



**Kenya Airports Authority**

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**KAA/OT/HRD/0205/2023-2024**

**17<sup>th</sup> April, 2024**

All Bidders

**RE: FRAMEWORK CONTRACT FOR THE PROVISION OF AIR TICKETING SERVICES FOR KENYA AIRPORTS AUTHORITY**

**TENDER NO. KAA/OT/HRD/0205/2023-2024**

**ADDENDUM NO. I**

The following are tender clarifications/addendum issued regarding the above tender in accordance to instructions to tenderers clause 10.1 of the bidding document for the referenced tender.

No.	Inquiry	Response
1.	The Tender Ref KAA/OT/MIA/0205/2023-2024 as advertised.	The Authority hereby amend the tender Number to <b>KAA/OT/HRD/0205/2023-2024</b>
2.	A proof that you have served three years in air Travel and ticketing industry. Provide at list three (3) corporate clients and references to which the company has offered similar for five (5) consecutive years (2021, 2022 and 2023) attach proof inform of LPO, contract or letter of award with average value of Ksh 9 Million. (3 Million each years)  <b>Question; How many years are we attaching because there is proof that you have serve for three years and five consecutive years?</b>	Three (3) years.
3.	Financial capability to access funds necessary for the management of air ticketing services of at least Ksh Five Hundred Thousand (500,000)	

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	<p>This shall be evidence by:</p> <ul style="list-style-type: none"> <li>a) Letter line of credit from approved financial institution specific to this tender and indicating the amount available.</li> <li>b) Overdraft facility from a commercial bank specifically for this tender indicating the amount to be availed or</li> <li>c) Current bank statement for the last three calendar months- Dec 2023 January 2024 and February 2024 with an average cash flow of Kenya Shillings Three Hundred Thousand (Ksh 300,000)</li> <li>d) Or a combination of the above</li> </ul> <p><b>Technical evaluation page 26</b></p> <p>Question: Clarify the evidence to attached is it either a,b,c?</p>	<p>One of the a, b, c, and d as stated in the tender.</p>
4.	<p>Table 3. Financial Evaluation</p> <p>Price schedule of indicative rates on Page 27. Clarify rates we are putting on price schedule is it services charge?</p> <p>There are Two price Schedules i.e. (a) has 8 items pg.27, and (b) has 9 items pg.60 given in the tender document</p> <p>kindly clarify the one to be transferred in the FORM OF TENDER.</p>	<p>The Authority wish to clarify that your tender price MUST have cost of ticket (Air fare) and Agent's Commission (Service Fee) inclusive of all applicable costs and taxes.</p> <p>The unit rate will apply regarding this tender.</p> <p>However, the bidder is required to provide the details information on the Form of tender stated as;</p> <p>Name of the Tenderer: .....</p> <p>Name of the person duly authorized to sign the Tender on behalf of the Tenderer: .....</p> <p>Title of the person signing the Tender: .....</p> <p>Signature of the person named above:</p>

	<p>.....</p> <p>Date signed.....day of ..... month, ..... year.</p> <p>In the tender manual guide you have given this link manual/guide is available for downloading using the link <a href="https://www.kaa.go.ke/corporate/procurement/manuals/">https://www.kaa.go.ke/corporate/procurement/manuals/</a>. but when you try to open as per your guideline it gives an error. Maybe try a search?</p>	<p>The Authority wish to clarify that you use Firefox browser.</p> <p>If you have any challenges, do not hesitate to write to us using the address <a href="mailto:tenders@kaa.go.ke">tenders@kaa.go.ke</a>.</p>
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The closing/opening date remains **25<sup>th</sup> April, 2024 at 11:00 a.m.**

Kindly ensure your tender is valid for a period of **126 days** from **25<sup>th</sup> April, 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 D.K**

