signing]*

SELF-DECLARATION FORM

Date _____

To:

**The Executive Director
National Construction Authority
P.O. Box 21046-00100
Nairobi**

The tenderer i.e. (name and address)

_____ declare the following:

- a) Has not been debarred from participating in public procurement.
- b) Has not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement.

Name.....
 Title.....
 Signature.....
 Date.....
 Official Stamp.....

(To be signed by authorized representative and officially stamped)

ANTI-CORRUPTION DECLARATION COMITMENT/ PLEDGE

(Sections 62 of the PPAD Act, 2015)

I/We/Messrs.....

of Street, Building, P O Box.....

.....

Contact/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, in connection with

Tender/Tender No

for or in the subsequent performance of the contract if I/We am/are successful.

Authorized Signature.....

Name of Signatory.....

Title of Signatory

Official Stamp.....

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 “NCA”) in the sum of

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

THE CONDITIONS of this obligation are:

- 1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
- 2. If the bidder refuses to accept the correction of errors in its bid; or
- 3. If the tenderer, having been notified of the acceptance of its Tender by NCA 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 NCA up to the above amount upon receipt of its first written demand, without NCA having to substantiate its demand, provided that in its demand NCA 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]

PERFORMANCE BANK GUARANTEE (UNCONDITIONAL)

To: _____(Name of Employer) _____(Date)
_____ (Address of Employer)

Dear Sir,

WHEREAS _____(hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. _____ dated _____ to execute _____ (hereinafter called “the Works”);

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognised bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of Kshs. _____ (amount of Guarantee in figures) Kenya Shillings _____ (amount of Guarantee in words), and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of Kenya Shillings _____ (amount of Guarantee in words) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

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

This guarantee shall be valid until the date of issue of the Certificate of Completion.

SIGNATURE AND SEAL OF THE GUARANTOR _____

Name of Bank _____

Address _____

Date _____

(Amend accordingly if provided by Insurance Company)

CONTRACT FORM

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

Signed, sealed, delivered by _____ the _____ (for the tenderer) in the presence of _____.

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

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

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

(FULL PARTICULARS) _____

SIGNED FOR EXECUTIVE DIRECTOR

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
of20.....

SIGNED
Board Secretary

