



KAA/OT/HQ/0148/2023-2024

5th February, 2024

To: All Tenderers

**RE: RE-TENDER FOR PROVISION OF CLEANING SERVICES AT
KAA HEAD OFFICE, ICAO BUILDING, DATACENTER, GYM
AND TRAINING ACADEMY**

TENDER NO. KAA/OT/HQ/0148/2023-2024

ADDENDUM NO. I

The following are tender clarifications/addendum issued regarding the above tender in accordance to instructions to tenderers Clause 9 and 10 of the bidding document for the referenced tender:

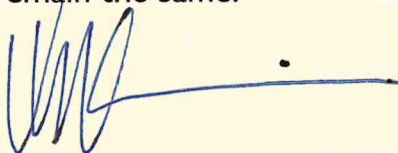
NO	QUERY	RESPONSE
1.	Under the Technical Evaluation on the Housekeeping supervisors, please clarify on the difference between employee and the employer signing the CV letters?	This has been amended as follows: Bidders shall submit the following documents which shall be used to evaluate: <ul style="list-style-type: none">• Certified copies of academic certificates• Curriculum vitae signed by the nominee• Copy of recommendation Letter from the previous /current employer on the nominee• A written undertaking signed by the nominee confirming his/her availability to carry out the assignment upon winning the bid. The written undertaking shall be addressed to MD/CEO Kenya Airports Authority and must be specific to this tender.
2.	What happens if your sanitary bins are imported and the companies are not licensed by NEMA?	Supply sufficient step- on sanitary bins (white/cream in color). The service provider must be licensed by NEMA to provide this service and have an Operating license from Nairobi City Council). In case the main contractor subcontracts sanitary services, the valid license from NEMA shall be provided by the subcontractor and therefore the main contractor does not need to provide it. However, the two (2) parties (main contractor and subcontractor) MUST have a written signed agreement. Fully signed copy of the agreement shall be attached.

3.	Clarifications on awarding the lowest bidder?	The awarding criteria remains as stated in the tender document. The lowest evaluated bidder will be awarded and not the lowest bidder.
4.	What are the working schedules?	Bidders are required to note operation plan, 5.1.1.1 OPERATIONS PLAN . The following is further clarified Deployment of staff to cover 8 hours on week days (Monday to Friday) Deployment of staff on weekend on Saturday every week on half day basis
5.	Under the Bill of Quantities, the cost component on Machines & equipment, staff uniforms and protective gear are not all incorporated, how are they to be charged or recovered by the contractor.	Please refer to the tender document, Note I under the Bill of Quantities that states 'Bidders are advised to factor in the cost of all the components in their bid prices'
6.	In the Confidential Business Questionnaire the directors section was missing?	Attached is the complete Confidential Business Questionnaire hence replaces the one in the tender document

The closing/opening date is hereby extended to **9th February, 2024 at 11.00 a.m** from **8th February 2024**.

Kindly ensure your tender is valid for a period of **126 days** from the NEW closing/opening date of **9th February, 2024 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.



Vincent Korir
GM (PROCUREMENT AND LOGISTICS)
For: MANAGING DIRECTOR/CEO

TENDERER'S ELIGIBILITY - CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

a) Tenderer's details

ITEM	DESCRIPTION
1	Name of the Procuring Entity KENYA AIRPORTS AUTHORITY
2	Reference Number of the Tender CAA/OT/HQ/0148/2023-2024
3	Date and Time of Tender Opening
4	Name of the Tenderer
5	Full Address and Contact Details of the Tenderer. 1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License Registration Number and Expiring date
7	Name, country and full address (<i>postal and physical addresses, email, and telephone number</i>) of Registering Body/Agency
8	Description of Nature of Business
9	Maximum value of business which the Tenderer handles.
10	State if Tenders Company is listed in stock exchange, give name and full address (<i>postal and physical addresses, email, and telephone number</i>) of state which stock exchange

General and Specific Details

b) Sole Proprietor, provide the following details.

Name in full _____ Age _____ Nationality _____

Country of Origin _____

Citizenship _____

c) **Partnership**, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

d) **Registered Company**, provide the following details.

i) Private or public
Company.....

ii) State the nominal and issued capital of the Company: -

Nominal Kenya Shillings
(Equivalent).....

Issued Kenya Shillings
(Equivalent).....

iii) Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

e) **DISCLOSURE OF INTEREST - Interest of the Firm in the Procuring Entity.**

i) Are there any person/persons in..... (*Name of Procuring Entity*)
who has/have an interest or relationship in this firm?
Yes/No.....

If yes, provide details as follows.

	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

ii) **Conflict of interest disclosure**

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer,		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.		

f) Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name _____

Title or Designation _____

(Signature)

(Date)

