

KISII COUNTY GOVERNMENT



COUNTY ASSEMBLY

TENDER DOCUMENT

FOR

PROVISION OF TRAVEL AGENCY

KCA/001/16-18

SECTION I - INVITATION FOR TENDERS
Date 7/10/2016

TENDER REF. NO. KCA /001/16-18

TENDER NAME: PREQUALIFICATION OF PROVISION OF TRAVEL AGENCY

The kisii county assembly invites sealed tenders from eligible candidates for the **PROVISION OF TRAVEL AGENCY.**

- 1.1 Interested eligible candidates may obtain further information from the website www.kisii.go.ke
- 1.2 A complete set of tender documents may be obtained by interested candidates FREE OF CHARGE.
- 1.3 Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at 1st floor of Town Hall Building or be addressed to Clerk, Kisii County Assembly P.O. Box 4552-40200 Kisii so as to be received on or before 21/10/2016
- 1.4 Prices quoted should be net inclusive of all taxes and delivery must be in Kenya Shillings and shall remain valid for 30 days from the closing date of the tender.
- 1.5 Tenders will be opened at 12.00pm on the date of closing of applications in the presence of the Candidates or their representatives who choose to attend at Kisii County Assembly Plenary Hall.

For Clerk,
Kisii County Assembly

SECTION II- INSTRUCTIONS TO TENDERERS

2.1. Eligible Tenderers

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to Instructions to Tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.
- 2.1.4 Tenderers involved in the corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.
- 2.2.1 The price to be charged for the tender document shall be Ksh 0/=
- 2.2.2 The procuring entity shall allow the tenderer to review the tender document free of charge before issue.

2.25 Award Criteria

- 2.25.1 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.
- 2.25.2 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.

2.26. Procuring entity's Right to accept or Reject any or all Tenders

- 2.26.1 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 non of the tenders is responsive, the Procuring entity shall notify each tenderer who submitted a tender.
- 2.26.2 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.
- 2.26.3 A tenderer who gives false information in the tender document about is 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.

2.27 Notification of Award

- 2.27.1 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.
- 2.27.2 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 2.9. Simultaneously the other tenderers shall be notified that their tenders were not successful.
- 2.27.3 Upon the successful Tenderer's furnishing of the performance security the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

2.28 Signing of Contract

- 2.28.1 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.
- 2.28.2 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.

2.28.3 The contract will be definitive upon its signature by the two parties.

2.28.4 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.

2.30 Corrupt or Fraudulent Practices

2.30.1 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.

2.30.2 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

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

SECTION V - SCHEDULE OF REQUIREMENTS

TENDER NO. KCA/001/16-18:

PROVISION OF TRAVEL AGENCY(both domestic and foreign)

TENDERES NAME.....

SIGN.....

DATE.....

WITNESSED BY.....

SIGN.....

DATE.....

NOTE:

1. Prices quoted includes VAT
2. Bidders to fill all forms attached failure would lead to disqualification.

SECTION VI - STANDARD FORMS

REGISTRATION DOCUMENTATION(10 marks)

Company's Details

Tenderer's name.....

Address.....

Location of the Office/ Business.....

Town.....

Telephone No.....Mobile No.....

INTERESTED TENDERERS MUST FULFIL THE FOLLOWING REQUIREMENTS

1. Fill the document properly and sign the attached S 33 Forms (i.e. Confidential Business Questionnaire.)
2. Attach copy of Pin certificate(KRA)
3. Attach copy of Business Registration Certificate from registrar of companies
4. Attach detailed Company Profile
5. Attach copy of Tax Compliance Certificate

PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM(10 marks)

I/wehereby apply
for registration as supplier(s)

(Name of Company/Firm)

of
(Item Description)

.....
(Category No)

Post Office Address

Town

Street

Name of building

.....

Room/Office No Floor No.

Telephone

Nos.....

Full Name of applicant

.....

Other branches location

.....

2. Organization & Business Information

Management Personnel

.....

President (Chief Executive)

.....

Secretary

General Manager

.....

....

Treasurer

.....

Other

.....

Partnership (if applicable)

Names of Partners

3. Business founded or incorporated

.....

4. Under present management since

.....

5. Net worth equivalent

K.Sh.....

6. Bank reference and address

.....

.....

.....

7. Bonding company reference and address

.....

8. Enclose copy of organization chart of the firm indicating the main fields of
activities

.....

9. State any technological innovations or specific attributes which distinguish you
from your competitors

.....

.....

.....

10. Indicate terms of trade/sale

SUPERVISORY PERSONNEL(10 marks)

Name

.....
.....

Age

.....
.....

Academic Qualification

.....
.....
.....
.....

Professional Qualification

.....
.....
.....
.....

Length of service with Contractor or Supplier position held

.....
.....
.....

(Attach copies of certificates of key personnel in the organization)

- **FINANCIAL POSITION AND TERMS OF TRADE**

- (1) Attach a copy of firm's two certified financial statements giving summary of assets and current liabilities/or any other financial support.(10 marks)
- (2) Attach letters of reference from the bankers regarding supplier's credit position.(5 MARKS)

REPUBLIC OF KENYA

CONFIDENTIAL BUSINESS QUESTIONNAIRE(10 MARKS)

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

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

Part I- General :

Business Name

.....

Location of business
premises.....

Plot No.
Street/Road.....

Postal Address.....Tel.
No.....

Nature of
business.....

Current Trade Licence No.....Expiring
date.....

Maximum value of business which you can handle at any one time :
Kshs.....

Name of your bankers.....Branch
.....

☐

Part 2 (a) – Sole Proprietor

Your name in
full.....Age.....
Nationality.....Country of
origin.....
*Citizenship
details.....

☐

Part 2 (b) Partnership

Given details of partners as follows:

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>
<i>Shares</i>		
.....		
.....		
.....		
.....		
.....		
.....		



Part 2 (c) – Registered Company:

Private or

Public.....

State the nominal and issued capital of company-

Nominal K£.....

Issued K£.....

Given details of all directors as follows:-

	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>
<i>Shares</i>			

1.
.....

2.
.....

3.
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4.
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5.
.....

.....

DateSignature of
Candidate.....

*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth,
Naturalization or Registration

FORM - PAST EXPERIENCE(20 MARKS)

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS.

- i) Name of Client (organization)
.....
 - ii) Address of Client (organization)
.....
 - iii) Name of Contact Person at the client (organization)
.....
 - iv) Telephone No. of Client
.....
 - v) Value of Contract
.....
 - vi) Duration of Contract (date)
.....
(Attach documental evidence of existence of contract)
2. Name of 2nd Client (organization)
- i) Name of Client (organization)
.....
 - ii) Address of Client (organization)
.....
 - iii) Name of Contact Person at the client (organization)
.....
 - iv) Telephone No. of Client
.....
 - v) Value of Contract
.....
 - vi) Duration of Contract (date)
.....
(Attach documental evidence of existence of contract)
3. Name of 3rd Client (organization)

- i) Name of Client (organization)
.....
 - ii) Address of Client (organization)
.....
 - iii) Name of Contact Person at the client (organization)
.....
 - iv) Telephone No. of Client
.....
 - v) Value of Contract
.....
 - vi) Duration of Contract (date)
.....
(Attach documental evidence of existence of contract)
4. Others
.....

FORM LITIGATION HISTORY

Name of Contractor/Supplier

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Form Of Tender(5 MARKS)

To:

Date

Name and address of procuring entity

KISII COUNTY ASSEMBLY. P.O BOX 4552-40200, KISII

Tender No.KCA/001/16-18

Tender Name: TRAVEL AGENCY

Gentlemen and/or Ladies:-

1. Having examined the Tender documents including Addenda No. (Insert numbers) the receipt of which is hereby duly acknowledged, we the undersigned, offer to provide TRAVEL AGENCY under this tender in conformity with the said Tender document for the sum of

.....[Total Tender amount in words and figures]

or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to provide the ITEMS in accordance with the conditions of the tender.

3. 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.

4. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract between us subject to the signing of the contract by both parties.

5. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____ 2016

[Signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of _____