



KENYA TOURISM BOARD

**REQUEST FOR PROPOSAL (RFP) FOR THE
PROVISION OF CAR AND MORTGAGE SCHEMES
MANAGEMENT SERVICES FOR
KENYA TOURISM BOARD STAFF**

KTB TENDER NO: KTB/T/002/2018-2019

**CLOSING DATE: WEDNESDAY 28TH NOVEMBER, 2018 AT 12.00 NOON KENYA
LOCAL TIME**

Kenya Tourism Board
P.O. Box 30630 – 00100, Nairobi, Kenya **Tel:** (020) 2711 262/2749 000
Website: www.ktb.go.ke

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SECTION I - LETTER OF INVITATION

Date: Monday 12th November, 2018

Dear Sir/Madam,

NOTICE OF OPEN TENDER

KTB TENDER NO; KTB/T/002/2018-2019 -REQUEST FOR PROPOSAL (RFP) FOR PROVISION OF CAR AND MORTGAGE SCHEMES MANAGEMENT SERVICES FOR KENYA TOURISM BOARD STAFF

Kenya Tourism Board (KTB) is a body corporate established as a State Corporation under the Legal Notice No. 14 and is now enshrined in the Tourism Act No. 28 of 2011 charged with the statutory mandate of promoting and marketing Kenya as a tourist destination locally and internationally.

Kenya Tourism Board (KTB) requests sealed tenders from interested eligible candidates for the provision of the following services:

TENDER NO.	TENDER DESCRIPTION	TENDER BID BOND
KTB/T/002/2016-2017	Tender for Provision of Car and Mortgage schemes Management services	Kshs 250,000.00

The detailed scope of service and TORs are provided in the bid document.

A complete set of tender documents may be obtained by interested candidates from the procurement office, during working hours, i.e. Monday to Friday between 8.00 a.m. – 1.00 p.m. and 2.00 p.m. – 5.00 p.m. **w.e.f Wednesday 14th November 2018** upon payment of a non-refundable fee of **Kshs. 1,000.00** per set of documents payable at the cashier's office located on 7th floor Kenya Re Towers, Off Ragati road Upper Hill either in form of cash or Bankers Cheque.

Eligible bidders can also view/obtain/download the above Tender document from our destination website www.magicalkenya.com/tenders , www.ktb.go.ke/tenders , IFMIS website www.supplier.treasury.go.ke **free of charge.**

For those who physically pick the tender document from the procurement office must attach evidence of payment to the technical proposal

Submit the original and copy of the **TECHNICAL PROPOSAL** in sealed envelopes indicating the Tender Number and clearly marked **TECHNICAL PROPOSAL** and the original and copies of **FINANCIAL PROPOSAL** clearly marked **FINANCIAL PROPOSAL** and a warning **DO NOT OPEN WITH THE TECHNICAL PROPOSAL**. Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall clearly be marked **DO NOT OPEN EXCEPT IN THE PRESENCE OF THE OPENING COMMITTEE** and addressed to:

**CHIEF EXECUTIVE OFFICER
KENYA TOURISM BOARD
P.O. BOX 30630-00100
NAIROBI**

Proposals received on email or fax will not be accepted.

The Proposal documents shall be received **on or before 28th November, 2018 at 12.00 noon** and deposited in the tender box located on 7th floor Kenya Re Towers, off Ragati Road, Upper Hill.

Opening of the tenders will take place immediately thereafter in the Boardroom on 8th floor in the presence of bidders who wish to attend.

CHIEF EXECUTIVE OFFICER

SECTION II - INFORMATION TO CONSULTANTS

2.1 Introduction

- 2.1.1 KTB will select a firm among those invited to submit a proposal, in accordance with the method of selection detailed in the appendix. The method of selection shall be as indicted by KTB in the appendix.
- 2.1.2 Bidders are invited to submit a Technical and a Financial Proposal for the provision of Car and Mortgage schemes management services for Kenya Tourism Board staff under the **Salaries and Remuneration Commission Circular on Car Loan and Mortgage Schemes for State Officers and Other Public Officers of Government of Kenya of Guidelines Ref. SRC/ADM/CIR/1/13 Vol.III (128) dated 17th December, 2014** as specified in the terms of reference (TORs). The highest ranked firm on the combined technical and financial scores on the proposals shall be invited to negotiate a contract. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected firm.
- 2.1.3 The bidder must familiarize themselves with local conditions and take into account in preparing their proposals. To obtain first-hand information on the assignment and on the local conditions, bidders are encouraged to liaise with KTB regarding any information that they may require before submitting a proposal by seeking a clarification in writing to procurement@ktb.go.ke
- 2.1.4 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including any visit to KTB are not reimbursable as a direct cost of the assignment; and (ii) KTB is not bound to accept any of the proposals submitted.
- 2.1.5 KTB employees, committee members, board members and their relatives (spouse and children) are not eligible to participate
- 2.1.6 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 KTB to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this invitation for tenders.

2.2 Clarification and amendment to the RFP documents

- 2.2.1 A bidder may request a clarification of the request for proposal document only up to seven [7] days before the proposal submission dateline. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile or electronic mail to procurement@ktb.go.ke. KTB will respond by electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultant who intend to submit proposals.
- 2.2.2 At any time before the submission of proposals, KTB may for any reason, whether at his own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex or facsimile to all bidders and will be binding on them. KTB may at his discretion extend the deadline for the submission of proposals.

2.3 Preparation of proposals

- 2.3.1 The proposal shall be written in English language
- 2.3.2 All pages of each proposal submitted shall be serialized and well bound

2.3.3 In preparing the Technical Proposal, bidders are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

2.3.4 While preparing the Technical Proposal, bidders must give particular attention to the following:

The successful financial institution will be responsible for;

- **Provision of the mortgage scheme management services for KTB Staff under the Salaries and Remuneration Commission Circular on Car Loan and Mortgage Schemes for State Officers and Other Public Officers of Government of Kenya of Guidelines Ref. SRC/ADM/CIR/1/13 Vol.III (128) dated 17th December, 2014**

The detailed responsibilities will include:

a) Mortgage Scheme

- 1) Administer the scheme on behalf of Office of the KTB
- 2) Appraise request and disburse loans to qualifying members of staff.
- 3) Pay the KTB returns on deposits.
- 4) Provide credit and loan evaluation services.
- 5) Provide valuation & legal services.
- 6) Remit quarterly reports on the status of the account.
- 7) Keep the joined title documents until the loan is fully repaid.
- 8) Ensure all the relevant insurances are in place, valid and in their custody.
- 9) Keep record of repayments and institute action to ensure full recovery in case of default.
- 10) Track repayment of loan for all beneficiaries to ensure the payments are up to date and advise KTB in case of default.
- 11) Revert the rates to market rates where KTB advises so in line with the policy.

b) Car Loan Scheme

- 1) Provide appraisal services.
- 2) Make payments to the sellers for positive appraisals.
- 3) Advise KTB on monthly repayments
- 4) Keep the log book and blank transfer form until the loan is fully repaid.
- 5) Advise on any defaults and institute measure to ensure full recoveries of the loan balance
- 6) Revert the rates to market rates where KTB advises so in line with the policy.

2.3.5 The Technical Proposal shall not include any financial information.

2.4 Financial Proposal

2.4.1 In preparing the Financial Proposal, bidders are expected to take into account the requirements and conditions outlined in the RFP document.

2.4.1 The fees shall be expressed in Kenya Shillings and include all applicable costs and taxes.

2.4.2 The Financial Proposal must remain valid for 120 days after the submission date. During this period the bidder is expected to keep available at his own cost any staff proposed for the assignment. KTB will make best efforts to complete negotiations within this period. If KTB wishes to extend the validity period of the proposals, the consultants who do not agree, have the right not to extend the validity of their proposals.

2.4.3 The financial proposal must comply with the law governing the profession of the firm.

2.5 Submission, Receipt and opening of proposals

2.5.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see para. 1.2) shall be prepared in indelible ink or typed. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorized to sign the proposals.

2.5.2 For each proposal, the consultant shall prepare a copy of the tender indicated in Appendix "a". Each Technical Proposal and Financial Proposal shall be marked "**ORIGINAL**" or "**COPY**" as appropriate. If there are any discrepancies between the original and the copy of the proposal, the original shall govern.

2.5.3 The original and copy of the technical proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL**" and the original and copy of the financial proposal in a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" and warning: "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**". Both envelopes shall bear the submission address and other information indicated in the Appendix "ITC" and be clearly marked, "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE**".

2.5.4 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Appendix "A". Any proposal received after the closing time for submission of proposals shall be returned to the respective bidder unopened.

2.5.5 After the deadline for submission of proposals, the technical proposal shall be opened immediately by the opening committee. The financial proposal shall remain sealed and deposited with a responsible officer of KTB department up to time for public opening of financial proposals.

2.5.6 If the outer envelope is not sealed and marked as required, the KTB will assume no responsibility for the tender's misplacement or premature opening.

2.5.7 After the deadline for submission of proposals, the technical proposal shall be opened immediately by the opening committee. The financial proposal shall remain sealed and deposited with a responsible officer of KTB department up to time for public opening of financial proposals.

2.6 Deadline for Submission of proposals

2.6.1 Tenders must be received by KTB at the address specified in the "Appendix" no later than **Wednesday 28th November, 2018 at 12.00 noon**

2.6.1 KTB may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents, in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will therefore be subject to the deadline as extended.

2.7 Evaluation of the Proposal (General)

- 2.7.1 From the time the proposals are opened to the time of the contract award, if any individual bidder wishes to contact the procuring entity on any matter relating to his/her proposal, he/ she should do so in writing at the address indicated in appendix A to bidders. Any effort by an bidder to influence the procuring entity's staff in the evaluation of proposals companion proposals or awards of contract may result in the rejection of the bidder's proposal.
- 2.7.2 The proposal evaluation committee shall have no access to the Financial Proposal, which in any case will remain sealed, until the technical evaluation is concluded or finalized.

2.8 Opening of Tenders

- 2.8.1 KTB will open all tenders in the presence of tenderers' representatives who choose to attend, at **12.00 noon on Wednesday 28th November, 2018** and in the location specified in appendix A.

The tenderers' representatives who are present shall sign a register evidencing their attendance.

- 2.8.2 The tenderers' names, tender modifications or withdrawals, tender prices, discounts and such other details as KTB, at its discretion, may consider appropriate, will be announced at the opening.
- 2.8.3 KTB will prepare minutes of the tender opening.

2.6 Evaluation of Technical Proposals

- 2.6.1 The evaluation committee appointed by KTB to evaluate the proposals shall carry out the evaluation of technical proposals following the criteria set out in the terms of reference.

The bids submitted shall be subjected to a three-stage evaluation process as shown below:

- a) Preliminary/Mandatory evaluation
- b) Technical evaluation
- c) Financial evaluation

A. PRELIMINARY/MANDATORY EVALUATION

Proposals will be evaluated on the basis of their responsiveness to mandatory requirements as listed here below;

NO.	ITEM DESCRIPTION	YES	NO
1.	Company profile		
2.	Valid tender security of Kshs 250,000 in form of a bank guarantee from a reputable bank.		
3.	Copy of valid tax compliance certificate		
4.	Valid License as a commercial bank, a mortgage finance Company or a non-bank financial institution		
5.	Evidence of Membership to the organization of banks or similar organization.		

6.	Serialization(Numbering) of all pages of the bid document.		
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Failure to submit any of the documents/information listed above will lead to automatic disqualification.

B. TECHNICAL EVALUATION

The criteria for evaluation and award to the Financial Institutions shall be based on the Institution's response, experience and competitiveness, broken down as:

Mortgage scheme for the staff—initial proposed amount is ksh 25M

Technical Evaluation	Criteria	Marks
TE. 1	Adherence to SRC's and KTB Requirements (to be based on detailed explanation of understanding of the requirements.) The bidder must declare all other costs associated with the scheme within the threshold as per the SRC guidelines <i>attached</i> . <i>Marks will be awarded in line on the following</i> <ul style="list-style-type: none"> • <i>Compliance to the proposed rates (10 marks)</i> • <i>Treatment of un-utilized (not borrowed by staff) funds (10 marks)</i> • <i>Treatment of costs of administering the scheme(10 marks)</i> 	30
TE. 2	Demonstrate experience of handling similar mortgage schemes- 10 schemes of a minimum amount of Kshs. 500m each (1.5marks per scheme) Five schemes of the above in public sector category (4 marks per scheme) <ul style="list-style-type: none"> • <i>Marks only be awarded with evidences attached (Copies of Contracts, LSO, award letters etc.).</i> 	15 20
TE. 3	Demonstrate distributions networks of service points for mortgage schemes in major towns/cities – (Nairobi, Mombasa/ coast region, Central Kenya, Nakuru, North Rift, Kisumu, Western Kenya, Eastern region). A schedule must be provided indicating specific locations, buildings and contacts.	10

TE. 4	<p>Fund Administration Team</p> <p>a) Customer Relationship Management Proposed staff – at least 1 Relationship/Account Manager for mortgage schemes. Qualification: Undergraduate degree and five (5) years’ experience. To attach respective CVs and copies of certificates. Marks will be awarded as follows: 5 Marks for the qualifications and 5 marks for their respective experience</p>	10
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	Proposed professional Team Members <i>At-least panel of Lawyers, Architects/ Property Valuers, at least two from the key related professionals.</i> Qualification: Undergraduate degree and five (5) years' experience. To attach respective CVs and copies of certificates. Marks will be awarded as follows: 5 Marks for the qualifications and 5 marks for their respective experience	10
TE. 5	Value Additions Suggestions to the Terms of Reference (ToR)	5
	Total	100
	Pass	70

Technical evaluation score pass mark is 70 to proceed to financial evaluation stage

2.6.2 Any proposal which will be examined and found not to comply with all the requirements for submission of the proposals will be declared non responsive. All the proposals found to have complied with all the requirements for submission of proposal shall be declared responsive by the evaluation committee

2.6.3 Each responsive proposal will be given a technical score (ST). Any technical proposal which fails to achieve the total minimum score indicated in the appendix to the information to tenderers shall be rejected at this stage and will not proceed to the next stage of evaluation. The respective financial proposal will be returned to the individual consultant unopened.

2.8 Opening and Evaluation of Financial Proposals

2.8.1 After completion of the evaluation of Technical proposals the procuring entity shall notify the individual consultants whose proposal did not meet the minimum technical score or were declared non responsive to the RFP and terms of reference. The notification will indicate that their financial proposals shall not be opened and will be returned to them un-opened after the completion of the selection process and contract award. At the same time, the procuring entity shall simultaneously notify the consultants who have secured the minimum technical score that they have passed the technical qualifications and inform them the date and time set by the procuring entity for opening their financial proposal. They will also be invited to attend the opening ceremony if they wish to do so.

2.8.2 The financial proposals shall be opened by the procuring entity in the presence of the individual consultants who choose to attend the opening. The name of the individual consultant, the technical score and the proposed fees shall be read out aloud and recorded. The evaluation committee shall prepare minutes of the opening of the financial proposals.

2.8.3 The formulae for determining the financial score (SF) unless an alternative formula is indicated in the appendix to the information to tenderers shall be as follows:

$SF = 100 \times fm/f$ where
SF is the financial score
Fm is the lowest fees quoted and
F is the fees of the proposal under consideration.

The lowest fees quoted will be allocated the maximum score of 100

2.8.4 The individual consultants proposals will be ranked according to their combined technical score (ST) and financial score (SF) using the weights indicated in the appendix to the instructions to consultants. Unless otherwise stated in the appendix to the instructions to consultants the formulae for the combined scores shall be as follows;

$S = ST \times T\% + SF \times P\%$

Where

S, is the total combined scores of technical and financial scores

St is the technical score

Sf is the financial score

T is the weight given to the technical proposal and P is the weight given to the financial proposal

Note P + T will be equal to 100%

The weights given to the Technical Score (T) and Financial Score (F) Proposals are:

T = 0.80

F = 0.20

The individual consultant achieving the highest combined technical and financial score will be invited for negotiations.

2.9 Negotiations

2.9.1 Negotiations will be held at the same address indicated in the appendix to the information to consultants. The purpose of the negotiations is for the procuring entity and the individual consultant to reach agreements on all points regarding the assignment and sign a contract.

2.9.2 The negotiations will include a discussion on the technical proposals, the proposed methodology and work plan, staff, quoted price and any suggestions made by the individual consultant to improve the Terms of reference. The agreed work plan and Terms of reference will be incorporated in the description of the service or assignment and form part of the contract.

2.9.3 The negotiations will be concluded with a review of the draft contract. If negotiations fail, the procuring entity will invite the individual consultant whose proposal achieved the second highest score to negotiate a contract.

2.10 Award of Contract

2.10.1 The contract will be awarded before commencement of negotiations. After negotiations are completed KTB will promptly notify the other individual consultants that they were unsuccessful and return the financial proposals of the individual consultants who did not pass technical evaluation.

2.10.2 The selected individual consultant is expected to commence the assignment on the date indicated in the appendix to the information to consultants or any other date agreed with the procuring entity.

2.10.3 The successful Consultant shall be required to submit a Performance Bond equivalent to 10% of the contract price (sum) or in a form acceptable to KTB.

2.10.4 Only the consultants approved by KTB who were forward together with the tender shall carry out the assignment and any substitution shall be submitted to KTB for approval.

2.10.5 Any person who enters into a contract resulting from this procurement shall not enter into any other subsequent contract for the procurement of goods, works or services related to the original contract.

2.11 Confidentiality

2.11.1 Information relating to evaluation of proposals and recommendations of contract award shall not be disclosed to the individual consultants who submitted the proposal or to other persons not officially concerned with the process, until the winning individual consultant has been notified that he/she has been awarded the contract.

2.12 Corrupt or fraudulent practices

2.12.1 The procuring entity requires that the consultants observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment. The tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

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

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

APPENDIX "A"

Clause Reference

2.1.1 The name of the Client is: **KENYA TOURSIM BOARD
P.O. BOX 30630 – 00100
NAIROBI.
Tel. 2711 262 / 2749 000**

The method of selection is: **Quality Cost Based Selection (QCBS).**

2.1.2 Technical and Financial Proposals shall be prepared separately

The name, objectives, and description of the assignment are:

Name of the assignment:

Request for proposal for the Provision of Car and Mortgage schemes management services for KTB staff

Description and objectives of the assignment:

2.5.2 Number of Copies required shall be ONE **(1)** for each (Technical and Financial proposal) i.e. an **"original" and a "copy"**.

2.5.4 The proposal submission address is:

**Chief Executive Officer
Kenya Tourism Board
P.O. Box 30630
NAIROBI**

The outer envelope shall indicate **Ref. Number: - Tender No. KTB/T/002/2018-2019**

And should be deposited in the Tender Box situated on the 7th floor, **on or before
Wednesday 28th November, 2018 at 12.00 noon Kenyan Local Time**

SECTION III- TERMS OF REFERENCE (TOR)

TERMS OF REFERENCE FOR THE PROVISION OF CAR AND MORTGAGE

SCHEMES MANAGEMENT FOR KENYA TOURISM BOARD STAFF

SCOPE OF SERVICES

The successful financial institution will be responsible for;

- **Provision of the mortgage scheme management services for KTB Staff under the Salaries and Remuneration Commission Circular on Car Loan and Mortgage Schemes for State Officers and Other Public Officers of Government of Kenya of Guidelines Ref. SRC/ADM/CIR/1/13 Vol. III (128) dated 17th December, 2014**

The detailed responsibilities will include:

Mortgage Scheme

- 1) Administer the scheme on behalf of Office of the KTB
- 2) Appraise request and disburse loans to qualifying members of staff.
- 3) Pay the KTB returns on deposits.
- 4) Provide credit and loan evaluation services.
- 5) Provide valuation & legal services.
- 6) Remit quarterly reports on the status of the account.
- 7) Keep the joined title documents until the loan is fully repaid.
- 8) Ensure all the relevant insurances are in place, valid and in their custody.
- 9) Keep record of repayments and institute action to ensure full recovery in case of default.
- 10) Track repayment of loan for all beneficiaries to ensure the payments are up to date and advise KTB in case of default.
- 11) Revert the rates to market rates where KTB advises so in line with the policy.

Car Loan Scheme

- 1) Make payments to the sellers for positive appraisals.
- 2) Advise KTB on monthly repayments
- 3) Keep the log book and blank transfer form until the loan is fully repaid.
- 4) Advise on any defaults and institute measure to ensure full recoveries of the loan balance
- 5) Revert the rates to market rates where KTB advises so in line with the policy.

Notes on the Preparation of Technical Proposal

The technical proposal shall be prepared and submitted by the consultants.
It shall contain the following: -

- (a) Submission letter
- (b) Particulars of the consultant including Curriculum vitae (CV)
- (c) Comments and suggestions of the consultant on the terms of reference, personnel, facility and other requirements to be provided by the procuring entity.
- (d) Description of the methodology and work plan for performing the assignment
- (e) Any proposed staff to assist in the assignment
- (f) Consultancy services activities & times schedule.

(To be prepared by the consultant as appropriate)

1. TECHNICAL PROPOSAL SUBMISSION FORM

[_____ *Date*]

To:

**Chief Executive Officer
Kenya Tourism Board
P.O Box 30630 – 00100
Nairobi.**

Dear Sir

We, the undersigned, offer to provide Car and Mortgage schemes management services - **Tender No.....** in accordance with your Request for Proposal dated and our Proposal.

We are hereby submitting our Proposal, which includes this Technical Proposal, [and a Financial Proposal sealed under a separate envelope].

We understand you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

_____ ***[Authorized Signature]:***

_____ ***[Name and Title of Signatory]:***

_____ ***[Name of Firm]:***

_____ ***[Address]:***

2. FIRM'S REFERENCES

**Relevant Services Carried Out in the Last Five Years
That Best Illustrate Qualifications**

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

Assignment Name:		Country
Location within Country:		Professional Staff provided by Your Firm/Entity(profiles):
Name of Client:		Clients contact person for the assignment.
Address:		No of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date(Month/Year):	Approx. Value of Services (USD.)
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: _____

Name and title of signatory; _____

3. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT.

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.

4. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

5. TEAM COMPOSITION AND TASK ASSIGNMENTS

List of personnel (submit as appendix B)

1. Technical/Professional Staff

Name	Position	Task

2. Support Staff

Name	Position	Task

6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position:

Name of Firm:

Name of Staff:

Profession:

Date of Birth:

Years with Firm: _____ **Nationality:** _____

Membership in Professional Societies:

Detailed Tasks Assigned:

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

Date: _____

[Signature of staff member]

Date; _____

[Signature of authorised representative of the firm]

Full name of staff member:

Full name of authorized representative:

7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Days (in the Form of a Bar Chart)

Name	Position	Reports Due/ Activities	1	2	3	4	5	6	7	8	9	10	11	12	Number of Days

Reports Due: _____

Activities Duration: _____

Signature: _____
(Authorized representative)

Full Name: _____

Title: _____

Address: _____

8. ACTIVITY (WORK) SCHEDULE

(a). Field Investigation and Study Items

[*1st, 2nd, etc, are* Description of Actual Services Provided by Your Staff:] Narrative Description of project: **Days from the start of assignment)**

	1 st	2 ⁿ	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	etc
Activity (Work)													

(b). Consultant's Reporting Obligations (submit as appendix C)

Completion and Submission of Reports

Reports	Date
1. Inception Report	
2. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

SECTION V - FINANCIAL PROPOSAL (FP)

Notes on the Preparation Financial Proposal

In preparing the financial proposal, the individual consultants are expected to take into account the time required to complete the assignment as outlined in the Tender Document.

The financial proposal shall be in Kenya Shillings or any other currency allowed in the Request for Proposal document. It shall include a monthly fee/remuneration.

The financial proposal should also include details of all applicable taxes.

Below are the standard formats to be used in the financial proposal

1. Financial proposal submission Form
2. Summary of costs
3. Breakdown of price/per activity
4. Breakdown of remuneration per activity

1. FINANCIAL PROPOSAL SUBMISSION FORM

_____ [Date]

To:
Chief Executive Officer
Kenya Tourism Board
P.O Box 30630 – 00100
Nairobi.

Dear Sir

We, the undersigned, offer to provide **Car and Mortgage Schemes management services for KTB staff in** accordance with your Request for Proposal dated and our Proposal.

Our attached Financial Proposal is for the sum of
(_____
_____) [Amount in words and figures] inclusive of taxes and shall remain valid for 120 days from the opening date of the proposals.

We remain,

Yours sincerely,

_____ [Authorized Signature]:

_____ [Name and Title of Signatory]:

_____ [Name of Firm]

_____ [Address]

2. SUMMARY OF COSTS

Costs	Currency(ies)	Amount(s)
Subtotal		
Taxes		_____
Total Amount of Financial Proposal		

Note: Please indicate the terms of payment

3. BREAKDOWN OF PRICE PER ACTIVITY (PER MONTH)

Activity No.: _____	Description: _____
Price Component	Amount(s)
Remuneration/Monthly fee Reimbursables (if applicable) Miscellaneous Expenses (if applicable) Subtotal	_____

4. BREAKDOWN OF REMUNERATION PER ACTIVITY (PER MONTH)

Activity No. _____		Name: _____		
Names	Position	Input (Staff months, days or hours as appropriate)	Remuneration	Amount
Regular staff				
(i)				
(ii)				
Consultants				
Grand Total				

SECTION VI - STANDARD CONTRACT FORM

**CONTRACT FOR PROVISION OF CAR AND
MORTGAGE SCHEMES MANAGEMENT
SERVICES**

(Lump-Sum Payments)

between

[name of the Client]

AND

[name of the Consultant]

Dated: _____

The contract form shall be completed by KTB after the award of the contract and negotiation of the contract. It will be signed by both parties pursuant to the information to Consultants Clause 2.9 & 2.10

**STANDARD CONTRACT FORM (SAMPLE)
(Lump-sum payments)**

This Agreement, [hereinafter called "the Contract"] is entered into this _____ [insert starting date of assignment], by and between _____ [insert Client's name] of [or whose registered office is situated at] _____ [insert Client's address] (hereinafter called the "the Client") of the one part **AND** _____ [insert Consultants name] of [or whose registered office is situated at] _____ [insert Consultants address] (hereinafter called "the Consultant") of the other part.

WHEREAS the Client wishes to have the Consultant perform the services [hereinafter referred to as "the Services", and

WHEREAS the Consultant is willing to perform the said Services,

NOW THEREFORE THE PARTIES hereby agree as follows: -

1. **Services** (i) The Consultant shall perform the Services specified in Appendix A, "Terms of Reference and Scope of Service, "which is made an integral part of this Contract.

 (ii) The Consultant shall provide the personnel listed Appendix B, "Consultant's Personnel," to perform the Services.

 (iii) The Consultant shall submit to the Client the reports in the form and within the time periods specified in Appendix C, "Consultant's Reporting Obligations."

2. **Term** The Consultant shall perform the Services during the period commencing on _____ [insert starting date] and through to _____ [insert completion date], or any other period(s) as may be subsequently agreed by the parties in writing.

3. **Payment**
 - A. **Ceiling**

For services rendered pursuant to Appendix A, the Client shall pay the Consultant an amount not to exceed _____ [insert amount]. This amount has been established based on the understanding that it includes all the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.

B. Schedule of Payments

The Schedule of payments is specified below (Modify in order to reflect the output required as described in Appendix C.)

Kshs. _____ Upon the Client's receipt of the Draft Report, acceptable to the Client; and

Kshs. _____ upon the Client's receipt of the Final Report, acceptable to the Client.

Kshs. _____ Total

C. Payment Conditions

Payment shall be made in Kenya Shillings or USD. unless otherwise specified not later than thirty (30) days following submission by the Consultant of invoices in duplicate to the Coordinator designated in Clause 4 here below. If the Client has delayed payments beyond thirty (30) days after the due date hereof, simple interest shall be paid to the Consultant for each day of delay at a rate three Percentage points above the prevailing Central Bank of Kenya's average rate for base lending.

4. Project Administration

A. Coordinator

The Client designates _____ [insert name] as Client's Coordinator; the

Coordinator will be responsible for the Coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables, by the Client and for receiving and approving invoices for payment.

B. Reports

The reports listed in Appendix C, "Consultant's Reporting Obligations," shall be submitted in the Course of the assignment and will constitute the basis for the payments to be made under paragraph 3.

- 5. Performance Standards** The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employee assigned under this Contract that the Client considers unsatisfactory.
- 6. Confidentiality** The Consultant shall not, during the term of this Contract and within two years after its expiration disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.
- 7. Ownership of Material** Any studies report or other material, graphic, software or otherwise prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such material.
- 8. Consultant Not to be Engaged in certain Activities** The Consultant agrees that during the term of this Contract and after its termination the Consultant and any entity affiliated with the Consultant shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.
- 9. Insurance** The Consultant will be responsible for taking out any appropriate insurance coverage.
- 10. Assignment** The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.
- 11. Law Governing Contract and Language** The Contract shall be governed by the laws of Kenya and the Language of the Contract shall be English language.
- 12. Dispute Resolution** Any dispute arising out of the Contract which is not resolved by the parties within 30 days of the date of the dispute shall be referred to arbitration in accordance with the Arbitration Act of Kenya.

Parties shall be referred by either party to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the Chairman of the Chartered Institute of Arbitrators, Kenya Branch, on the request of the applying party.

For the Client

For the Consultant

Full Name.....

Full name.....

Title.....

Title.....

Signature.....

Signature.....

Date..... Date.....

II. GENERAL CONDITIONS OF CONTRACT

1. GENERAL PROVISIONS

1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract shall have the following meanings:

- (a) "Applicable Law" means the laws and any other instruments having the force of law in the Republic of Kenya as they may be issued and in force from time to time;
- (b) "Contract" means the Contract signed by the Parties, to which these General Conditions of Contract (GC) are attached together with all the documents listed in Clause 1 of such signed Contract;
- (c) "Contract Price" means the price to be paid for the performance of the Services in accordance with Clause 6 herebelow;
- (d) "Foreign Currency" means any currency other than the Kenya Shilling;
- (e) "GC" means these General Conditions of Contract;
- (f) "Government" means the Government of the Republic of Kenya;
- (g) "Local Currency" means the Kenya Shilling;
- (h) "Member", in case the Consultant consists of a joint venture of more than one entity, means any of these entities; "Members" means all these entities, and "Member in Charge" means the entity specified in the SC to act on their behalf in exercising all the Consultant's rights and obligations towards the Client under this Contract;
- (i) "Party" means the Client or the Consultant, as the case may be and "Parties" means both of them;
- (j) "Personnel" means persons hired by the Consultant or by any Subconsultant as employees and assigned to the performance of the Services or any part thereof;
- (k) "SC" means the Special Conditions of Contract by which the GC may be amended or supplemented;

- (l) "Services" means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix A; and
- (m) "Sub consultant" means any entity to which the Consultant subcontracts any part of the Services in accordance with the provisions of Clauses 3 and 4.

1.2 Law Governing the Contract

1.3 This Contract, its meaning and interpretation and the relationship between the Parties shall be governed by the Laws of Kenya.

1.4 Language

This Contract has been executed in English language which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

1.5 Notices

Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed or when sent by registered mail, telex, telegram or facsimile to such Party at the address specified in the SC.

1.6 Location

The Services shall be performed at such locations as are specified in Appendix A and, where the location of a particular task is not so specified, at such locations, whether in the Republic of Kenya or elsewhere, as the Client may approve.

1.7 Authorized Representatives

Any action required or permitted to be taken and any document required or permitted to be executed under this Contract by the Client or the Consultant may be taken or executed by the officials specified in the SC.

1.8 Taxes and Duties

The Consultant, Sub consultant[s] and their personnel shall pay such taxes, duties, fees and other impositions as may be levied under the Laws of Kenya, the amount of which is deemed to have been included in the Contract Price.

2 COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

2.1 Effectiveness of Contract

This Contract shall come into effect on the date the Contract is signed by both Parties or such other later date as may be stated in the SC.

2.2 Commencement of Services

The Consultant shall begin carrying out the Services thirty (30) days after the date the Contract becomes effective or at such other date as may be specified in the SC.

2.3 Expiration of Contract

Unless terminated earlier pursuant to Clause 2.6, this Contract shall terminate at the end of such time period, after the Effective Date, as is specified in the SC.

2.4 Modification

Modification of the terms and Conditions of this Contract, including any modification of the scope of the Services or the Contract Price, may only be made by written agreement between the Parties.

2.5 Force Majeure

2.5.1 Definition

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

2.5.2 No Breach of contract

The failure of a Party to fulfill any of its obligations under the Contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

2.5.3 Extension of Time

Any period within which a Party shall, pursuant to this Contract complete any action or task shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

2.5.4 Payments

During the period of his inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by him during such period for the purposes of the Services and in reactivating the Service after the end of such period.

2.6 Termination

2.6.1 By the Client

The Client may terminate this Contract by not less than thirty (30) days' written notice of termination to the Consultant, to be given after the occurrence of any of the events specified in this Clause;

- (a) if the Consultant does not remedy a failure in the performance of his obligations under the Contract within thirty (30) days after being notified or within any further period as the Client may have subsequently approved in writing;
- (b) if the Consultant becomes insolvent or bankrupt;
- (c) if, as a result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- (d) if the Consultant, in the judgment of the Client, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause;

"corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or in Contract execution.

"fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of Contract to the detriment of the Client, and includes collusive practice among consultants (prior to or after submission of proposals) designed to establish prices at artificial non-competitive levels and to deprive the Client of the benefits of free and open competition.

- (e) if the Client in his sole discretion decides to terminate this Contract.

2.6.2 By the Consultant

The Consultant may terminate this Contract by not less than thirty (30) days' written notice to the Client, such notice to be given after the occurrence of any of the following events;

- (a) if the Client fails to pay any monies due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clause 7 within sixty (60) days after receiving written notice from the Consultant that such payment is overdue; or

- (b) if, as a result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

2.6.3 Payment upon termination

Upon termination of this Contract pursuant to Clauses 2.6.1 or 2.6.2, the Client shall make the following payments to the Consultant:

- (a) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;
- (b) except in the case of termination pursuant to paragraphs (a) and (b) of Clause 2.6.1, reimbursement of any reasonable costs incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents

3 OBLIGATIONS OF THE CONSULTANT

3.1 General

The Consultant shall perform the Services and carry out his obligations with all due diligence, efficiency and economy in accordance with generally accepted professional techniques and practices and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the Client and shall at all times support and safeguard the Client's legitimate interests in any dealing with Sub consultants or third parties.

3.2 Conflict of Interests

3.2.1 Consultant not to benefit from commissions, discounts, etc

- (i) The remuneration of the Consultant pursuant to Clause 6 shall constitute the Consultant's sole remuneration in connection with this Contract or the Services and the Consultant shall not accept for his own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of his obligations under the Contract and the Consultant shall use his best efforts to ensure that his personnel, any sub consultant[s] and agents of either of them similarly shall not receive any such additional remuneration.
- (ii) For a period of two years after the expiration of this Contract, the Consultant shall not engage and shall cause his personnel as well as his sub consultant[s] and his/their personnel not to engage in the activity of a purchaser (directly or indirectly) of the assets on which he advised the Client on this Contract nor shall he engage in the activity of an adviser (directly or indirectly) of potential purchasers of such assets.

(iii) Where the Consultant as part of the Services has the responsibility of advising the Client on the procurement of goods, works or services, the Consultant will comply with any applicable procurement guidelines and shall at all times exercise such responsibility in the best interest of the Client. Any discounts or commissions obtained by the Consultant in the exercise of such procurement shall be for the account of the Client.

3.2.2 Consultant and Affiliates not to be interested in project

The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and his affiliates, as well as any Subconsultant and any of his affiliates, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

3.2.3 Prohibition of Consulting Activities

Neither the Consultant nor his subconsultant[s] nor their personnel shall engage, either directly or indirectly in any of the following activities:

- (a) during the term of this Contract, any business or professional activities in the Republic of Kenya which would conflict with the activities assigned to them under this Contract; or
- (b) after the termination of this Contract, such other activities as may be specified in the SC.

3.3 Confidentiality

The Consultant, his subconsultant[s] and the personnel of either of them shall not, either during the term of this Contract or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

3.4 Insurance to be Taken Out by the Consultant

The Consultant (a) shall take out and maintain and shall cause any subconsultant[s] to take out and maintain, at his (or the subconsultants', as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks and for the coverage, as shall be specified in the SC; and (b) at the Client's request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums have been paid.

3.5 Consultant's Actions Requiring Client's Prior Approval

The Consultant shall obtain the Client's prior approval in writing before taking any of the following actions;

- (a) entering into a subcontract for the performance of any part of the Services,
- (b) appointing such members of the personnel not listed by name in Appendix C ("Key Personnel and Subconsultants").

3.6 Reporting Obligations

The Consultants shall submit to the Client the reports and documents specified in Appendix A in the form, in the numbers, and within the periods set forth in the said Appendix.

3.7 Documents prepared by the consultant to be the property of the client

All plans, drawings, specifications, designs, reports and other documents and software submitted by the Consultant in accordance with Clause 3.6 shall become and remain the property of the Client and the Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Client together with a detailed inventory thereof. The Consultant may retain a copy of such documents and software. Neither Party shall use these documents for purposes unrelated to this Contract without the prior approval of the other Party.

4 CONSULTANT'S PERSONNEL

4.1 Description of personnel

The titles, agreed job descriptions, minimum qualifications and estimated periods of engagement in the carrying out of the Services of the Consultant's Key Personnel are described in Appendix C. The Key Personnel and Sub consultants listed by title as well as by name in Appendix C are hereby approved by the Client.

4.2 Removal and/or replacement of personnel

- (a) Except as the Client may otherwise agree, no changes shall be made in the Key Personnel. If for any reason beyond the reasonable control of the Consultant, it becomes necessary to replace any of the Key Personnel, the Consultant shall provide replacement a person of equivalent or better qualifications.
- (b) If the Client finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) the Client has reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultant shall, at the Client's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Client

(c) The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

5. OBLIGATIONS OF THE CLIENT

5.1 Assistance and Exemptions

The Client shall use his best efforts to ensure that he provides the Consultant such assistance and exemptions as may be necessary for due performance of this Contract.

5.2 Change in the Applicable Law

If after the date of this Contract, there is any change in the Laws of Kenya with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Consultant, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties and corresponding adjustments shall be made to the amounts referred to in Clause 6.2 (a) or (b), as the case may be.

5.3 Services and Facilities

The Client shall make available to the Consultant the Services and Facilities listed under Appendix F.

6. PAYMENTS TO THE CONSULTANT

6.1 Lump-Sum Remuneration

The Consultant's total remuneration shall not exceed the Contract Price and shall be a fixed lump-sum including all staff costs, Subconsultants' costs, printing, communications, travel, accommodation and the like and all other costs incurred by the Consultant in carrying out the Services described in Appendix A. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments in accordance with Clause 2.4.

6.2 Contract Price

(a) The price payable in foreign currency is set forth in the SC.

(b) The price payable in local currency is set forth in the SC.

6.3 Payment for Additional Services

For the purposes of determining the remuneration due for additional services as may be agreed under Clause 2.4, a breakdown of the lump-sum price is provided in Appendices D and E.

6.4 Terms and Conditions of Payment

Payments will be made to the account of the Consultant and according to the payment

schedule stated in the SC. Unless otherwise stated in the SC, the first payment shall be made against the provision by the Consultant of a bank guarantee for the same amount and shall be valid for the period stated in the SC. Any other payment shall be made after the conditions listed in the SC for such payment have been met and the Consultant has submitted an invoice to the Client specifying the amount due.

6.5 Interest on Delayed Payment

Payment shall be made within thirty (30) days of receipt of invoice and the relevant documents specified in Clause 6.4. If the Client has delayed payments beyond thirty (30) days after the due date hereof, simple interest shall be paid to the Consultant for each day of delay at a rate three percentage points above the prevailing Central Bank of Kenya's average rate for base lending .

7. SETTLEMENT OF DISPUTES

7.1 Amicable Settlement

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

7.2 Dispute Settlement

Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be referred by either Party to the arbitration and final decision of a person to be agreed between the Parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the Chairman of the Chartered Institute of Arbitrators, Kenya Branch, on the request of the applying party

III. SPECIAL CONDITIONS OF CONTRACT

Number of GC Clause	Amendments of and Supplements to Clauses in the General Conditions of Contract
1.1(i) <i>Member]</i>	The Member in Charge is _____ <i>[name of</i>
1.5	The addresses are: Client: Kenya Tourism Board Attention: Chief Executive Officer Telephone: 020-2711262 Telex; 020-2719920 Facsimile: 020-2719920 Consultant; _____ Attention: _____ Telephone; _____ Telex: _____ Facsimile: _____
1.7	The Authorized Representatives are: For the Client: shall be stipulated in the contract For the Consultant: _____
2.1	The date on which this Contract shall come into effect is as indicated in the terms of reference
2.2	The date for the commencement of Services is as indicated in the terms of reference
2.3	The period shall be for twelve (12) months
3.4	The risks and coverage shall be: (i) Professional Liability _____ (ii) Loss of or damage to equipment and property _____

- 6.2(a) The amount in foreign currency or currencies is **as per the financial proposal**
- 6.2(b) The amount in local Currency **as per the financial proposal**
- 6.4 Payments shall be made according to the following schedule: ***as per financial proposal***

IV. Appendices

APPENDIX A – DESCRIPTION OF THE SERVICES

As per the terms of reference

APPENDIX B – REPORTING REQUIREMENTS

As per the terms of reference and technical proposal

APPENDIX C – KEY PERSONNEL AND SUBCONSULTANTS

As per the terms of reference and technical proposal

APPENDIX D – BREAKDOWN OF CONTRACT PRICE IN FOREIGN CURRENCY

As per the financial proposal

APPENDIX E – BREAKDOWN OF CONTRACT PRICE IN LOCAL CURRENCY

As per the financial proposal

APPENDIX F – SERVICES AND FACILITIES PROVIDED BY THE CLIENT

As per the terms of reference

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To:

RE: Tender No._____

Tender Name:_____

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

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

(FULL PARTICULARS)

SIGNED FOR ACCOUNTING OFFICER

PERFORMANCE BANK GUARANTEE

(To be on the letterhead of the Bank)

To: Kenya Tourism Board
P.O. Box 30360, 00100
NAIROBI. Kenya.

WHEREAS _____

[Contractor name of _____ (hereinafter called "the Contractor")] has undertaken, in pursuance of Contract No. _____ dated _____ 2018 to provide _____ (hereinafter called "the Contract"). AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Contractor a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Contractor, up to a total of 10% of BID PRICE). _____ (words) _____ (figures), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract and without cavil or argument, any sum or sums within the limits of _____ as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

The guarantee is valid until the _____ day of 2017.

Signature and seal of the Guarantors

[name of bank]

[address]

[date]

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF20.....
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