



KAA/OT/HQ/0147/2024-2025

14th April 2025

To: All Bidders

RE: SUPPLY, INSTALLATION, IMPLEMENTATION AND TRAINING OF AUDIT MANAGEMENT SOFTWARE FOR KENYA AIRPORTS AUTHORITY.

TENDER NO. KAA/OT/HQ/0147/2024-2025

ADDENDUM NO. 3

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:

Seq	Clarification	Response
1	Software Functional Requirements	
1.1	Confirm whether integration with existing ERP or internal systems is mandatory and specify which systems if so.	Integration with existing ERP or internal systems is not explicitly mandated in the tender document. However, the software should have integration capabilities (as mentioned in Section VII , "Scope of Works"). Bidders may propose solutions that align with KAA's operational needs.
1.2	Are there any specific compliance frameworks or standards (e.g., ISO 19011, IIA standards) the software must support?	The tender does not specify mandatory compliance frameworks. However, the software should support risk assessment, audit planning, and compliance tracking (Section VII). Bidders may propose adherence to relevant standards like ISO 19011 or IIA guidelines as value-added features.
2	Technical Specifications	
2.1	What preferred or required platforms (cloud-based, on premise, hybrid) are required?	The tender specifies the software will be implemented on servers at KAA Headquarters (Section VII). Bidders must propose solutions compatible with KAA's infrastructure.

Seq	Clarification	Response
		Testing/production environments will be provided by KAA. Data must reside in Kenya per national requirements.
2.2	Are there any technical environment requirements (e.g., OS, DBMS, browsers)?	The tender does not specify technical requirements. Bidders should propose solutions compatible with common enterprise environments (e.g., Windows/Linux, SQL/Oracle, and Chrome/Firefox).
2.3	How will the connection to the Audit system work for remote airports/airfields?	The software must support web-based access Section VII, "Scope of Works". Remote locations will access the system via browsers.
2.4	Are native mobile applications for Audit required?	The tender emphasizes web-based access but does not exclude mobile solutions. Bidders may propose native apps as optional enhancements.
2.5	Is direct compliance/data exchange with KCAA required?	The tender does not mention KCAA integration. This is not relevant to KAA's audit processes.
2.6	<p>Section, 2.2, point 2, page 30, you are requesting a copy of the contract.</p> <p>We have an internal policy not to disclose our contracts as it is not allowed with our customers (confidentiality clause).</p> <p>In a different Kenya RFP, the requirement was asked in the RFP but later removed as it is legally not possible to provide such information.</p> <p>What is the alternative?</p>	The bidder can provide a LPO as the tender document requirement.
3	Data Management	
3.1	Clarify expectations for data migration from existing systems.	The tender does not specify data migration requirements. Bidders should assume minimal migration and propose a plan if needed.

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3.2	What are the data retention/archival policies?	Not specified. Bidders may propose standard retention policies (e.g., 5–7 years) unless otherwise advised.
3.3	Are there encryption/cybersecurity standards to follow?	The tender requires "enhanced access control" (Section VII). Bidders should comply with Kenya's data protection laws and propose robust security measures.
4	User and Role Management	
4.1	Confirm access control granularity (role-based/user-based).	The software must support role-based access (Section VII , "Scope of Works"). Bidders should detail their approach.
4.2	Should the system support audit trails/logging?	Yes, per "Real-Time Reporting & Dashboards" and "Issue & Corrective Action Management" (Section VII).
5	Training Requirements	
5.1	How many users are expected to be trained?	Training for 10 internal audit personnel is required (Section VII).
5.2	Will training be onsite, remote, or hybrid?	Training will be offsite (5 days outside Nairobi) and fully funded by the contractor (Section VII).
5.3	What level of training is expected?	The tender specifies "Technical and Operational Training" (Section VII). Bidders should cover admin and end-user levels.
6	Customization and Localization	
6.1	Should the software be customizable?	The tender mentions customizable checklists (Section VII). Bidders may propose additional customization.
6.2	Is localization (language/regulatory compliance) needed?	Not specified. Bidders may propose English as the primary language.
6.3	How many workflows/forms need implementation?	The tender lists key features (e.g., risk assessment, audit planning) but does not quantify workflows/forms. Bidders should assume standard audit processes.
7	Licensing and Scalability	

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7.1	Is scalability for future users/features expected?	The tender includes licenses for 10 users (Section VII, "Price Schedule"). Bidders may propose scalable solutions for future needs.
7.2	How many users (current/future)?	Current: 10 users. Future growth is not specified but should be considered.
8	Post-Implementation Support	
8.1	Is local presence or remote support required?	The tender does not specify. Bidders may propose remote support with optional local presence.
9	Proof of Concept/Demo	
9.1	Will shortlisted bidders provide a demo/PoC?	The tender does not mention demos. Bidders may propose them as part of their technical offering.
10	Online Submission for International Bidders	
10.1	How can international bidders create accounts?	Foreign bidders must partner with a Kenyan entity (JV) per ITT 4.10–4.11. The JV's Kenyan member can create the account. Contact KAA Procurement at tenders@kaa.go.ke for login credentials (Page 6, "Invitation to Tender").
10.2	<p>I am working on the KAA /OT/HQ/0147/2024-2025 RFP. We must register with your system.</p> <p>However, looking at the application page, most information required is Kenya-specific.</p> <p>What should I do if I am an international company?</p>	<p>Foreign bidders must partner with a Kenyan entity (JV) per ITT 4.10–4.11. The JV's Kenyan member can create the account. Contact KAA Procurement at tenders@kaa.go.ke for login credentials (Page 6, "Invitation to Tender").</p>

The closing/opening date remains 17th April, 2025 at 11.00 a.m.

Kindly ensure your tender is valid for a period of **186 days** and your tender security is valid for a period of **216 days** from the closing/opening date of **17th April, 2025 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