

KCAA/CONF/1010/3/VOL.57 (147)

29th January, 2024

TO ALL INTERESTED BIDDERS

THE FIRST AND FINAL CLARIFICATIONS OF THE TENDER FOR PROVISION OF CLEANING AND ENVIRONMENTAL MANAGEMENT SERVICES FOR KENYA CIVIL AVIATION AUTHORITY HEADQUARTERS AT AVIATION HOUSE FOR TWO (2) YEARS. TENDER NUMBER KCAA/043/2023-2024.

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, 26th January, 2024 at 11.00 a.m. at KCAA 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 at the site and those received by the Authority as at Sunday, 28th January, 2024.

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 final response to clarifications sought.

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

The closing date of the tender has been extended from **Friday, 2nd February, 2024** to **Wednesday, 7th February, 2024** at **11.00 hours**.

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



William Kitum
FOR: DIRECTOR GENERAL

Pre-tender and site survey Meeting Minutes

Purpose:	Minutes of the Pre-bid Meeting of the tender for Provision of cleaning and environmental management services for Kenya Civil Aviation Authority Headquarters at Aviation House for Two (2) Years ; Tender No. KCAA/043/2023-2024.
Date:	26 th January, 2024
Time:	11:00 – 01:00 Hours
Venue:	KCAA Headquarters, Aviation House
Reference:	Tender Number KCAA/043/2023-2024
Prepared On:	29 th January, 2024
Attendants	Various bidders
Agenda:	Pre-bid meeting of the tender for the Provision Of Cleaning And Environmental Management Services for Kenya Civil Aviation Headquarters at Aviation House for two (2) years; Tender No. KCAA/043/2023 – 2024.

Action	Points of Discussion	Action by	Action Date
	01: 29-01-2024. <u>Introduction</u> The meeting started at 11:00 am with introduction by all the Authorities officials followed by the registration of attendees.	All	Immediate
	02: 29-01-2024. <u>Tender requirements</u> <ul style="list-style-type: none"> The bidders were taken through the tender requirements from which they were required to raise any clarifications to enable them execute an effective bidding. 	N/A	Bidders
	03: 29-01-2024. <u>Clarifications</u> <ul style="list-style-type: none"> The bidders requested for clarifications, which were provided as per the attached annex 1. 	KCAA	29/01/2024
	04: 29-01-2024. <u>Advisory comments</u> <ul style="list-style-type: none"> The Authorities officials also took the bidders through other advisory issues that they needed to know to enable a smooth execution of this contract as indicated in the annex 2. 		

Pre-tender and site survey Meeting Minutes

	04: 29-01-2024 <u>Closing Remarks</u> The chairman thanked the members for attending the meeting and showing interest to work with the Authority.	N/A	Bidders
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There being no other business, the meeting ended at 12:40 Hours.

APPENDIX 1

FIRST AND FINAL RESPONSE TO REQUEST FOR CLARIFICATIONS OF TENDER FOR PROVISION OF CLEANING AND ENVIRONMENTAL MANAGEMENT SERVICES FOR KENYA CIVIL AVIATION AUTHORITY HEADQUARTERS AT AVIATION HOUSE FOR TWO (2) YEARS. TENDER NUMBER KCAA/043/2023-2024.

No.	<u>BIDDERS' REQUEST FOR CLARIFICATION</u>	<u>KCAA RESPONSE</u>
1.	Can any group defined under AGPO category participate in this tender?	This procurement is for the AGPO group but strictly under WOMEN . The currency of the certificate of the participating firms shall be checked on the National treasury website to establish their validity during the evaluation exercise.
2.	Under item 20 of the mandatory evaluation criteria, the tender talks about at least three (3) recommendation letters for execution of similar works in the last five (5) years. Should the letters be addressed specifically to KCAA or generic recommendation letters shall be acceptable?	Specific and generic recommendation letters shall be accepted as long as they are within the last five (5) years and for relevant services that KCAA requires.
3.	Under item 1 of the technical capability assessment evaluation criteria, the tender talks about at least three (3) contracts with a value of at least Kenya Shillings six million (Kshs.6 million) . Will consolidated contracts amounting to the same threshold be accepted?	The threshold for each of the three contracts shall be Kenya Shillings six (6) million executed within the last five (5) years one of which should be a running contract.
4.	If a firm has executed similar works with the Authority in the past, will a recommendation letter from the Authority be accepted?	Yes, this shall be accepted. Any firm that has executed any similar works with the Authority can obtain a recommendation letter if they request for it.
5.	Is a Joint Venture (JV) acceptable in the execution of this tender?	A Joint Venture (JV) shall NOT be accepted for execution of this tender
6.	Under item 2 of the technical capability assessment evaluation criteria for execution of similar works, the tender document talks about provision of certified copies of professional and academic certificates of staff. Does this mean that all staff employed by the cleaning/environment management firm provide this requirement?	The type of staff specified in the tender document is as follows:- (a) Certified copies of professional and academic certificates for at least two (2) management staff. (b) Certified copies of professional and academic certificates for at least three (3) supervisory staff.

		N/b: Certified copies of professional certificates shall be for provision of similar services.
7.	Can a firm bid for both Lots, or they are restricted to bid for one of the two?	Firms can bid for both or any of the two depending on their expertise.
8.	Will the contracts be awarded per lot per year?	The contracts shall be awarded per Lot for the lowest evaluated bidder for two (2) years subject to satisfactory performance during the first year.
9.	Will be the Authority carry out a due diligence on the winning bidder?	Yes, as part of the evaluation exercise the Authority officials shall carry out a due diligence on the prospective winning bidder to assess its capacity to executive the contract
10.	Given the short notice for site visit, can the tender be extended to give time for an effective bidding?	Given the request, the Authority has extended the opening/closing date of this tender to Wednesday, 7th February, 2024 at 11.00 a.m.
11.	Can a survey of the KCAA headquarters be facilitated for any interested bidder?	Yes, interested bidders will be taken around the KCAA headquarters to enable the interested bides evaluate the scope of works to facilitate an effective quotation.

END

APPENDIX 2

ADVISORY COMMENTS DURING SITE VISIT FOR THE TENDER FOR PROVISION OF CLEANING AND ENVIRONMENTAL MANAGEMENT SERVICES FOR KENYA CIVIL AVIATION AUTHORITY HEADQUARTERS AT AVIATION HOUSE FOR TWO (2) YEARS. TENDER NUMBER KCAA/043/2023-2024.

1.	The United Nations Universal Declaration of Human Rights has declared the provision of a safe working environment for workers as a basic human right which employers are required to adhere to. This has been domesticated by the Kenyan Authorities through the enactment of the Safety & Occupational Act, 2007 that requires all employers to provide a safe and working environment for their employees.
2.	This Act also stipulates the provision of Personal Protective Equipment (PPE's) by employers that should be fit for use and their proper deployment. For this specific tender, items like dust masks, gloves, overalls, proper cleaning materials, toilet papers, safety boots and overalls will be required..
3.	The winning bidders will be required to ensure that their employees are properly covered against illness and other work hazards like accidents by undertaking insurance covers for Group Life and WIBA.
4.	The Authority is a premier government entity that takes issues of Gender Based Violence (GBV) and Sexual harassment very seriously either by the contractors or the Authority's employees. It is the duty of the contractor to sensitize his/her employees how to conduct themselves as they execute their duties during the contract period and their day to day interactions with the Authorities employees.
5.	Bidders will be required to register with the Safety and Occupational Authorities located at Protection House in Industrial area to ensure that they are compliant with the Safety and Occupational Act, 2007.
6.	The KCAA Headquarters, Aviation House is a violent free zone. Fights/Verbal alterations by the contractor's employees shall be deemed to be gross misconduct. The contractor has the duty to engage properly disciplined staff and experienced supervisors during the execution of this tender
7.	Interested firms are urged to examine in details the scope of the works as required by the Authority to avoid issues of under quoting.
8.	Interested firms quoting should take into consideration the minimum wage requirements, taxes applicable, statutory deductions and the housing levy. They should also take into consideration the prevailing gazette notices on increment of minimum wage increases by the Ministry of labor. Bidders should attach a compliant certificate on minimum wages payment from Ministry of labor.
9.	It is the work of the contractor to sensitize its employees to display decorum during the working hours and even when they leave their working places. The issue of piling at the main exit gate to seek lifts from officials of the Authority is highly discouraged.
10.	The Authority really appreciates the bidders who have expressed interest to under take this contract. Without the bidders, it would be difficult to execute this contract

END

Page 1 of 1

General

For Director General
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