

**KCAA/CONF/1010/3/VOL.60 (245)**

**25<sup>th</sup> February, 2026**

## **TO ALL INTERESTED BIDDERS**

### **FINAL CLARIFICATIONS OF THE TENDER FOR PROVISION OF OFFICE SUITE SOFTWARE AND RELATED END POINT SECURITY; TENDER NUMBER KCAA/018/2025-2026.**

Following the various clarifications sought by bidders and those made by Kenya Civil Aviation Authority during the mandatory site/pre-bid meeting held on **Friday, 20<sup>th</sup> February, 2026 at 11.00 a.m.** at the Authority's headquarters, Aviation House, we hereby issue final clarifications and responses to all interested bidders who attended the mandatory site/pre-bid meeting.

In accordance with section II under provisions of instructions to tenderers (ITT), in tender data sheet, clause 8.4 and 9.1 of the tender document which was issued or obtained from KCAA website and public procurement information portal, the Authority has prepared final responses to requests for clarifications sought during the pre-bid meeting.

The purpose of this letter is to forward to you the final mandatory pre-bid/site meeting minutes and responses to clarifications sought for your perusal and information as you prepare your bid.

For avoidance of doubt, the documents to be uploaded on KCAA website and public procurement information portal as part of these clarifications are the mandatory pre-bid/site meeting minutes and final response to clarifications sought.

Please note that these clarifications shall be read and construed as part of the bidding document.

The Tender closing date has been extended to **Thursday, 5<sup>th</sup> March 2026 at 11.00 hours.**

We wish you all the best as you prepare to submit your bids.

  
PP

**William Kitum**  
**FOR: DIRECTOR GENERAL**





## Pre-Bid Meeting Minutes

<b>Purpose:</b>	Minutes for the Pre-Bid Meeting of the provision of office suite software and related end point security; Tender Number <b>KCAA/018/2025-2026.</b>
<b>Date:</b>	Friday, 20 <sup>th</sup> February, 2026 at 01:00 Hours
<b>Time:</b>	01:00 – 02.00 Hours
<b>Venue:</b>	KCAA Headquarters , Aviation House
<b>Reference:</b>	Tender Number KCAA/018/2025-2026
<b>Prepared by:</b>	A.M.Ndombi
<b>Prepared On:</b>	Friday, 20 <sup>th</sup> February 2026
<b>Attendants</b>	KCAA Representatives and Various Bidders
<b>Agenda:</b>	Minutes for the Pre-Bid Meeting of the provision of office suite software and related end point security; Tender Number KCAA/018/2025-2026.

Action	Points of Discussion	Action by	Action Date
	<p><b>01: 20-02-2026 – Introduction</b></p> <p>The meeting started at 01:00 Hours and the chairman welcomed the members to the meeting. All members introduced themselves as registration of attendees continued.</p>	<b>All</b>	<b>Immediate</b>
	<p><b>02: 20-02-2026 – <u>KCAA Requirements</u></b></p> <p>The Chairman took the bidders through the Terms of Reference as outlined in the Tender Document.</p>	<b>Chairman</b>	<b>Immediate</b>
	<p><b>02: 20-02-2026 – <u>Site-Visit</u></b></p> <p>The bidders were taken round the data centre site to appreciate the location of the vital installations.</p>	<b>Chairman</b>	<b>Immediate</b>



Company Confidential	
<b>Pre-Bid Meeting Minutes</b>	

	<p><b>03: 20-02-2026 - <u>Request for clarifications</u></b></p> <p>The Bidders requested for various clarifications, which were provided as per the attached response to clarifications.</p>	<b>KCAA</b>	<b>20-02-2026</b>
	<p><b>04: 18-02-2026 - <u>Closing Remarks</u></b></p> <p>The bidders were informed that the pre-bid minutes will be sent to them through the emails provided and would be uploaded in KCAA tender website (<a href="http://www.kcaa.or.ke">www.kcaa.or.ke</a>) and the Government tender portal (<a href="http://www.tenders.go.ke">www.tenders.go.ke</a>).</p> <p>The chairman thanked the members for attending the meeting and reminded them to submit the tenders as per the stipulated date and time.</p>	<b>Chairman</b>	<b>N/A</b>

There being no other business, the meeting ended at 02:00 Hours.

**Signed by:**

**Vincent Maritim**



**Date**

20/02/2026

## CLARIFICATIONS TENDER NO: KCAA/018/2025-2026

### CLARIFICATIONS FOR TENDER (ITT) NO: KCAA/018/2025-2026 (PROVISION OF OFFICE SUITE SOFTWARE AND RELATED END POINT SECURITY)

#### LOT 1: OFFICE SUITE

No	Issue/Concern	Clarification
1.	Copilot Access	Copilot Licenses expected are: Enterprise Microsoft 365 Copilot
2.	The system support is indicated as three (3) years for the Lot 1. Is this compulsory or a bidder can give an annual quote?	The tender will be for a three (3) year period but payable annually. Bidders shall be expected to provide quotes for each year for the three-year period
3.	How should the bid bond/tender security be addressed while being processed by bank, micro finance or an insurance company?	The bid bond/tender security should be addressed as follows:-  The Director General Kenya Civil Aviation Authority P.O. Box 30163 – 00100 Nairobi
4.	Can a bidder submit one bid out of the two (2) Lots	Yes, a bidder can either opt to submit a bid of one or both lots depending on their competence
5.	Can a bidder submit one bid bond/tender security for the two (2) Lots	Yes, a bidder can submit one bid bond/tender security for the two (2) lots but the amounts for each lot must be indicated clearly
6.	Are there possibilities for the bidders to give their quotes in USD?	No. The requirement is to indicate quotes in Kenya Shillings
7.	For the Training and Knowledge Transfer, do we include transportation to the location and per-diem or will KCAA take care of that? (item No. 8 on the Price Schedule for Lot 1 (Page 68))	The Vendor shall cater for the conference costs, mileage cost and Per Diems. The rate for Per diem is KES 14,000 per day per person, and number of days is 6 including travel days for Six (6) staff. Mileage shall be paid at the rate of Kshs. 10,000 per person



**ADDENDUM 1: TENDER NUMBER KCAA/018/2025-2026; THE PROVISION OF OFFICE SUITE SOFTWARE**

**PRICE SCHEDULE FOR LOT 1: THE PROVISION OF OFFICE SUITE SOFTWARE**

<b>OFFICE SUITE SOFTWARE</b>						
<b>No.</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Annual Cost In Kshs. For Year 1</b>	<b>Annual Cost In Kshs. For Year 2</b>	<b>Annual Cost In Kshs. For Year 3</b>	<b>Total Cost for Three Years</b>
1.	Microsoft E5	10				
2.	Microsoft E3	300				
3.	Business Premium	300				
4.	Microsoft 365 Business Basic	300				
5.	Exchange Online Plan1	200				
6.	Enterprise Microsoft 365 CoPilot	20				
7.	3-Year Service Level Agreement	Lot				
8.	Knowledge Transfer for 6 ICT staff- One-off in Year 1	6				
9.	<b>Include capacity building Levy of 0.03% of the total contract sum</b>					
10.	<b>Include Value Added Tax</b>					
11.	<b>TOTAL PRICE IN KENYA SHILLINGS INCLUSIVE OF ALL APPLICABLE LEVIES AND TAXES TO BE TRANSFERRED TO THE FORM OF TENDER FOR LOT 1.</b>					

**Clarifications for LOT 2: END POINT SECURITY**

**Part G: Network Access Control (NAC) – LOT 2:**

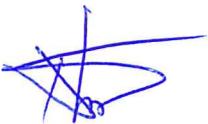
<b>NO</b>	<b>CLARIFICATIONS SOUGHT BY BIDDERS</b>	<b>KCAA'S RESPONSE</b>
1.	what is the numbers of sites	Four- HQ, EASA, JKIA, ANS
2.	What is the numbers of switches for integration	100
3.	please share vendor model of the switches	Various Cisco models
4.	What is the number of wireless controller or Ap's need to integrate?	One (1) wireless controller. APs - 100
5.	Please share vendor model wireless controllers and ap's ?	Ruckus - Virtual SmartZone Version - 6.1.2.0.0487 AP's – Ruckus, mixed models.
6.	Compliance policies, the standard is peer-to-peer, antivirus & vulnerable instant messaging. is any other compliance policy required?	Standard is okay but other additional policies shall be agreed during deployment
7.	Is there any requirement of 802.1x (forescout can authenticate endpoints without 802.1x using ad integration, so most customers don't use legacy 802.1x anymore)?	No
8.	In case of 802.1x required, Please specify wired or wireless or both?	N/A
9.	Are you using any other NAC solution currently?	Yes- FortiNac
10.	Is there any policy that you want to migrate?	No mandatory
11.	Do you have any guest registration requirements? If required, is it wired or wireless? and what are the guest requirements? (ex: self-registration, onboarding, etc)?	Yes, wireless, Self-registration
12.	Any Requirement of VPN-Integration? If yes, please share the details?	Yes- Checkpoint VPN
13.	Eye-Recovery Number of sites required to configure resiliency?	Two
14.	HA or Failover Cluster?	HA
15.	Eye-extended Connect module / Eco-System .How many Integrations customer is expecting, please share the details explicitly?	Integration with all existing network devices i.e. switches, access points etc
16.	Deployment Mode Onsite or Remote?	Onsite
17.	For the Technical training, do we provide transport/ticket costs to the location and per-diem or will KCAA take care of that?	The Vendor shall cover all training-related expenses, including training fees, airfare, insurance, airport transfers to and from the hotel, and per diems. The per diem rate is USD 573

		per person per day, for a total of seven (7) days—including travel days—for six (6) staff members
18.	What is the preferred venue for the technical training	Preferred OEM venue is Turkey

**Part H: Project Implementation Services – LOT 2:**

No.	BIDDERS' REQUEST FOR CLARIFICATION	KCAA RESPONSE
1.	For Technical Certified Training, what is the preferred OEM Location	This shall be undertaken at a fully accredited OEM training center in Italy or Spain
2.	Clarify on the per diem rates for the OEM training	The Vendor shall be responsible for all expenses related to the training, including training fees, air travel, insurance, airport transfers, and per diems. The training duration is Six (6) days. The per diem is set at USD 553 per person per day, calculated over a total of Eight (8) days, including travel days—for six (6) staff members.
3.	Clarify per diem rates for Operational Testing and Knowledge transfer.	The Vendor shall bear all costs associated with the operational training, including conference facilities and mileage reimbursement at a rate of KES 11,000 per person. The per diem rate is KES 14,000 per person per day, for a total of six (6) days—including travel days—for eight (8) ICT staff members. The preferred location is Naivasha.
4.	Tender Closing /Submission date	The Tender closing date has been extended from Thursday, 26 <sup>th</sup> February 2026 to <b>Thursday, 5<sup>th</sup> March, 2026 at 11.00 AM</b>

**END**

*W* William Kitum   
**DDSCM**  
**FOR: DIRECTOR GENERAL**

Date.....*25<sup>th</sup> February 2026*.....