



KAA/OT/MBD/EOI/0002/2024-2025

20th August, 2024

To: All Tenderers

**RE: REQUEST FOR EXPRESSIONS OF INTEREST (EOI) FOR
DEVELOPMENT AND MANAGEMENT OF A COMMERCIALY
IMPORTANT PERSONS (CIP) LOUNGE IN:
Lot 1: MOI INTERNATIONAL AIRPORT
Lot 2: ELDORET INTERNATIONAL AIRPORT
Lot 3: KISUMU INTERNATIONAL AIRPORT**

TENDER NO. KAA/OT/MBD/EOI/0002/2024-2025

ADDENDUM NO. I

The following are tender clarifications/addendum issued on the above tender:

- I. Below is the procedure for Registering and uploading of your tender documents in the KAA Portal:

(i) Procedure of Registering in the KAA Portal

If you have not registered before in our portal, please use this link address <https://suppliers.kaa.go.ke/opentenders#> to register. Choose any of the Open Tenders currently running for you to register as a bidder. After registering, the system will send you three emails including login credentials.

After obtaining the login credentials, please login and go to Administration tab and then select the vendor additional data and maintain the mandatory documents required in the registration process.

Once you obtain the login credentials please forward to us your user ID so that we can first clear for you the Technical Rfx Response (c folder) error through the email: tenders@kaa.go.ke. Please note that this shall be done early enough and not later than three (3) days before tender closing/opening date and time

(ii) Uploading of your tender documents

To upload your tender documents, please use the link, <https://suppliers.kaa.go.ke/irj/portal> and first login using your user ID (V-----) and password.

Then, go to RFX and Auctions tab and the system will display the different tenders that are running. Please click on the event number of this tender that you are participating which corresponds with the tender number.

After clicking on the event number, the system will give you another page where you shall click on the 'participate' tab. On clicking the 'participate tab' the system will activate the 'create response' tab. Click on the 'create response' tab and then choose the 'Technical RFX response (c folder)'. While you are in the Technical RFX response (c folder) click on 'Tech Bid' and choose the option 'create'. After clicking on 'create', the system will give you another page and you shall choose 'document'. After 'document' then select 'continue' after which the system will give you 'browse' to enable you select your tender documents from where you have saved. Once you have browsed and chosen your tender document, upload it and then save.

Please note that once you have completed uploading your tender documents, click on the 'submit' tab to ensure that you have submitted. Kindly note that if you want to resubmit you must always click on the 'submit' tab and shall proceed as per ITT 25 below.

Bidders are required to note that, if they encounter any error in the KAA portal system, they are required to screen shot the error and forward it to tenders@kaa.go.ke before the closing date and time of the tender.

2. Withdrawals/ substitution / modifications of bids shall be done through the **KAA portal** before the tender closing date and time. Where a bidder is resubmitting their bid in the portal, the bidder shall be required to do a written notice indicating the revised/resubmitted final tender document in their tender document. This shall be done before the closing/opening date and time

The closing/opening date is hereby extended to **29th August, 2024** at **11.00hrs EAT** from **22nd August 2024**.

This addendum is binding on all bidders. All other conditions remain the same.

for Mwangi

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