



TO ALL INTERESTED BIDDERS

PRE-BID MINUTES AND RESPONSE TO THE REQUEST FOR CLARIFICATIONS ON THE TENDER FOR THE SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF UNINTERRUPTIBLE POWER SUPPLY SYSTEM AND AUXILIARY SYSTEMS AT WAJIR AIRPORT HELD ON 18TH FEBRUARY, 2026: TENDER NUMBER KCAA/013/2025-2026.

Reference is made to the above tender advertised by Kenya Civil Aviation Authority (KCAA) on Tuesday 10th February, 2026 which you have expressed interest to participate.

The Authority has received requests for clarification on the above stated tender from interested candidates.

In accordance to with the provisions of Instructions To Tenderers (ITT) section 9 and 10 and the Tender Datasheet ITT 8.2 of the tender document which was issued or obtained from KCAA website, the Authority has prepared response to various requests for clarification received and as had been stated in the tender document circulated to all bidders who are participating in this tender. The preparation of this response has been necessitated by the request for clarifications sought by some of the bidders.

Attached herein are the pre-bid minutes and responses to the clarifications requested.

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

You are reminded that the tender closing date has been extended from **Wednesday 25th February, 2026** to **Wednesday, 4th March, 2026** at **11:00 Hours East African Time.**

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

A handwritten signature in blue ink, appearing to read 'William 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 the supply, delivery, installation and commissioning of Uninterruptible Power Supply System and Auxiliary Systems at Wajir Airport; Tender Number KCAA/013/2025-2026. |
| Date: | Wednesday, 18 th February, 2026 at 10:00 Hours |
| Time: | 10:00 – 14.00 Hours |
| Venue: | WAJIR ANS STATION |
| Reference: | Tender Number KCAA/013/2025-2026 |
| Prepared by: | Kasyoki Faith |
| Prepared On: | Wednesday, 18 th February, 2026 |
| Attendants | KCAA Representatives and Various Bidders |
| Agenda: | Pre-Bid Meeting for the supply, delivery, installation and commissioning of Uninterruptible Power Supply System and Auxiliary Systems at Wajir Airport. |

| Action | Points of Discussion | Action by | Action Date |
|--------|---|-----------------|------------------|
| | <p>01: 18-02-2026 – Introduction</p> <p>The meeting started at 10:00 Hours and the OIC and chairman welcomed the members to the meeting. All members introduced themselves as registration of attendees continued.</p> | All | Immediate |
| | <p>02: 18-02-2026 – <u>KCAA Requirements</u></p> <p>The Chairman took the bidders through the Terms of Reference as outlined in the Tender Document.</p> | Chairman | Immediate |
| | <p>02: 18-02-2026 – <u>Site-Visit</u></p> <p>The bidders had an opportunity to visit the site at the Wajir Control Tower, where the existing UPS shall be replaced by the new system.</p> | Chairman | Immediate |

Company Confidential



Pre-Bid Meeting Minutes

| | | |
|---|-----------------|-------------------|
| <p>03: 18-02-2026 - Request for clarifications</p> <p>The Bidders requested for various clarifications, which were provided as per the attached response to clarifications.</p> | KCAA | 18-02-2026 |
| <p>04: 18-02-2026 – Bid submission</p> <p>The tender submission deadline is hereby extended Wednesday 25th February 2026 to Wednesday 4th March 2026 at 11:00 Hours, East African Time.</p> | All | 04-03-2026 |
| <p>05: 18-02-2026 - Closing Remarks</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. Oganda Kwanga  Date.....18/02/2026...

Ms. Faith Kasyoki.....  Date.....18/02/2026...

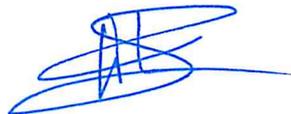
RESPONSE TO THE REQUEST FOR CLARIFICATIONS TO THE TENDER FOR THE SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF UNINTERRUPTIBLE POWER SUPPLY SYSTEM AND AUXILIARY SYSTEMS AT WAJIR AIRPORT AT 18TH FEBRUARY, 2026: TENDER NUMBER KCAA/013/2025-2026.

| No. | Clarifications Sought | KCAA's Response |
|-----|---|--|
| 1. | The bidders sought clarification on whether the supply, delivery, installation and commissioning of Uninterruptible Power Supply System and Auxiliary Systems at Wajir Airport is through Electronic Government Procurement (E-GP) System | It was clarified that the tender has not been conducted through the Electronic Government Procurement (E-GP) System. The procurement process is being handled outside the E-GP platform |
| 2. | The bidders sought clarification on whether the tender has been reserved for AGPO registered firms | It was clarified that the tender is not reserved for AGPO-registered firms. The tender is open to all eligible national firms. |
| 3. | The bidders sought clarification on whether this will be a new installation or replacing the existing UPS | It was clarified that this is a new installation for UPS systems The existing UPS system at the airport is non-functional. |
| 4. | The bidders sought clarification on if the Auxiliary systems mean the second UPS | It was clarified that: <ul style="list-style-type: none"> • The requirement in the tender document includes two (2) Uninterruptible Power Supply (UPS) Systems. • The auxiliary systems refer to supporting accessories required for installation, such as a Transient Voltage Surge Suppressor (TVSS) and other necessary components. |
| 5. | The bidders sought clarification on the brand reference for the Uninterruptible Power Supply System | It was clarified that the Authority has no preferred brand for the UPS systems. Bidders are required to quote for any brand that fully meets the technical specifications outlined in the Tender Document. |

For Director General
Kenya Civil Aviation Authority
 P. O. Box 30163 - 00100,
 NAIROBI.
 

| | | |
|-----|---|---|
| 6. | The bidders sought clarification on whether the two requested Uninterruptible Power Supply Systems are to be separate physically | It was clarified that the two UPS systems: <ul style="list-style-type: none"> • Will be installed in the same room, • Positioned next to each other, but with appropriate spacing between them. |
| 7. | Registration with National Construction Authority (NCA) and Energy and Petroleum Regulatory Authority (EPRA) | Bidder will be required to provide evidence of registration with NCA and EPRA as per the attached revised evaluation criteria |
| 8. | Bidders were advised include the Airport Access Fee in their quotation for the supply, delivery, installation, and commissioning works. The Airport pass should be for the period they will access the airport for the purpose of undertaking the works. The cost of the airport pass in Kshs 3,000 per person per day payable to Kenya Airports Authority. | |
| 9. | The Site Visit Form, duly signed by the KCAA Representative, must be included as part of the submitted tender documents. | |
| 10. | Bid documents must be submitted to Aviation House as follows: <ul style="list-style-type: none"> • Two hard copies (one original and one copy) • One soft copy in a readable USB format | |
| 11. | The tender submission deadline is hereby extended Wednesday 25 th February 2026 to Wednesday 4th March 2026 at 11:00 Hours, East African Time. | |

For Director General
Kenya Civil Aviation Authority
P. O. Box 30163 - 00100,
NAIROBI.



PART A: REVISED PRELIMINARY EXAMINATION FOR DETERMINATION OF RESPONSIVENESS

The following criteria will be used to determine mandatory/preliminary responsiveness of the bidders. Note that all bidders must provide all the requirements under mandatory for them to proceed to the next level of evaluation. Tenders that do not pass the Preliminary Examination will be considered non-responsive and will not be considered further.

| No. | Mandatory eligibility criteria to be met by the tenderer |
|-----|--|
| 1. | Eligibility - Bidders and their associated firms who have existing/ongoing contracts with KCAA which have delayed beyond the original scheduled completion period in the contract without proper justification or who according to KCAA records, have failed in performance of previous contracts or have had their previous contracts terminated for non-performance are not eligible to participate. |
| 2. | The tender is signed by the person holding a valid power of attorney, without material deviation, reservation or omission. Attach a copy of Power of Attorney signed by the donor and duly witnessed by an advocate or counsel. |
| 3. | Tenderer's eligibility – duly filled and signed confidential business questionnaire |
| 4. | Tenderer is a legally registered entity. Attach a copy of registration certificate or certificate of incorporation from the registrar of companies. |
| 5. | Attach a current copy of CR12 Certificate from Business Registration Services issued within the last 12 Months. |
| 6. | Attach a duly filled and signed Form of Tender (as per the form attached in section IV of this document) |
| 7. | Provide a Tender valid for 91 days |
| 8. | Attach a duly filled and signed Price Schedules completed for all items in accordance with ITT 14 and ITT 19 |
| 9. | Attach a Valid Tax compliance certificate |
| 10. | Duly filled Certificate of Independent Tender Determination |
| 11. | Provide 1 Original & 1 copy of bid documents (Ensure serialization/pagination in a sequential manner of ALL pages for the bid submitted) and a soft copy of the bidding documents in USB Flash Drive in a searchable format . The soft copy of the bidding documents to have following attributes: - i. The documents should be in PDF ii. The PDF document must be searchable with OCR Bidders MUST chronologically and sequentially serialize/paginate all pages of the tender documents submitted in the format 1,2,3,4-from the cover page to the last page including all attachments |
| 12. | Composition of joint venture where applicable. Attach a copy of the Joint Venture Agreement entered in to by all members or a Form of intent to execute a Joint Venture Agreement together with a copy of the proposed Agreement. All members of joint venture MUST submit a duly filled Party to JV Information Sheet (where applicable). The JV partners must demonstrate and highlight their specific roles in the agreement. |
| 13. | Provide a tender security of Kshs.200,000.00 valid for 119 days in form of Insurance Guarantee or Demand Bank Guarantee. |

For Director General
 Kenya Civil Aviation Authority
 P. O. Box 30163 - 00100,
 NAIROBI.



| No. | Mandatory eligibility criteria to be met by the tenderer |
|-----|--|
| 14. | Tenderer is not debarred by PPRA or any other Authority. Submit a duly filled and signed Form SD1 |
| 15. | Self-declaration that the person/tenderer will not engage in any corrupt or fraudulent practice. Submit a duly filled and signed Form SD2 |
| 16. | Duly signed declaration and commitment to the code of ethics |
| 17. | Attach a certificate of registration and valid license from National Construction Authority in similar works in NCA 6 and above. |
| 18. | Attach a copy of valid License from Energy and Petroleum Regulatory Authority (EPRA) in similar works. |
| 19. | Project commitment/implementation plan – Bidders MUST attach a sample project plan/work program indicating delivery date of materials, implementation, commissioning, and training clearly indicating the expected completion date of the project (provide details). |
| 20. | Submit a statement in the bidder's letter head that the company is not insolvent, receivership, bankrupt or in the process of being wound up |
| 21. | Vendor's experience: i. The Bidder MUST have specific experience in the supply, delivery, installation, training and commissioning of Uninterruptible Power Supply (UPS) system OR a similar solution for at least three projects each of a value of Kshs 6,000,000.00 or more within the last (7) years. ii. Provide three (3) copies of complete contracts OR LSOs/LPOs on EACH assignment and the corresponding recommendation letters and/or completion certificates for the three contracts provided as evidence. |
| 22. | The bidders shall submit the latest three years audited financial statements for the last three years (2025/2024, 2023 and 2022). |
| 23. | Submit evidence that your firm will be able to raise capital of over Kshs 6,000,000.00 for the project without requesting advance payment. |
| 24. | Submit copies of all technical brochures for the proposed equipment where applicable. |
| 25. | Provide Manufacturers Authorization. Provide the manufacturer's authorizations for the proposed solution (provide authentic letter/certificate from the manufacturer) of the proposed solution. |
| 26. | Warranty: ❖ The warranty period is three (3) years ❖ The bidder MUST provide a detailed maintenance and support plan for the system within the warranty periods. |
| 27. | Attach a duly signed certificate of site visit/pre-bid meeting form signed by KCAA authorized representative. |
| 28. | Brochures: Include detailed brochures and datasheets of the proposed solution |
| 29. | Support and Maintenance: The bidder shall include a proposed SLA for Maintenance to be adopted after the warranty period. The SLA should include the following key deliverables: - i. Period – 3 years ii. Services to be provided within the SLA iii. Response times |

For Director General
Kenya Civil Aviation Authority
P. O. Box 30163 - 00100,
NAIROBI.

END

