



KENYA CIVIL AVIATION AUTHORITY

efficiently managing air safety

KCAA/CONF/1010/3 VOL 59 (022)

17th SEPTEMBER 2024

TO ALL INTERESTED BIDDERS

REF: FIRST RESPONSE TO REQUEST FOR CLARIFICATION ON TENDER FOR SUPPLY, DELIVERY, INSTALLATION, TRAINING AND COMMISSIONING OF AN INTEGRATED ASSR OVERSIGHT MANAGEMENT SYSTEM RECEIVED AS AT 12th SEPTEMBER, 2024. TENDER NUMBER KCAA/002/2024-2025.

Reference is made to the above mentioned tender issued on 3rd September 2024.

The Authority has received various requests for clarification of the above stated tender from some interested candidates.

In accordance with the provisions of Instructions to Tenderers (ITT) section 9 and 10 and the tender Data Sheet ITT 9.1 of the tender document which was issued or obtained from KCAA website, the Authority has prepared a response to the requests for clarification received by 12th September 2024.

Attached herein is the response to the clarifications.

Please note that this clarification shall be read and construed as part of the bidding document issued to you earlier.

The tender closing / submission date has been extended from 26th September to **16th October 2024** at 1100 hours East African Time. As a result of this extension, the deadline for request for clarifications has been extended from 12th to **30th September 2024**

We wish you the best as you prepare to submit your tenders.

A handwritten signature in blue ink, appearing to read 'W. Kitum', is written over a white rectangular area.

William Kitum
FOR: DIRECTOR GENERAL.
Encl.





Pre-Bid Meeting Minutes

Purpose:	Minutes for the Pre-Bid Meeting of the tender for supply, delivery, installation, training and commissioning of an Integrated ASSR oversight Management System - Tender Number KCAA/002/2024-2025
Date:	Thursday, 12 th September 2024 at 10:00 Hours
Time:	10:00 – 12.00 Hours
Venue:	Auditorium, KCAA HQS Offices (Aviation House), Nairobi
Reference:	Tender Number KCAA/002/2024-2025
Prepared by:	Job Mburu
Prepared On:	Thursday, 12 th September, 2024
Attendants	Various Bidders
Agenda:	Pre-Bid Meeting for the supply, delivery, installation, training and commissioning of an Integrated ASSR oversight Management System.

Action	Points of Discussion	Action by	Action Date
	<p>01: 12-09-2024 - Introduction</p> <p>The meeting started at 10:00 Hours and the secretary welcomed the members to the meeting. All members introduced themselves as registration of attendees continued.</p>	All	Immediate
	<p>02: 12-09-2024 – <u>KCAA Requirements</u></p> <p>The Chairman informed the bidders the expectations of the Authority that necessitated the publishing of the tender.</p>	Chairman	Immediate
	<p>03: 12-09-2024 - <u>Tender Documents</u></p> <p>The Authority took the candidates through its requirements under this tender documents (Volume I and 2) as published.</p>	KCAA	Immediate

For Director General
KCAA
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Pre-Bid Meeting Minutes

	<p>04: 12-09-2024 - <u>Request for clarifications</u></p> <p>The Bidders requested for various clarifications, which were provided as per the attached response to clarifications</p>	KCAA	16/09/2024
	<p>05: 12-09-2024 - <u>Closing Remarks</u></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 (www.kcaa.or.ke) and the Government tender portal (www.tenders.go.ke).</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>	Chairman	N/A

There being no other business, the meeting ended at 12:00 Hours.

Signed by:

Mr. Charles Kombo  Date 17/09/2024

Mr. Job Mburu  Date 17/09/2024

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FIRST RESPONSE TO REQUEST FOR CLARIFICATIONS ON TENDER FOR SUPPLY, DELIVERY, INSTALLATION, TRAINING AND COMMISSIONING OF AN INTEGRATED ASSR OVERSIGHT MANAGEMENT SYSTEM (TENDER NUMBER KCAA/002/2024-2025). RECEIVED AS AT 12TH SEPTEMBER, 2024.

No.	BIDDERS' REQUEST FOR CLARIFICATION	KCAA RESPONSE
1.	What is implementation timeline for the project	The bidders are expected to provide the timeline in their proposed implementation plan. However, the Authority estimates the project implementation period to be at most two years.
2.	When do you want to go live with this project	The bidders are expected to provide the timeline in their proposed implementation plan. However, the Authority estimates the project implementation period to be at most two years.
3.	The time line to respond to the RFP is too short we need more time to respond	The tender submission date is hereby extended from 26th September 2024 to 16th October 2024 at 11:00AM. The deadline to Request for clarifications is hereby extended from 12 th to 30 th September 2024 at 1700 hours.
4.	Does this assignment require upgrade of the existing systems e.g the ERP	The scope of this assignment does not envisage an upgrade of existing systems but rather integrate to the existing systems
5.	Billing will be done by current KCAA system, correct? Oversight will integrate data into billing system	The proposed system is expected to handle payments by integrating with a payment gateway (currently eCitizen Payment Gateway). The current billing system does not handle payments for oversight services in the Authority but rather it handles payments for Air Navigation Services (ANS)
6.	We are requesting for an extension of two more weeks to enable us to work	The tender submission date is hereby extended from 26th September 2024 to 16th October 2024 at 11:00AM.

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	on our bid to be considered responsive.	The deadline to Request for clarifications is hereby extended from 12 th to 30 th September 2024 at 1700 hours.
7.	What should we attach as mandatory requirement 9 e.g site visit certificate	Bidders do not have to attach anything as evidence of having attended the pre-bid meeting. KCAA will retain the attendance register of the bidders who were there physically and through online as evidence of having attended the meeting.
8.	You explained that the 5 phases processes are all similar on the structure and differences are on inputs and outputs. So , presenting 1 video of 1 process that show how system carries that, should be sufficient?	Yes, presenting one (1) video of one (1) select process will be sufficient.
9.	This a very custom software development and not a COTS Solution. So it's important to understand your timeline to go live	The bidders are expected to provide the timeline in their proposed implementation plan. However, the Authority estimates the project implementation period to be at most two years.
10.	Could the requirements for the solution be reconsidered? We propose that the solution not be limited to off-the-shelf products but be open to customized options tailored to the specific technical specifications.	The requirements are geared towards meeting ICAO standards, local regulations and other standards that regulate civil aviation. As such, any prospective solution MUST be customizable to meet the requirements as documented.
11.	Could you please share all clarifications as a corrigendum to the RFP	All the clarifications related to this tender process will be documented and shared with all the bidders who have shown interest by sending an email as required. The clarifications will also be uploaded on KCAA tender portal and the government tender portal.
12.	This requirement that the provider should have worked with another civil authority, what happens to	The requirement is meant to assure KCAA of the capability of the prospective vendor to successfully implement the

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		interest by sending an email as required. The clarifications will also be uploaded on KCAA tender portal and the government tender portal.
13.	This requirement that the provider should have worked with another civil authority , what happens to companies that haven't worked with a civil authority and have the capability to provide the solution	The requirement is meant to assure KCAA of the capability of the prospective vendor to successfully implement the required system. However, bidders are encouraged to form joint ventures with other vendors who have the requisite experience.
14.	Can insurance bond be used instead of bank guarantee?	The tender security also referred to as bid bond shall be provided in form of a bank guarantee, a guarantee issued by a financial institution approved and licensed by the central bank of Kenya or insurance company approved by the Public Procurement Regulatory Authority. The approved insurance firms are available at www.ppra.go.ke .
15.	Is there any payment terms by KCAA?	The terms of payment are indicated under clause 12 of the General Conditions of Contract and clause 7 of the Special Conditions of Contract. However, KCAA will discuss the terms of payment based on the implementation schedule provided by the successful bidder.
16.	Does KCAA require a specific document management software.	The bidder is expected to propose a Document Management Software (DMS) of their choice that can be integrated with the proposed system to manage documents that are processed through the system. The proposed DMS MUST meet the minimum requirements provided.
17.	Cross cutting concerns – five phases Is there any standard common for external stakeholders -	Yes. Five phase is a standard and should be implemented as per the standard. The bidder is expected to propose how all customer facing processes (including

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		the Five Phase Process) will be handled through a Customer Facing and processed through an Internal Portal
18.	Is there any other Payment gateway modules other than e-citizen indicated in the tender document.	The bidder will be expected to integrate with eCitizen or any other approved payment gateway as per the current government policy
19.	Who will be doing the billing?	The proposed system is expected to handle payments by integrating with a payment gateway (currently eCitizen Payment Gateway). The current billing system in the Authority does not handle payments for oversight services but rather it handles payments for Air Navigation Services (ANS). A major requirement of this project is integrating with the ERP which handles all invoicing needs.
20.	One million pages has been proposed as the number of documents towards digitalization/scanning/indexing. Does KCAA have enough budget for this exercise.	<p>Digitalization/scanning/indexing of one million copies is a requirement in this tender. The bidder is expected to quote fair market rates.</p> <p>The bidder should quote for the digitization of the one million documents required. However, the cost per page should be clear.</p> <p>The bidder is also expected to undertake a profound analysis of the number of documents that require to be digitized during the critical design review process.</p> <p>KCAA may engage the bidder in a different contract to digitize extra pages in the event that the pages to be digitized are more than the one million pages specified in the bid document.</p>
21.	Are all the documents to be digitized available in one area.	Yes, all the documents to be scanned are located in KCAA Headquarters.

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	requesting for an extension of 3 Weeks	The deadline to Request for clarifications is hereby extended from 12 th to 30 th September 2024 at 1700 hours.
23.	Scanning: We lack information about the actual structure. Are documents at a single location? Are they well classified? How is the meta-data inserted, by whom?	The bidder will provide details of their DMS structure, document classification matrix and how metadata will be stored for each scanned document. It is the responsibility of the bidder to prepare and index the documents with their respective metadata and upload them into the proposed System.
24.	We have a locally registered company, wholly owned by a parent company outside of Kenya. Is it considered a local company?	A company registered in Kenya Is considered as a local Company.
25.	Contract: Is the contract provided a draft? we want to offer the standard contracts that we use for every client.	The Authority will develop a contract which shall be shared with the winning bidder for consideration and approval before contract signing.
26.	Further clarification on project deliverables requiring travel.	As per KCAA policy, the DSA is applicable each night from the day an officer leaves their duty station up to when an officer arrives back to their duty station.
27.	Specifications for the Bopai laptop backpack or equivalent	The laptop backup should meet the following specifications: - i. Intelligent increase design - this backpack has smooth zippers on the backside. ii. Invincible water bottle pocket. iii. Backpack's external USB charging port and built-in cable connected with your power bank inside which will charge your phone more easily. (Power bank included). iv. Convenient structure - an invisible card pocket on the shoulder strap v. An invisible zip pocket on the back to place your Phone, keys and wallet conveniently.

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		<ul style="list-style-type: none"> vi. Anti-explosion double zipper of the main compartment is anti-slashing and water-resistant, This would increase the security of the laptop. vii. Multipurpose - roomy backpack (12. 6"L 6. 3"W 17. 7"H) with laptop compartment (lined with soft flannel) protects 15. 6" laptop and iPad. viii. Material - water-resistant microfiber leather and durable ballistic nylon materials. ix. Main Material - waterproof synthetic leather + microfiber. Handle: synthetic leather. Lining Material: Polyester. <p>Total backpacks required: Three (3).</p>

END

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