



**The Kenyatta International  
Convention Centre**

*Africa's Premier Meeting Venue*

## **TENDER FOR**

**SUPPLY, INSTALLATION, COMMISSIONING, OPERATION AND  
MAINTENANCE OF AN AUTOMATED VEHICLE AND PEOPLE ACCESS  
CONTROL, TICKETING AND REVENUE COLLECTION AND SHARING  
MODEL AT KENYATTA INTERNATIONAL CONVENTION CENTRE,  
NAIROBI TENDER NO. KICC/09/2024-2026**

### **ADDENDUM NO. 1**

**KENYATTA INTERNATIONAL CONVENTION CENTRE KICCBUILDING  
P. O. BOX 30476-00100 NAIROBI**

**TENDER NO. KICC/09/2024-2026**

**Closing Date: 3<sup>rd</sup> February, 2025**

**Time: 10.30 a.m.**

Kindly note that we have since made the following changes and clarifications for the above Tender for Supply, Installation, Commissioning, Operation and Maintenance of an Automated Vehicle and People Access Control, Ticketing and Revenue Collection and Sharing Model at Kenyatta International Convention Centre, Nairobi TENDER NO. KICC/09/2024-2026 as follows:

**1. SECTION II; TENDER DATA SHEET (TDS)**

Section	Delete	Insert
<b>INVITATION TO TENDER</b>  <b>No. 7</b>	Completed tenders must be delivered to the address below on or before <b>29th January, 2025 at 10.30 a.m.</b> Electronic Tenders will not be permitted.	Completed tenders must be delivered to the address below on or before <b>3<sup>rd</sup> February, 2025 at 10.30 a.m.</b> Electronic Tenders will not be permitted.

This is to notify all tenderers that the tender closing and opening for the above tender has been rescheduled from Wednesday 29th January, 2025 to Monday 3<sup>rd</sup> February, 2025 10:30am.

**2. 3.2.2. Technical Evaluation Criteria**

Evaluation Criteria Number 3 on Key Personnel, “**Bidders shall be required to fill Form PER – 1**” of which the form is missing.

**Form PER – 1 is hereby attached;**

**1. FORM PER -1**

**Contractor's Representative and Key Personnel Schedule**

Tenderers should provide the names and details of the suitably qualified Contractor's Representative and Key Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate.

**Contractor' Representative and Key Personnel**

<b>1.</b>	<b>Contractor's Representative</b>	
		<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
		<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
		<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
<b>2.</b>	_____ ]	
		<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
		<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
<b>3.</b>	_____ ]	
		<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
		<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
<b>4.</b>	_____ ]	
		<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
		<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
		<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
<b>5.</b>	_____ nsert title]	
		<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
		<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>

**2. FORM PER - 2:**

Resume and Declaration - Contractor's Representative and Key Personnel.

Name of Tenderer		
Position[#1]: <i>title of position from Form PER-1</i>		
Personnel information	Name:	Date of birth:
	Address:	E-mail:
	IS:	
	Language proficiency: <i>[language and levels of speaking, reading and writing skills]</i>	
Details	Address of Procuring Entity:	
	Telephone:	Contact (manager / personnel officer):
	Fax:	
	Jobtitle:	Years with present Procuring Entity:

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

Project	Role	Duration of involvement	Relevant experience
<i>[main project details]</i>	<i>[role and responsibilities on the project]</i>	<i>[time in role]</i>	<i>[describe the experience relevant to this position]</i>

**Declaration**

I, the undersigned *[insert either "Contractor's Representative" or "Key Personnel" as applicable]*, certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Tender:

Commitment	Details
Commitment to duration of contract:	<i>[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]</i>
Time commitment:	

I understand that any misrepresentation or omission in this Form may:

- a) be taken into consideration during Tender evaluation;
- b) result in my disqualification from participating in the Tender;
- c) result in my dismissal from the contract.

Name of Contractor's Representative or Key  
Personnel: *[insert name]*Signature

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Date: (day month year):

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Counter signature of authorized  
representative of the Tenderer:  
Signature:

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Date: (day month year):

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### 3. 3.2.2. Technical Evaluation Criteria

Evaluation Criteria Number 8.

Bidders may submit Projects outside Kenya as proof of reference sites. **Projects outside Kenya shall be awarded 1 mark each.**

### 4. 3.2.3. Financial Evaluation Criteria

We have **deleted requirement number (ii)** that reads ii. Duly filled Priced Bill of Quantities in the format contained in this bid document.

Therefore, the Financial Criteria shall read;

#### **3.2.3. Financial Evaluation Criteria**

- i. Duly completed and signed Form of Tender in the format contained in this bid document
- ii. **Walk-in Parking.** The revenue generated by KICC from Walk-in Parking per day currently is Kshs 215,000 from 160 Parking slots. The bidder must demonstrate that they will surrender at least Kshs 215,000 daily to KICC. The highest offer will be considered.
- iii. **Tower viewing.** The revenue generated by KICC from Tower Viewing is currently Kshs 156,000 per day. The bidder must demonstrate that they will surrender at least Kshs 156,000 (Kenya Shillings One Hundred and Fifty-Six Thousand only) daily to KICC. The highest offer will be considered.
- iv. **Leased Parking.** The revenue generated by KICC from Leased Parking is Kshs 196,000,000 (Kenya Shillings One Hundred and Ninety-Six Million Only) per annum. The Co-operation will pay an a maximum 10% of the per annum Revenue Generated as administration fee of the Leased parking. The Bidder with the lowest percentage of the administrative fee, would rank the highest.
- v. **Revenue Sharing Model.** Propose a revenue sharing model. The model shall apply to revenues over and above the minimum reserved revenues as indicated in the tender document.
- vi. Arithmetic errors will be considered as a major deviation and will lead to the disqualification of the bidder.

**NOTE:** KICC shall continue to manage the Lease Agreements that are already in place any future such lease agreements and the successful bidder shall run the operations of the parking under lease.

The financial evaluation will be based on the **Highest Evaluated price.**

## 5. SECTION IV – TENDERING FORMS

We since **corrected the spelling mistakes** and the date of submission that appeared in the Form Tender, and therefore the Form of Tender shall read as below;

### FORM OF TENDER

(Amended and issued pursuant to PPRA Circular No. 02/2022)

#### *INSTRUCTIONS TO TENDERERS*

- i) *The Tenderer must prepare this Form of Tender on stationery with its letter head clearly showing the Tenderer's complete name and business address.*
- ii) *All italicized text is to help Tenderer in preparing this form.*
- iii) *Tenderer must complete and sign and TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE, CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION OF THE TENDERER, all attached to this Form of Tender.*
- iv) *The Form of Tender shall include the following Forms duly completed and signed by the Tenderer.*
  - *Tenderer's Eligibility- Confidential Business Questionnaire*
  - *Certificate of Independent Tender Determination*
  - *Self-Declaration of the Tenderer*

**Date of this Tender submission: 3<sup>rd</sup> February, 2025**

**Tender Name and Identification: TENDER NO: KICC/09/2024-2026 TENDER FOR SUPPLY, INSTALLATION, COMMISSIONING, OPERATION AND MAINTENANCE OF AN AUTOMATED VEHICLE AND PEOPLE ACCESS CONTROL, TICKETING AND REVENUE COLLECTION AND SHARING MODEL at the following rates**

<b>Item</b>	<b>Minimum acceptable Guaranteed Minimum per annum (KSHS)</b>	<b>Proposed guarantee minimum per annum</b>
<b>Walk-in Parking.</b>	The revenue generated by KICC from Walk-in Parking per day currently is Kshs 215,000 from 160 Parking slots. Thus <b>Kshs 78,475,000</b> per annum.	
<b>Tower viewing.</b>	The revenue generated by KICC from Tower Viewing is currently Kshs 156,000 per day.	

	Thus <b>Kshs 56,940,000</b> per annum	
<b>Leased Parking.</b>	The revenue generated by KICC from Theed Parking is Kshs 196,000,000 (Kenya Shillings One Hundred and Ninety-Six Million Only). The Co-operation will pay an administration fee of a maximum 10% of the Leased parking annual revenue realized.	
<b>Revenue Sharing Model.</b>	Propose a revenue sharing model. The model shall apply to revenues over and above the minimum reserved.	

**Alternative No.:** *N/A.*

**To:** **Kenyatta International Convention Centre**

**No reservations:** We have examined and have no reservations to the Tendering document, including Addenda issued in accordance with Instructions to tenderers (ITT 7);

- a) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT 3;
- b) **Tender/Proposal- Securing Declaration:**  
We have not been debarred by the Corporation based on execution of a Tender-Securing Declaration or Tender Securing Declaration in Kenya in accordance with ITT 3.7;
- c) **Performance Security:** If our Tender is accepted, we commit to obtain a performance security in accordance with the Tendering document;
- d) **Conformity:** We offer to the in conformity with the Tendering Document and in accordance with the the periods, the The items specified in the Schedule below:  
  
*[insert completed LIST OF THE ITEMS AND PRICES]*
- e) **Tender Price:** The total price of our Tender, excluding any discounts offered in item (f) below is:  
  
**Option 1**, in case of one lot: Total price is: .....*[insert the total price of the Tender in words and figures, indicating the various amounts and the respective currencies]*;  
  
or  
**Option 2**, in case of lots: (a) Total price of each lot *[insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies]*; and (b) Total price of all lots (sum of all lots) *[insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies]*;
- f) **Discounts:** The discounts offered and the methodology for their application are:



- i) The discounts offered are: *[Specify in detail each discount offered.]*
- ii) The exact method of calculations to determine the net price after application of discounts are shown below:  
*[Specify in detail the method that shall be used to apply the discounts];*
  
- g) **Tender Validity Period:** Our Tender shall be valid for the period specified in TDS 17.1 (as amended, if applicable) from the date fixed for the Tender submission deadline specified in TDS 21.1 (as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- h) **Performance Security:** If our Tender is accepted, we commit to obtain a performance security in accordance with the Tendering document;
- i) **Suspension and Debarment:** We, along with any of our subcontractors, Contractors, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Procuring Entity. Further, we are not ineligible under the Kenya laws or official regulations or pursuant to a decision of the United Nations Security Council;
- j) **State-owned enterprise or institution:** *[select the appropriate option and delete the other] [We are not a state- owned enterprise or institution]/ [We are a state-owned enterprise or institution but meet the requirements of ITT 3.8];*
- k) **Commissions, gratuities, fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity].*

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate “none.”)

- l) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- m) **Procuring Entity Not Bound to Accept:** We understand that you are not bound to accept the Highest evaluated cost Tender, the Most Advantageous Tender or any other Tender that you may receive; and
- n) **Fraud and Corruption:** We here by certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
- o) **Collusive practices:** We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent Tender Determination” attached below.

- (q) **Code of Ethical Conduct:** We undertake to adhere by the Code of Ethical Conduct for Persons Participating in Public Procurement and Asset Disposal Activities in Kenya, copy available from [www.pppra.go.ke](http://www.pppra.go.ke) during the procurement process and the execution of any resulting contract.
- (q) **Beneficial Ownership Information:** We commit to provide to the procuring entity the Beneficial Ownership Information in conformity with the Beneficial Ownership Disclosure Form upon receipt of notification of intention to enter into a contract in the event we are the successful tenderer in this subject procurement proceeding.
- (f) We, the Tenderer, have completed fully and signed the following Forms as part of our Tender:
- i) Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.
  - ii) Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.
  - iii) Self-Declaration of the Tenderer–to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
  - iv) Declaration and commitment to the code of ethics for Persons Participating in Public Procurement and Asset Disposal Activities in Kenya,

Further, we confirm that we have read and understood the full content and scope of fraud and corruption as informed in

“**Appendix 1- Fraud and Corruption**” attached to the Form of Tender.

**Name of the tenderer:** *\*[insert complete name of the tenderer]*

**Name of the person duly authorized to sign the Tender on behalf of the tenderer:** *\*\* [insert complete name of person duly authorized to sign the Tender]*

**Title of the person signing the Tender:** *[insert complete title of the person signing the*

*Tender]* **Signature of the person named above:** *[insert signature of person whose name*

*and capacity are shown above]* **Date signed** *[insert date of signing]* **day of** *[insert month],*

*[insert year]*

\*: In the case of the Tender submitted by a Joint Venture specify the name of the Joint Venture as tenderer.

\*\* : Person signing the Tender shall have the power of attorney given by the tenderer. The power of attorney shall be attached with the Tender Schedules.

**N/B: All other details remain the same.**