PROVISION OF MEDIA MANAGEMENT SERVICES

TENDER REF No. NCA/RT/12/2019-2020

CLOSING DATE: MONDAY 29TH JUNE, 2020 AT 11.00AM

JUNE, 2020
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SECTION I – INVITATION TO TENDER

Date: 19th June, 2020
Tender Ref No: NCA/RT/12/2019-2020
Tender Name: PROVISION OF MEDIA MANAGEMENT SERVICES

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.

2. The Authority invites sealed bids from eligible candidates for Provision of Media Management services for a period of one year.

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.

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.

5. The document may also be downloaded free of charge from the National Construction Authority’s website: www.nca.go.ke and/or The Public Procurement Information Portal www.tenders.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 address procurement@nca.go.ke

6. Prices quoted should be inclusive of all taxes and service delivery costs, must be expressed in Kenya shillings and will remain for a period of 120 days from the closing date of the tender.

7. Bidders are required to serialize/paginate their tender document before submitting.

8. Completed tender documents 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 Towers 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 Monday 29th June, 2020 at 11:00 am

Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at NCA Boardroom on 9th Floor KCB Towers Upper Hill.

Manager Supply Chain
For: Executive Director
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 this the Act.

2.1.3. Tenderers shall provide the qualification information statement that the tenderer (including all members, of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.

2.1.4. Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of tendering

2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2.2.2 The price to be charged for the tender document shall not exceed Kshs.1,000/= 

2.2.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.3 Contents of tender documents

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

   i) Instructions to tenderers
   ii) General Conditions of Contract
   iii) Special Conditions of Contract
   iv) Schedule of Requirements
   v) Details of service
   vi) Form of tender
   vii) Price schedules
   viii) Contract form
   ix) Confidential business questionnaire form
   x) Tender security form
   xi) Performance security form
2.3.2. The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

**Clarification of Documents**

2.3.2. 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 three (3) 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”

2.3.3. 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

**2.4 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.

2.4.3. 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.

**2.5 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 the Procuring entity, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

**2.7 Documents Comprising the Tender**

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

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

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

2.9 Tender Prices

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

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

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

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

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

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

2.10 Tender Currencies

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

2.11 Tenderers Eligibility and Qualifications.

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

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

2.12 Tender Security

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

2.12.2 The tender security shall be in the amount not exceeding 2 per cent of the tender price.
2.12.2 The tender security is required to protect the Procuring entity against the risk of Tenderer’s conduct which would warrant the security’s forfeiture, pursuant to paragraph 2.12.7

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

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

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

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

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

2.12.7 The tender security may be forfeited:

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

   (b) In the case of a successful tenderer, if the tenderer fails:
   (i) to sign the contract in accordance with paragraph 30
   or
   (ii) to furnish performance security in accordance with paragraph 31.
   (c) If the tenderer rejects, correction of an error in the tender.

2.13 Validity of Tenders

2.13.1 Tenders shall remain valid for 120 days or as specified in the invitation to tender after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.

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

2.14 Format and Signing of Tender

2.14.1 The 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 unamend 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 Monday 29th June, 2020 at 11:00 am

2.16.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 6, in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

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

2.17 Modification and withdrawal of tenders

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

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

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

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

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

2.18 Opening of Tenders

2.18.1 The Procuring entity will open all tenders in the presence of tenderers’ representatives who choose to attend on Monday 29th June, 2020 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 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

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<td>Particulars of eligibility and qualifications documents of evidence required</td>
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<tr>
<td>2.12</td>
<td><strong>Kshs 20,000/-</strong> in form of unconditional bank/insurance guarantee valid for <strong>150 days</strong> from the date of tender opening.</td>
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<tr>
<td>2.24</td>
<td>Particulars of post – qualification if applicable</td>
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<td>2.27</td>
<td>Performance security (in form of bank guarantee) equivalent to <strong>10%</strong> of the tender sum required Within fourteen <strong>14 days</strong> of the receipt of notification of award.</td>
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3.1 Definitions
In this contract the following terms shall be interpreted as indicated:

a) “The contract” means the agreement entered into between the Procuring entity and the tenderer as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

b) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.

c) “The services” means services to be provided by the contractor including materials and incidentals which the tenderer is required to provide to the Procuring entity under the Contract.

d) “The Procuring entity” means the organization sourcing for the services under this Contract.

e) “The contractor means the individual or firm providing the services under this Contract.

f) “GCC” means general conditions of contract contained in this section

g) “SCC” means the special conditions of contract

h) “Day” means calendar day

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

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

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

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

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

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

a) Cash.

   b) A bank guarantee.

   c) Such insurance guarantee approved by the Authority.

   d) Letter of credit.

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

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

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

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

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

3.7 **Payment**

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

3.8 **Prices**

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

3.9 **Assignment**

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

3.10 **Termination for Default**

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

a) If the tenderer fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.

b) If the tenderer fails to perform any other obligation(s) under the Contract.

c) If the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
In the event the Procuring entity terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar services.

3.11 Termination of insolvency

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

3.12 Termination for convenience

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

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

3.13 Resolution of disputes

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.

3.14 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.

3.15 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.

3.16 Applicable Law.

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

3.17 Notices

Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by fax or E-mail and confirmed in writing to the other party’s address specified in the SCC.
A notice shall be effective when delivered or on the notices effective date, whichever is later.

SECTION IV SPECIAL CONDITIONS OF CONTRACT

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

4.2 Special conditions of contract with reference to the general conditions of contract.

<table>
<thead>
<tr>
<th>General conditions of contract reference</th>
<th>Special conditions of contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5</td>
<td>Performance security (in form of bank guarantee) equivalent to 10% of the tender sum required. Within fourteen 14 days of the receipt of notification of award.</td>
</tr>
<tr>
<td>3.7</td>
<td>Payment to the successful bidder shall be made on a quarterly basis upon submission of all required documentation to support payment. The documentation includes invoice and reports.</td>
</tr>
<tr>
<td>3.8</td>
<td>No price adjustments allowed.</td>
</tr>
<tr>
<td>3.13</td>
<td>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.</td>
</tr>
<tr>
<td>3.15</td>
<td>Laws of Kenya.</td>
</tr>
</tbody>
</table>
| 3.17                                     | Executive Director  
National Construction Authority  
P.O Box 21046-00100  
Nairobi |
| Other’s as necessary                     | Complete as necessary |
Problem Statement

The National Construction Authority seeks to strengthen its corporate brand, by increasing awareness about the Authority and its various functions and processes. This involves a higher level of positive interaction with the Authority. The Authority also seeks to distinguish its role, mandate and processes with other government agencies and county governments.

In order to support this, the Authority requires an agency to handle its media relations and appearances with a specific focus on sustained appearances across mainstream media as well as quarterly press conferences in order to help the Authority to achieve brand growth and reach.

The Agency will be working directly with the Authority’s Corporate Communications Department.
CONFIDENTIALITY AND INFORMATION GOVERNANCE

1.1 All information supplied to you by the Authority, including this RFP and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your tender response) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

1.2 You shall not disclose copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a tender response. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless the Authority has given express written consent to the relevant communication.

1.3 This RFP and its accompanying documents shall remain the property of the Authority and must be returned on demand.

1.4 The Authority reserves the right to disclose all documents relating to this Procurement Process, including without limitation your tender response, to any employee, third party agent, adviser or other third party involved in the procurement in support of, and/or in collaboration with, the British Council. The Authority further reserves the right to publish the Contract once awarded and/or disclose information in connection with supplier performance under the Contract in accordance with any public sector transparency policies. By participating in this Procurement Process, you agree to such disclosure and/or publication by the Authority in accordance with such rights reserved by it under this paragraph.
1.5 The use of blanket protective markings of whole documents such as “commercial in confidence” will not be sufficient. By participating in this Procurement Process you agree that the Authority should not and will not be bound by any such markings.

1.6 In addition, marking any material as “confidential” or “commercially sensitive” or equivalent should not be taken to mean that the Authority accepts any duty of confidentiality by virtue of such marking. You accept that the decision as to which information will be disclosed is reserved to the Authority, notwithstanding any consultation with you or any designation of information as confidential or commercially sensitive or equivalent you may have made. You agree, by participating further in this Procurement Process and/or submitting your tender response, that all information is provided to the Authority on the basis that it may be disclosed under the Disclosure Obligations if the Authority considers that it is required to do so and/or may be used by the Authority in accordance with the provisions of this RFP.

1.7 Tender responses are also submitted on the condition that the appointed supplier will only process personal data (as may be defined under any relevant data protection laws) that it gains access to in performance of this Contract in accordance with the Authority’s instructions and will not use such personal data for any other purpose. The contracted supplier will undertake to process any personal data on the Authority’s behalf in accordance with the relevant provisions of any relevant data protection laws and to ensure all consents required under such laws are obtained.

2 SPECIFICATION

2.1 Scope of work
The Authority is looking for a public relations/communication agency to support the Authority’s communication activities.

The Agency’s communication goals are:

- Developing and implementing a detailed communications action plan the Authority
- Media support for the Authority, Authority events, or third party events where the Authority is present
- Content creation, dissemination and press clipping
- Creating media and digital partnerships
- Photography, Video and Digital communication
- Reporting

2.2 Agency deliverables

2.2.1 In order to fulfill the task of developing and implementing detailed communications action plan for the Authority, the agency will need to deliver the following activities:

- Develop and implement a communication action plan with defined awareness creation strategies
- Provide analysis of media campaigns implemented in the field of construction in the past 2 years to point out strong and weak points, as well as the key messages used in order to establish the Authority’s unique selling points
- Define and implement efficient media relations activities for the promotion of Authority activities (including but not limited to: press announcements, press releases, press advisories, press conferences, article placements, interviews, guest appearances) upon approval and in communication with Authority’s communications team
- Creatively defining story opportunities in order to leverage media relations activities to promote Authority activities (third party endorsements, case studies, success stories, etc.)
- Preparing crisis response plan for the media and key stakeholders
- Ensure the Authority appears in mainstream media at least once a week
- Hold a press brief with sufficient coverage at least once a quarter

The Authority will provide the Agency with the general narrative of the project, key messages and stakeholders of interested for the campaign. The communications action plan must be detailed, clear, time bound and it should integrate target audiences, channels, goals and messages. The Agency will need to shape all of these messages in order to support all the Authority’s major activities. The audiences will be stratified to reach stakeholders across the country.

2.2.2 Media support for the Authority, the Authority’s events or third party events where the Authority is present is expected. The Agency is required to handle media, media protocols at all major events in the country. Events such as launches, awards shows, trainings, press conferences, workshops and exhibitions as well as third party events which should be followed up in media to ensure public coverage.

The agency will be expected to:

- Prepare and send media invites and information after event with photos or video through the Agency’s media network
- Secure media presence at all events
- Prepare press packs and handouts
- Secure a person to handle media protocol and media registration list on the spot
- Schedule the interviews and TV appearances at the events and during the period after event, handle additional media requests
- Assist with the preparation of the agenda, VIP protocols, briefing materials, scene settings, briefings with the Authority team and partners
- Build and update the events calendar on regular basis
- Create and update media database for the campaign
- Organize media training for spokes persons of the campaign

Supported activities:

The agency is required to suggest content and to provide all participants with branded goodie bags, content will be provided by the Authority for all events. Every event activity should be planned in close coordination with the Communications Team and implementing partners where applicable. The agency will also share details on the upcoming events with the Media and other stakeholders.

The Authority will provide all the branding design and branded materials for the media part of the event. All parts of branding will need to be transported, installed and removed after the events by the staff secured by the Agency.

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2.2.3 Content creation, dissemination and press clippings

The Agency will be supported in preparing different content to present to target audiences and media, including press releases, outreach folders and fact sheets, newsletters, blog entries, posts, tweets, brochures, website content, photo essays, video and audio components for broadcast, print media etc., or any other copywriting with the key messages to convey.

The agency will be expected to:

- Provide suitable content for the Authority web sites
- Provide suitable content for the Authority’s social media networks
- Deliver all media content to the print and electronic media
- Use its own media lists and resources to make Authority information visible to the target audiences and general public across the country
- Regular press clipping reports (upon agreed key messages)
- Assist with the preparation of the agenda, VIP protocols, briefing materials, scene settings, briefings with programme team and partners
- Build and update the events calendar on regular basis
- Create and update media database for the campaign
- Organize media training for spoke persons of the campaign

The Authority will provide all the relevant information about the Authority, its activities and events. The focus shall be on the local media across the country, especially those with the highest reach.

Some communication will be in local languages targeted to different audiences across the country therefore after approval in the English language the copy should be translated and also locally approved. Every press release/copywriting sample needs to be approved by the Authority’s communication team before being sent out.

Selected Agency will provide the suitable texts and visuals that will be uploaded to our websites in timely manner. Website content needs to be in line with our press releases and information that is sent out to media outlets. Technical upload to the Authority’s websites will be handled by the Authority staff.
2.2.4 Creating media and digital partnerships

The Agency will have to facilitate development of partnerships with national and local media in line with the Authority’s standards.

The agency will be expected to:

- Suggest and develop media partnership models
- Share ideas and support media relationship building activities (including but not limited to: press breakfasts/lunch/dinners, study travel for media, press tips, press briefings) upon approval and in communication with Authority’s communications team
- Propose concepts of engagement with the partnered media to create a synergy with Authority activities
- Establish relationships with online influencers for the target audiences, such as bloggers, vloggers etc.

2.2.5 Photography, Video and Digital communication

- Provide photographers and cameraman on request
- Provide photography and videography for the events in question
- Produce short video clips of high quality for sharing on digital platforms or with the media outlets.
- Digital/video production for promotional purposes
- Development of creative concept for promotional videos
- Supporting digital communication campaign plan development.

Related duties:

Digital campaign goals will be determined per campaign. All of the photo and video materials, or any versions and edits of it, are owned by the Authority and are required to be delivered to the contact person in the agreed format.

2.3 Reporting

Campaign reports: The Authority will need to receive a report at the end of the campaign, with a complete report analyzing the overall result, covering all of our communication and marketing objectives.

Quarter report: Quarterly reports should present the highlights of the campaign reports, with the conclusions and recommendations on possible needs for revision of approach to campaigns. Quarter reports should include:

- Press clipping divided by month, in folders: Print, TV, Radio, Web, as well as local and national media coverage
- Highlights of the Authority events and campaigns, achievements and success stories that were placed in media other than press releases and event coverage
- Recommendations for possible needs for revisions.
2.4 Mandatory proposal elements

2.4.1 Commercial part:
Insert budgetary breakdown/cost implication

2.4.2 Creative part:

- A draft for a press release for the awareness campaign launch
- Media or digital partnership proposal with activities/engagement
- A script for a digital video content described in up to 500 words

- Preliminary media engagement plan for programme launch, with the list of media
- Two samples of press release/releases and three copy writing samples previously created and published in large scale projects (to be submitted in English and local language)

2.4.3 Technical part:

- Budget breakdown
- Company background
- Company Portfolio outlining previous experience with media relations, content creation, event branding, and video production
- Three references for large scope projects
- Curriculum Vitae of each person who will form part of the team that will be responsible for delivery of the approved communications plan.

3 QUALIFICATION REQUIREMENTS

3.1 As part of your tender response, you must confirm compliance with any qualification requirements. A failure to comply with one or more such qualification requirements shall entitle the Authority to reject a tender response in full.

An agency must have a proven track record of high quality campaigns with multiple segment audiences by using traditional as well as digital media to reach campaign targets. The Authority is interested in obtaining a reliable partner that is able to understand the values, brand standards and core of our organization as well as the goals of the awareness campaigns and efforts to achieve them. To be more precise the chosen agency is required to have following characteristics:

- Minimum five years of professional experience in communications, public relations, journalism, marketing or a related field
- Capability and proven experience in crafting and implementing public relations and communications strategies/ plans
- Capability and proven experience crafting high impact content in various formats (press releases, content for websites, video, blog, social media posts, audio, etc., storytelling, ability to spot a newsworthy story, etc.) targeting different audience segments regarding the single project
- High proficiency in recognizing the news-worthy stories and ability to take initiative and
proactive attitude in finding the creative ways to communicate with the desired audiences

- Ability to understand the brand, campaign goals and deliver high quality outputs within the agreed timeframes
- Familiarity with the technical advancements and its application in everyday life; tech savvy staff preferred

Qualified staff that meets the following basic requirements:

- **Senior roles:** Bachelor’s degree in the field of public relations, media relations and copywriting with at least five years of experience on similar projects; or Master’s degree in above mentioned fields with at least three years demonstrated experience in managing similar projects, managing awareness raising campaigns and media relations; excellent English language skills, good communication and organizational skills.

- **Junior roles:** Bachelor’s degree in the related field, with at least three years of experience in creation of campaigns, development of media relations plans and digital content and campaigns, exceptional copywriting skills, excellent knowledge of media landscape in the related country, highly proficient writing skills in the English language.

4 **KEY BACKGROUND DOCUMENTS AND FURTHER INFORMATION**

4.1 The National Construction Authority brand guidelines

In order to complete all of the tasks successfully, the Agency will be required to create the materials based on the Authority’s brand standards.

**NCA logo**

The Authority’s corporate logo is the only logo that can be used on the materials unless otherwise stated in writing. All elements of the logo must be used. Logo cannot be stretched or altered in any way. When positioning the logo, it needs to “breathe”, meaning it needs to be spaced from other elements, or paper edges, two circles from the logo itself.

**NCA Font**

The Authority’s corporate typeface is the only font that can be used on the materials that are printed. Bookman Old Style is the font that can be used when sending the Microsoft Office pack document to third parties.

**NCA’s tone of voice**

All communications must use the Authority’s tone of voice - authoritative and professional but also worldly and inclusive.

**The Authority’s style of photography**

When writing briefs for photographers, please bear in mind our style of photography and what we consider to be a photo by our standards. We are interested in vivid and unstaged images, we also avoid using stereotypical representations of the topic in question.
The Authority’s standards of video production
All of the video clip elements need to be in line with Authority’s standards - suitable frames, subtitle position, video in and out, name straps, etc.

Final report: Final report is expected one month upon the completion of the contract, with the analysis and overall results stated. Final report should include:

- Press clipping divided by quarters, in folders: Print, TV, Radio, Web, as well as local and national media coverage
- Design and results of baseline and end of campaign awareness research in order to measure effectiveness of the campaigns/public relations activities
- Annual reports highlighting campaign developments, achievements and success stories that were placed in media other than press releases and event coverage.
- Number of media partnerships and its outcomes measured in both number of articles, interviews, etc and monetary value
- Provide feedback to inform ongoing public relations activities and future programmes and campaigns
- Social media engagement comparison baseline and end of the programme.

All reports produced should be in English language
4.2 Reporting

**Weekly/monthly status report:** We will need to receive weekly/monthly (depending on activities frequency) status reports on campaign progress throughout the project to be aware of activities and duties.

**Campaign reports:** We will need to receive a report at the end of the campaign, with a complete report analyzing the overall result, covering all of our marketing objectives.

**Quarter report:** Quarter reports should present the highlights of the campaign reports, with the conclusions and recommendations for possible needs for revision of approach to campaigns. Quarter reports should include:

- Press clipping divided by month, in folders: Print, TV, Radio, Web, as well as local and national media coverage
- Highlights of the programme developments, achievements, and success stories that were placed in media other than press releases and event coverage
- Recommendations for possible needs for revisions.
- A report on all key metrics and overall Return On Investment
- Qualitative and quantitative analytics report and evaluation on the impact of all campaigns ran, including key metrics and overall ROI (leads, optimization,
**Final report:** Final report is expected one month upon the completion of the contract, with the analysis and overall results stated. Final report should include:

- Press clipping divided by year, in folders: Print, TV, Radio, Web, as well as local and national media coverage
- Design and results of baseline and end of programme awareness research in order to measure effectiveness of the campaigns/public relations activities
- Annual reports highlighting programme developments, achievements and success stories that were placed in media other than press releases and event coverage.
- Number of media partnerships and its outcomes measured in both number of articles, interviews, etc and monetary value
- Provide feedback to inform ongoing public relations activities and future programmes
- Social media engagement comparison baseline and end of the programme.

*All reports produced should be in English language*

**Payment Terms**

*Payment will be made quarterly upon submission of fully approved reports*
**EVALUATION CRITERIA**

Evaluation of dully submitted tenders will be conducted along the following three main stages:

1. **MANDATORY REQUIREMENTS**

   (i) Provide Company Profile.
   
   (ii) Copy of certificate of incorporation/registration.
   
   (iii) Copy of a valid tax compliance certificate.
   
   (iv) Dully **filled, signed & stamped** confidential business questionnaire.
   
   (v) Dully **filled, signed & stamped** form of tender.
   
   (vi) A copy of CR12 for limited company and Sole proprietor or Partnership companies to provide copies of directors I.D
   
   (vii) Copy of Valid Single Business permit from County government 2020.
   
   
   (ix) Submit a **dully filled, signed & stamped** self-declaration form in the format provided.
   
   (x) Dully **filled, signed & stamped** Anti-Corruption Declaration Commitment /Pledge form.
   
   (xi) Tender document MUST be sequentially **Paginated/serialized/ Numbered on each page including all the attachments**

**Note:** Bidders MUST meet all the mandatory Requirements to proceed for Technical Evaluation

### 2. TECHNICAL EVALUATION

<table>
<thead>
<tr>
<th>(i) Specific experience of the firm relevant to the assignment (Attach LSO/ Contract / completion certificate)</th>
<th>Max. Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Specific Similar experience in media monitoring - (4 marks each maximum 16 marks)</td>
<td>20</td>
</tr>
<tr>
<td>b) General Experience in carrying out consultancy - (2 marks each maximum 4 marks)</td>
<td></td>
</tr>
<tr>
<td>c) Recommendation letters from four (4) corporate clients on their letterheads – (Three (3) points for every letter, max twelve (12) points)</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(ii) Appropriateness of the methodology and work schedule and the completeness of the description of the same in relation to the TORs, particularly with respect to the outlined objectives.</th>
<th>Max. Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Technical approach and methodology (4 marks)</td>
<td>16</td>
</tr>
<tr>
<td>b) Bidders additional suggestions &amp; proposals on the TORs (4 marks)</td>
<td></td>
</tr>
<tr>
<td>c) Organization and Staffing (4 marks)</td>
<td></td>
</tr>
<tr>
<td>d) Understanding &amp; conformity to the TOR (4 marks)</td>
<td></td>
</tr>
</tbody>
</table>
## Key professional staff qualifications and competence for the assignment

**Team Leader:**

a) Experience in similar consultancy services, *(Attach CV in format provided)*  
*(Prorate 1 mark for each year up to a maximum of 8 years)*  

## Education Qualification for Team Leader

- An MBA or Master’s degree in relevant field (Communication/Public relations/Journalism/Marketing) from a recognized university – *(6 Marks)*
- Bachelor’s Degree in relevant discipline (Communication/Public relations/Journalism/Marketing) from a recognized university – *(4 Marks)* *(Attach certificates)*
- Membership to professional body (MSK or PRSK) *(Attach valid Certificate)* – *(5 marks)*

## Two Other Senior Staff

- Bachelor’s Degree in relevant field (Communication/Public relations/Journalism/Marketing) from a recognized university – *(5 marks each)* *(Attach certificates)*
- Diploma in relevant field (Communication/Public relations/Journalism/Marketing) from a recognized college – *(2.5 marks each)* *(Attach Certificates)*
- Experience in media monitoring, *(Attach CV in format provided)* *(prorate 1 mark for each consultancy up to a maximum of 6 for each staff)*

## Audited Accounts – Liquidity Ratio

- Greater than 2:1 *(2 marks each year up to a maximum of 6 marks)*
- Equal to 2:1 *(1 mark each)*
- Less than 2:1 *(0 mark)*

<table>
<thead>
<tr>
<th>Proposed Schedule/work plan of the assignment</th>
<th>5</th>
</tr>
</thead>
</table>

**Total points**

| 100 |

**The minimum technical score required to pass is: 70%**

### 3. FINANCIAL EVALUATION

The lowest evaluated bidder after surpassing the minimum technical score shall be recommended for award.
SECTION VI - STANDARD FORMS

1. Form of tender
2. Confidential Questionnaire form
3. Self-declaration form
4. Anti-corruption declaration commitment/pledge
5. Service Provider’s Organization and Experience
6. Service Provider’s Experience
7. Comments and Suggestions on the Terms of Reference
8. Team Composition and Task Assignments
9. Format of Curriculum Vitae (CV) for Proposed Professional Staff
10. FORM RB 1
FORM OF TENDER

Date_____________________

Tender No. NCA/RT/12/2019-2020

To……………………..

[Name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos... the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide media monitoring services for a period of one year in conformity with the said tender documents at a total sum of ................................................................. (total tender amount in words and figures) or such other sums as may be ascertained in accordance with the cost 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 terms of reference.

3. If our Tender is accepted, we will obtain the tender guarantee in a sum equivalent to 10% percent of the Contract Price for the due performance of the Contract, in the form prescribed by (Procuring entity).

4. We agree to abide by this Tender for a period of 120 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 this ______________________ day of____________________2020

___________________________     ____________________________
[signature]          [In the capacity of]

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

<table>
<thead>
<tr>
<th>Part 1 General</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Name</td>
</tr>
<tr>
<td>Location of Business Premises</td>
</tr>
<tr>
<td>Plot No, Street/Road</td>
</tr>
<tr>
<td>Postal address</td>
</tr>
<tr>
<td>Nature of Business</td>
</tr>
<tr>
<td>Registration Certificate No.</td>
</tr>
<tr>
<td>Maximum value of business which you can handle at any one time – Kshs.</td>
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<tr>
<td>Name of your bankers</td>
</tr>
<tr>
<td>Branch</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part 2 (a) – Sole Proprietor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your name in full</td>
</tr>
<tr>
<td>Nationality</td>
</tr>
<tr>
<td>Citizenship details</td>
</tr>
</tbody>
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<thead>
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<th>Part 2 (b) – Partnership</th>
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<tbody>
<tr>
<td>Given details of partners as follows</td>
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<tr>
<td>Name</td>
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<tr>
<th>Part 2 (c) – Registered Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private or Public</td>
</tr>
<tr>
<td>Nominal Kshs.</td>
</tr>
<tr>
<td>Given details of all directors as follows</td>
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<tr>
<td>Name</td>
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<td>1.</td>
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<tr>
<td>2.</td>
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Date……………………………………Signature of Candidate………………………….
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 COMMITMENT/ PLEDGE

(Sections 62 of the PPDA, 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………………………………………………………………………………………

________________________________________

________________________________________
Service Provider’s Organization and Experience

A - Service Provider’s Organization

[Provide here a brief description of the background and organization of your firm/entity and each expert for this assignment.]
B – Service Provider’s Experience

At least Five (5) Relevant Assignments carried Out in the Last Five Years That Best Illustrate Qualifications

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment (Attach letters of awards, Contracts and completion certificates as proof of evidence)]

<table>
<thead>
<tr>
<th>Assignment name:</th>
<th>Approx. value of the contract (in KShs.):</th>
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<tbody>
<tr>
<td>Country:</td>
<td>Duration of assignment (months):</td>
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<tr>
<td>Location within country:</td>
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<tr>
<td>Name of Client:</td>
<td>Total No. of staff-months of the assignment:</td>
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<tr>
<td>Address:</td>
<td>Approx. value of the services provided by your firm under the contract (in current US$ or Euro):</td>
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<tr>
<td>Start date (month/year):</td>
<td>No. of professional staff-months provided by associated Consultants:</td>
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<td>Completion date (month/year):</td>
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<tr>
<td>Name of associated Consultants, if any:</td>
<td>Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):</td>
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<tr>
<td>Narrative description of Project:</td>
<td></td>
</tr>
<tr>
<td>Description of actual services provided by your staff within the assignment:</td>
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</table>
Firm’s Name: ________________________________________________________________
Name and Title of Signatory: ________________________________________________
Comments and Suggestions on the Terms of Reference and on data, services and Facilities to be provided by the Client

A - On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]
# Team Composition and Task Assignments

**Professional Staff**

<table>
<thead>
<tr>
<th>Name of Staff</th>
<th>Firm</th>
<th>Area of Expertise</th>
<th>Position Assigned</th>
<th>Task Assigned</th>
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</thead>
<tbody>
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**Support Staff**

<table>
<thead>
<tr>
<th>Name of Staff</th>
<th>Firm</th>
<th>Area of Expertise</th>
<th>Position Assigned</th>
<th>Task Assigned</th>
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<tbody>
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</table>
Format of Curriculum Vitae (CV) for Proposed Professional Staff

1. Proposed Position [only one candidate shall be nominated for each position]: ________________

2. Name of Firm [Insert name of firm proposing the staff]: ________________________________

3. Name of Staff [Insert full name]: ________________________________

4. Date of Birth: ___________________ Nationality: ____________________

5. Education [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]: ________________________________

6. Membership of Professional Associations: ________________________________

7. Other Training [Indicate significant training since degrees under 5 - Education were obtained]: ____

8. Countries of Work Experience: [List countries where staff has worked in the last ten years]: ____

9. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]: ________________________________

10. Employment Record [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

   From [Year]: ____ To [Year]: _______

   Employer: ________________________________

   Positions held: ________________________________
<table>
<thead>
<tr>
<th>11. Detailed Tasks Assigned</th>
<th>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>[List all tasks to be performed under this assignment]</td>
<td>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</td>
</tr>
<tr>
<td></td>
<td>Name of assignment or project: __________________________</td>
</tr>
<tr>
<td></td>
<td>Year: __________________________</td>
</tr>
<tr>
<td></td>
<td>Location: __________________________</td>
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<td></td>
<td>Client: __________________________</td>
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<td></td>
<td>Main project features: __________________________</td>
</tr>
<tr>
<td></td>
<td>Positions held: __________________________</td>
</tr>
<tr>
<td></td>
<td>Activities performed: __________________________</td>
</tr>
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</table>

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

____________________________________ Date: __________________________

[Signature of staff member or authorized representative of the staff] Day/Month/Year

Full name of authorized representative: __________________________
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 of ……20……..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