



**REQUEST FOR EXPRESSION OF  
INTEREST TO TENDER FOR THE  
DESIGN AND CONSTRUCTION OF  
A NEW AIRCRAFT  
MAINTENANCE COMPLEX FOR  
KENYA AIRWAYS AT JKIA**

**TENDER No. T46/12**

COMPANY NAME.....
COUNTRY OF INCORPORATION.....

SEPTEMBER 2012

## CONTENTS

1. Introduction .....	3
2. Call for Expression of Interest.....	3
3. Submission Instructions.....	4
4. Important Notes for suppliers.....	6
5. Mandatory Requirements.....	8
6. Information Questionnaire.....	9
Part A-General Information.....	9
Part B- Eligibility.....	11
Part C- Financial Information .....	12
Part D- Trade References .....	13
Part E- Safety Information.....	14
Part F- Industry Information.....	15
Part G-Certification .....	16

## **INTRODUCTION**

Kenya Airways is one of Africa's leading carriers. The airline today serves over three million passengers annually and flies to 57 destinations worldwide, 47 of which are in Africa covering 70% of the African continent.

As part of its expansion program, the airline intends to put up a new modern aircraft maintenance complex comprising of a multiple bay hangar to accommodate planes up to the size of a Boeing 747 – 8, workshops, stores and offices. This complex is to be located at Jomo Kenyatta International Airport (JKIA) which is situated approximately 11.3 km (7.0 mi) from downtown Nairobi in the south central part of Kenya.

## **CALL FOR EXPRESSION OF INTEREST**

Kenya Airways invites expressions of interest (EOI) from competent international construction/ engineering firms to undertake both the design and construction of the facility as outlined above together with the related sub-works. The scope will include, but is not limited to:

1. Concept development, preliminary designs and approvals
2. Construction of the facility as per the design
3. Commissioning
4. Provision of maintenance literature/ manual and training of the client's representatives.
5. Any other related duties to facilitate realization of the project

The requirement is however more detailed in a Request for Proposal (RFP) document which will be circulated to shortlisted firms upon evaluation of submissions. Firms will be shortlisted for participation based on their demonstration of technical and financial capability in response to this request.

In addition to the information requested in the questionnaire in Part A of this document, interested firms must provide an updated copy of their company profile with a works catalogue demonstrating their experience in similar assignments along with the names of at least three (3) referees with contact information (physical address, e-mail address and telephone).

**Please read through this document carefully and provide the requested information together with ALL required support documents.**

## SUBMISSION INSTRUCTIONS

This tender document can be downloaded from [www.kenya-airways.com](http://www.kenya-airways.com) on the link [I-Supply](#) at the footer menu. A non refundable fee of **Kshs 10,000** or USD 125 is payable in cash or by banker's cheque through the below options;

1. To the Kenya Airways Cash Office at the Head Quarters on North Airport Road, Embakasi in Nairobi during normal working hours or
2. Deposit to any of the below accounts depending on country and preferred currency;

### **Kenya Shillings Account**

Bank: Citibank N A – Nairobi  
Account Name: Kenya Airways Limited  
KES Account No.: 100597039  
SWIFT CODE: CITIKENA

### **US Dollar Account**

Account Name: Kenya Airways Ltd  
Bank Name: Citibank N.A. – London  
USD Account No.: 5505178  
SWIFT CODE: CITIGB2L  
IBAN NO: GB42CITH18500805505178

The original receipt or bank slip showing proof of payment should be attached to the prequalification documents at the point of return.

Expressions of interest letters together with all completed documents in a plain sealed envelope clearly marked

**“EXPRESSION OF INTEREST TO TENDER FOR THE DESIGN AND  
CONSTRUCTION OF A NEW AIRCRAFT MAINTENANCE COMPLEX FOR KENYA  
AIRWAYS AT JKIA**

**TENDER No. T046/12”**

should be addressed to:-

**THE HEAD OF SUPPLY CHAIN  
KENYA AIRWAYS LTD  
P.O BOX 19002-00501  
NAIROBI**

and should be deposited in the tender box situated at the main gate reception of KQ Headquarters at Embakasi, Nairobi on North Airport Road not later than Thursday, October 11th at 12:00 noon. Alternatively, soft copies of the requested bid documents can be forwarded to [tender.box@kenya-airways.com](mailto:tender.box@kenya-airways.com) by the same date and time.

Kenya Airways Ltd reserves the right to accept or reject applications made pursuant to this request at its own discretion without assigning any reason thereof.

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## IMPORTANT NOTES TO THE SUPPLIER

- a) The purpose of this document is to assist Kenya Airways Limited in the identification and evaluation of potential contractors and consultants who may subsequently be invited to tender or give designs and quotations for the said works.
- b) The questionnaire is to be fully and comprehensively completed in all respects. **Any unfilled fields in the form will result in a zero mark during the bid evaluation exercise even if information to answer the question is available in a separate section or attachment.**
- c) All documents must be submitted in English Language.
- d) Provide supporting documents requested for in the questionnaire.
- e) You may also be asked to clarify your answers or provide more details.
- f) Kenya Airways Ltd will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete any part of this questionnaire and/or to provide written answers to any further questions or requested additional information for clarification will result in the applicant's elimination from further consideration.
- g) Please note that by responding to this questionnaire you accept that all answers provided are legally binding and should the need arise, may be used as evidence in a court of law. Further, Kenya Airways reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.
- h) Any information given and later found to be incorrect shall lead to disqualification of the Applicant.
- i) Information given by the applicant shall be treated in strict confidence.
- j) Applicants to kindly note that this does not amount to any contractual obligation on the part of Kenya Airways, and that Kenya Airways is not obliged to invite tenders/quotation from any or all who express interest by responding to this EOI process.
- k) If insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate sheets.
- l) The original document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant. Any such corrections must be initialed by the person(s) who sign(s) the Document.

- m) The completed document shall be signed off and initialed by Director/Partner of the organization and rubber stamped on each page and signed on the last page in the space provided.
- n) Applicants will meet all cost associated with preparation and submission of their applications.
- o) Canvassing will lead to automatic disqualification of the applicant.
- p) Submission is as per instruction given in the Request for Expression of Interest.
- q) Late submission will not be acceptable. Any application(s) received after the date of closure will be considered as late and disqualified.
- r) Only a limited number of firms will be invited to tender and the submission of an expression of interest should not be taken as a guarantee of inclusion on the shortlist. Those who will not be invited to tender will be notified.

## **MANDATORY REQUIREMENTS**

You shall be required to attach the following mandatory documents where applicable;

- i. Original official receipt or bank slip as proof of payment for the EOI document.
- ii. Certificate of Incorporation, Partnership or Business registration
- iii. Trading Certificate
- iv. Certificate of registration with relevant regulatory authorities
- v. List of Directors, telephone, postal and email address
- vi. CVs of Senior Staff and Others as it may have been requested.
- vii. Organogram
- viii. Evidence of physical registered office (Attach miscellaneous receipt)
- ix. Audited financial reports
- x. Bank statements



## INFORMATION QUESTIONNAIRE

### PART A – GENERAL INFORMATION

1	Name of Organization			
2	Postal Address			
3	Principal Contact Person	Name: .....		
		Position: .....		
4	Contacts:	Telephone: .....		
		Fax No. ....		
		Email: .....		
5	Physical Location of Business Premises ( Note that a visit to your office may be made to confirm information provided as part of the evaluation)	Town .....		
		Street.....		
		Building Name .....		
		Floor.....		
6	Nature of organization (e.g. sole proprietorship, Public Limited Company, Partnership etc)	Limited Liability Company (1)	Partnership (2)	Joint Venture (3)
7	Names of the Proprietor, Directors or Partners  <b>NOTE:</b> Attach copies of Directors' identity cards / passports	1. ....		
		2. ....		
		3. ....		
		4. ....		
8	Geographical area of Operations			
9	Business Operations	Year established.....		

		Duration of Business Operation.....
10	Company Registration No. ( <i>Attach Copy</i> )	Number.....
11	State Credit period (minimum proposed is 45 days)	
12	Registration with regulatory relevant bodies	Registration Body ..... Category of registration ..... Country.....

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## **PART B - ELIGIBILITY**

1. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons? YES/NO
2. If yes, when----- (if yes, you must present legal documentary evidence that you are cleared and your business is now solvent)
3. Have you fulfilled your obligations to pay taxes and social security contributions for the last three years? YES/NO
4. Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender? YES/NO
5. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement or have any procurement entity initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever? YES/NO
6. Have you had any contracts terminated for poor performance in the last five years, or any contracts where damages have been claimed by the contracting authority/client? YES/NO

**PART C: FINANCIAL INFORMATION**

Banker	Name of banker			
	Address of banker			
	Telephone		Contact name and title	
	Fax		E mail	
Financial information in Kshs.	Actual : previous TWO years		Projected: next two years	
	1	2	3	4
1. Total assets				
2. Current assets				
3. Total liabilities				
4. Current liabilities				
5. Profits before taxes				
6. Profits after taxes				

Source of finance	Amount KES/ USD
1.	
2.	
3.	
4.	

Attach a copy of the firm's audited accounts and certified bank statements for the previous two years together with letters of reference from the bankers regarding the firm's credit position.

**PART D: TRADE REFERENCES**

Provide contact details for 3 referees for previous/current work that is similar or the same to the one applied for. Note that the referees may be contacted without further references to you. (Attach documentary evidence of existence of the contract)	
How many references are you indicating? (Tick one)	0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>
1.	<p>Organization Name .....</p> <p>Contact Name and Position .....</p> <p>Office &amp; Mobile Tel No. ....</p> <p>E-Mail Address .....</p> <p>Name of project &amp; location .....</p> <p>Service provided .....</p>
2.	<p>Organization Name .....</p> <p>Contact Name and Position .....</p> <p>Office &amp; Mobile Tel No. ....</p> <p>E-Mail Address .....</p> <p>Name of project &amp; location .....</p> <p>Service provided .....</p>
3.	<p>Organization Name .....</p> <p>Contact Name and Position .....</p> <p>Office &amp; Mobile Tel No. ....</p> <p>E-Mail Address .....</p> <p>Name of project &amp; location .....</p> <p>Service provided .....</p>

*In addition to the above, you are required to attach copies of LPOs, Letters of Award, or any other approved document showing works done and values.*

**PART E: SAFETY QUESTIONNAIRE**

1. Does your organization have a safety policy? YES/NO  
  
If yes, how often is it reviewed? -----  
(Attach a copy)
2. Does your company have a Safety, Health & Environment Management plan?  
YES/NO (provide evidence)
3. If yes in (2) above, who in your organization is responsible for the  
implementation and management of the plan?  
.....
4. How does your organization capture and document safety and other related  
incidences at your work place? (Attach proof)  
.....  
.....
5. What is the recorded “accident free” period at the time of submission of this  
application? ..... Days
6. What is longest “accident free” period ever achieved at your work place?  
..... Days
7. Have ever been suspended from undertaking any works for safety, health and  
environment related issues? YES/NO
8. Have your organization or the principal partner ever been charged for non-  
compliance or violation of any safety related regulations? YES/NO
9. What is the average number of regular employees stationed at your head office  
and/or main workshops? .....
10. Are the organization’s head office and/or major workshops registered as work  
places under OSHA 2007? YES/NO (if yes attach copy)
11. Are there safety committees at the organization’s work places? YES/NO

## **PART F: INDUSTRY INFORMATION**

### **1. Company Licenses**

Provide list of registration certificates with relevant bodies.

### **2. Project History**

#### **a) Completed Projects**

List the information on projects completed over the last ten (10) years

No	Client	Project Title	Location/Town	Start Date	End Date	Project Cost/Value	Sub Contractors-If Any- up To three
1							
2							
3							
4							
5							

#### **a) On-going Projects**

List the information on up to five ongoing projects

No	Client	Project Title & Location	% Complete	Expected completion date	Project Cost/Value	Source of Funding
1						
2						
3						
4						
5						

*You can attach a separate sheet of paper if space provided is not sufficient*

**3. Experience**

- a) How many years has your firm been engaged in the construction business?  
.....
- b) Describe nature of work performed by your firm.....  
.....
- c) How many years of experience have you had in the type of work described in (b) above.....
- d) State the labour force engaged at any one time by your firm  
Maximum.....Minimum.....

**4. Equipment**

Attach a list of all relevant vehicles, equipments and tools detailing ownership status (with proof), Name of manufacturer, model, Capacity, year of manufacture and any other relevant information

**PART G: CERTIFICATION**

I/We do hereby certify that the above information is correct in all respects.

Full Name:

Designation/Position

Signature:

Date:

Company Stamp