



**Kenya Airports Authority**

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**CAA/OT/JKIA&MIA/0019/2023-2024**

**28<sup>th</sup> November 2023**

To: All Tenderers

**RE: Bidding Document for Procurement of;**

- i. Supply and Delivery of Two Electric Vehicles at Moi International Airport (MIA) and Jomo Kenyatta International Airport (JKIA); and**
- ii. Supply, Delivery and Installation of Four Fixed Electric Charging Points at MIA and JKIA.**

**TENDER NO. CAA/OT/JKIA&MIA/0019/2023-2024**

**ADDENDUM NO. I**

The following are tender clarifications/addendum issued regarding the above tender in accordance to instructions to tenderers clause 8.1 of the bidding document for the referenced tender.

**STAGE 1 – a) PRELIMINARY/MANDATORY EVALUATION**

No	Requirement	Compliance
1.	Duly filled Bid submission form	Must meet
2.	Duly filled Appendix to Bid Submission form	Must meet
3.	Duly filled Bidder's JV Information form where applicable. A JV Agreement shall be provided	Must meet
4.	<p>Bid Security shall be required of <b>Kshs. 500,000.00</b> valid for <b>156 days</b> from the date of tender opening/closing.</p> <p>The tender security shall be in any of the following forms:</p> <ol style="list-style-type: none"><li>a) cash or banker's cheque, or</li><li>b) a bank guarantee, or</li><li>c) guarantee issued by a reputable insurance company approved by Public Procurement Regulatory Authority (PPRA) or</li><li>d) Letter of credit</li></ol> <p>Bidders are required to note the following:</p> <p>(i) Those who have obtained a digital tender security must provide it online with their tender document in the KAA portal. The digital tender security must have a mechanism to verify such as use of quick response (QR) code or an online portal. They do not need to provide a hard copy of the tender</p>	Must meet

No	Requirement	Compliance
	<p>security physically.</p> <p>(ii) Those who do not provide a digital tender security as per (i) above will be required to submit an original Tender Security physically to the office of the General Manager, Procurement and Logistics department, KAA Headquarters, 2<sup>nd</sup> Floor on or before the closing/opening date and time.</p>	
5.	Copy of certificate of Registration/Incorporation or partnership deed to show that the applicant is a registered company and legally authorized to do business in Kenya/equivalent, in case of Joint Venture both must submit.	Must Meet
6.	Copy of valid KRA Tax Compliance Certificate/equivalent, in case of Joint Venture both must submit.	Must Meet
7.	Duly filled Certificate of independent Tender Determination, in case of Joint Venture both must submit.	Must Meet
	a) Duly filled Self-Declaration form that Person/Tenderer is not Debarred in the Matter of the Public Procurement And Asset Disposal Act 2015, in case of Joint Venture both must submit.	Must Meet
	b) Duly filled and stamped Self Declaration that the person/Tenderer will not engage in any corrupt or fraudulent practice, in case of Joint Venture both must submit.	Must Meet
	c) Duly filled Declaration and commitment to the Code of Ethics, in case of Joint Venture both must submit.	Must Meet
8.	Duly filled Price Schedule Forms	Must Meet
9.	Duly filled Confidential Business questionnaire form, in case of Joint Venture both must submit.	Must Meet
10.	A written power of Attorney authorizing the signatory of the tender to commit the Tenderer certified by a commissioner for oaths. This requirement shall not apply to sole proprietorship	Must Meet
11.	<p>Copy of CR12. Where one or more of the shareholders is a company (Beneficial Ownership) the CR12 of such a company shall be provided. This requirement is not applicable to sole proprietorships and partnerships.</p> <p>However, where the CR12 of the beneficial shareholders is not available, as at the time of the tender submission, the successful bidder shall be required to submit it before execution of the contract.</p> <p>This requirement is not applicable to sole proprietorships and partnerships registered under Business Names. Provide copy of CR12 or equivalent from country of origin (in case of joint venture with a foreign company), providing a list of directors and shareholding status both shall provide.</p>	Must meet
12.	<p>Copies of the following documents as proof of access to liquid assets of not less than Kshs.27 Million or capacity to have a minimum cash flow of Kshs.27 million. This shall be evidenced by any of the following:</p> <ol style="list-style-type: none"> <li>1. Letter of line of credit from approved financial institution specific to this project and indicating the amount available or</li> <li>2. Overdraft facility from a commercial bank specifically for this project and indicating the amount to be availed or</li> <li>3. Current bank statement for the last three months or</li> <li>4. A combination of the above</li> </ol>	Must Meet
13.	Current Manufacturer's Authorization letter from Manufacturer and must be specific to this tender in the format in the tender document	Must Meet



No	Requirement	Compliance
14.	Valid Business Permit/equivalent from country of origin. In case of Joint Venture both must submit.	Must Meet

**NB: (Failure to meet any of the above MANDATORY criteria will result to automatic disqualification and bidder shall not be eligible for technical evaluation)**

## STAGE 2 – b) TECHNICAL EVALUATION

### 2. Technical Evaluation Criteria

NO.	Technical Requirement	Compliance
1.	Bidder must provide evidence of Two (2) Similar works with a value of Ksh. 27,000,000/= each within the last five (5) years (2018-2022) Fill form EXP-4.1 To provide contracts/local purchase orders/award letters	Must Meet
2.	At a minimum the following certifications are mandatory; <ul style="list-style-type: none"> <li>● ISO 9001-2015 - Quality Management System</li> <li>● ISO14001-2015 Environmental Management System</li> <li>● ISO45001-2018 Occupational Health and Safety Management Systems</li> </ul>	Must Meet
3.	Duly filled Statement of Technical Specification Compliance form. Delivery period and warranty MUST be compliant Bidder must provide detailed, full color brochure/s and drawings for the intended items to be supplied	Must Meet
4.	Bidder must provide a preventive, corrective, emergency breakdown repairs and Annual maintenance Schedule ( hard and soft copy)	Must Meet
5.	Bidder must provide a Training schedule for four (4) ARFF personnel and one (1) ICT based at Manufacturers site and minimum of 10 staff at clients site detailing contact hours and content of the following areas: <ol style="list-style-type: none"> <li>a. Operation of the Equipment</li> <li>b. Preventive maintenance</li> <li>c. Corrective maintenance</li> </ol>	Must Meet
6.	Provide a list of spare parts with their rates and maintenance cost for a duration of ,..... ***** this should not be part of the tender sum	Must Meet
7.	Work plan in form of a Gantt chart with a delivery period of nine (9) months	Must Meet
8.	Warranty period of .....	Must Meet

**NB: (Failure to meet any of the above MANDATORY criteria will result to automatic disqualification and bidder shall not be eligible for financial evaluation)**

## STAGE 1 – c) FINANCIAL EVALUATION

- a) Duly filled Bid submission form

- b) Price Schedule
- c) Preferences shall be observed as per the PPADA 2015

The closing/opening date remains on **29<sup>th</sup> November, 2023 at 11.00 a.m.**

Kindly ensure your tender is valid for a period of **126 days** and your tender security is valid for a period of **156 days** from **29<sup>th</sup> November, 2023 at 11.00. a. m.**

This addendum forms part of the bidding document and is binding on all bidders. All other conditions remain the same.



**Lilian Okidi**

**Ag.GM (PROCUREMENT AND LOGISTICS)**  
**For: MANAGING DIRECTOR/CEO**