



**National Transport
and Safety Authority**

**BIDDING DOCUMENT FOR PROVISION OF
ACCOMMODATION AND CONFERENCE
FACILITIES ON FRAMEWORK CONTRACT**

FOR A PERIOD OF ONE YEAR

TENDER NO. NTSA/NCB/XXX/2018-2019

DATE OF NOTICE: 25TH SEPTEMBER, 2018

TENDER CLOSING DATE: 17TH OCTOBER, 2018

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SECTION I – INVITATION TO TENDER

Date: 25th September, 2018

Tender No: NTSA/NCB/XXX/2018-2019

Item: PROVISION OF ACCOMMODATION AND CONFERENCE FACILITIES ON FRAMEWORK CONTRACT

The National Transport and Safety Authority (hereinafter also referred to as NTSA) invites bids from eligible service providers for Provision of Accommodation and Conference Facilities on Framework Contract

Interested eligible candidates may obtain further information from the Procurement Office, 3rd Floor Hill Park Building in Upper Hill during official working hours.

Prices quoted should be net inclusive of all taxes, must be expressed in Kenya shillings and shall remain valid for one (1) year (Contract period).

Interested firms must ensure that they comply with the following mandatory requirement and are expected to submit the relevant documents for the same.

- Copy of certificate of incorporation/Registration
- Copy of valid trade license
- Duly filled Confidential Business questionnaire (Attached)
- Copy of valid Tax Compliance Certificate
- Current CR 12 (recent 12 Months)for Limited companies only
- Self- Declaration Form

Completed documents are to be enclosed in plain sealed envelopes, marked with the quotation number and should be addressed to: -

**The Director General,
National Transport and Safety Authority,
Hill Park Building, Upper Hill Road, Nairobi.
P.O Box 3602-00506
NAIROBI**

And be dropped in the quotation box located on Ground Floor, Hill Park Building, Upper Hill Road, **on or before 17th October, 2018 at 10.00am.**

**For enquiries: Procurement Office, National Transport and Safety Authority,
EMAIL: procurement@ntsa.go.ke**

DIRECTOR GENERAL

SECTION II: SCHEDULE OF REQUIREMENTS

No.	Item Description	Unit	Bidders Proposed Package	Remarks
1.	Provision of Full Board Accommodation and Conference Facilities on a one year framework contract The package should include: a) Accommodation cost (Single Occupancy) b) Stationery (notebooks & pens & flip charts) c) Bottled water (morning and afternoon session) d) 10:00 o'clock tea (tea/coffee/cookies) e) 4:00 o'clock tea (tea/coffee/cookies) f) Lunch g) Internet Services	Pax		
2.	Provision of Full Day Conference Facilities on a one year framework contract The package should include: a) Stationery (notebooks & pens & flip charts) b) Bottled water (morning and afternoon session) c) 10:00 o'clock tea (tea/coffee/cookies) d) 4:00 o'clock tea (tea/coffee/cookies) e) Lunch f) Internet Services	Pax		
3.	Provision of Half Day Conference Facilities on a one year framework contract The package should include: a) Stationery (notebooks & pens & flip charts) b) Bottled water (morning session) C) 10:00 o'clock tea (tea/coffee/cookies) d) Lunch e) Internet Services	Pax		
Additional services				
4.	Audio visual equipment (microphones/TV/Video Player & Screen)	No		
5.	LCD Projector	No		
6.	Photocopying Services	No		
7.	Break Away Rooms/ Holding Rooms	Pax		

8.	Cocktail package (per person)	Pax		
9.	Laptops	No		
10.	Team Building Facilities	Pax		
11.	Airport Transfers (to and from) where applicable	trip		

Tender's Signature _____ *Official Stamp* _____

Date _____

SECTION III: PRICE SCHEDULE

No.	Item Description	Unit	Unit Price Per Person Per Day	Location (Nairobi & Other Towns)	Terms Of Payment	Remarks
1.	Provision of Full Board Accommodation and Conference Facilities on a one year framework contract The package should include: a) Accommodation cost (Single Occupancy) b) Stationery (notebooks & pens & flip charts) c) Bottled water (morning and afternoon session) d) 10:00 o'clock tea (tea/coffee/cookies) e) 4:00 o'clock tea (tea/coffee/cookies) f) Lunch g) Internet Services	Pax				
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7.	Break Away Rooms/ Holding Rooms	Pax				
8.	Cocktail package (per person)	Pax				

9.	Laptops	No				
10.	Team Building	Pax				
11.	Airport Transfers (to and from) where applicable	trip				

Note:

- I. The National Transport and Safety Authority (NTSA) payment terms are that payment shall be made within thirty (30) days from the date of service and signing of receipt. However, NTSA may negotiate mutually acceptable payment terms with the service provider.**
- II. The bidder will be provide the services on framework contract basis for a period of one (1) year at the indicated unit prices subject to satisfactory performance.**
- III. All prices quoted MUST be inclusive of all taxes**

Tender's Signature _____ **Official Stamp** _____ **Date** _____

SECTION IV: STANDARD FORMS

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1; either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business; and Part 3.

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

Part 1 – General																										
1.1	Business Name																									
1.2	Location of Business Premises.																									
1.3	Plot No..... Street/Road Postal Address Tel No. Fax E mail																									
1.4	Nature of Business ,.....																									
1.5	Registration Certificate No.																									
1.6	Maximum Value of Business which you can handle at any one time – Kshs.																									
1.7	Name of your Bankers Branch																									
Part 2 (a) – Sole Proprietor																										
2a.1	Your Name in Full Age																									
2a.2	Nationality Country of Origin Citizenship Details																									
Part 2 (b) Partnership																										
2b.1	Given details of Partners as follows:																									
2b.2	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 10%;"></th> <th style="text-align: left; width: 30%;"><u>Name</u></th> <th style="text-align: left; width: 30%;"><u>Nationality</u></th> <th style="text-align: left; width: 20%;"><u>Citizenship Details</u></th> <th style="text-align: left; width: 10%;"><u>Shares</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">2</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">3</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">4</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		<u>Name</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>	1	2	3	4
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1																						
2																						
3																						
4																						

Part 2 (c) – Registered Company

- 2c.1 Private or Public
.....
.....
- 2c.2 State the Nominal and Issued Capital of Company-
Nominal Kshs.
Issued Kshs.
- 2c.3 Given details of all Directors as follows

<u>Name</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.....
2.....
3.....
4.....
5.....

Part 3 – Eligibility Status

- 3.1 Are you related to an Employee, Committee Member or Board Member of National Transport and Safety Authority? Yes _____ No _____
- 3.2 If answer in '3.1' is **YES** give the relationship.
.....
.....
.....
- 3.3 Does an Employee, Committee Member, Board Member of National Transport and Safety Authority sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures? Yes _____ No _____
- 3.4 If answer in '3.3' above is **YES** give details.
.....
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.....
.....
- 3.5 Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of its affiliates that have been engaged by National Transport and Safety Authority to provide consulting services for preparation of design, specifications and other documents to be used for procurement of the goods under this invitation? Yes _____ No _____

3.6 If answer in '3.5' above is **YES** give details.

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3.7 Are you under a declaration of ineligibility for corrupt and fraudulent practices? YES _____
No _____

3.8 If answer in '3.7' above is **YES** give details:

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3.9 Have you offered or given anything of value to influence the procurement process? Yes _____
No _____

3.10 If answer in '3.9' above is **YES** give details

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.....

I DECLARE that the information given on this form is correct to the best of my knowledge and belief.

DateSignature of Candidate

- If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or registration.

SELF- DECLARATION FORM

Date _____

To:

The National Transport and Safety Authority,
Hill Park Building
PO Box 3206-00506
Nairobi, Kenya.

Ladies and Gentlemen,

The Tenderer i.e. (full name and complete physical and postal address) _____

Declares the following:

- a) That I/ We have not been debarred from participating in public procurement by anybody, institution or person.
- b) That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement anywhere.
- c) That I/We or any director of the firm or company is not a person within the meaning of paragraph 3.2 of ITT (Eligible Tenderers) of the Instruction to Bidders.

Yours sincerely,

Name of Tenderer:

Signature of duly authorized person signing the Tender:

Name and Capacity of duly authorized person signing the Tender:

Stamp or Seal of Tenderer: