

**KCAA/CONF/1010/3/VOL.61 (177)**

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

## **TO ALL INTERESTED BIDDERS**

### **FINAL CLARIFICATIONS OF THE TENDER FOR THE PROVISION OF CLEANING AND ENVIRONMENTAL MANAGEMENT SERVICES FOR VARIOUS KCAA STATIONS FOR TWO YEARS; TENDER NO. KCAA/033/2025- 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 **Monday, 25<sup>th</sup> May, 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 following:-

1. The mandatory pre-bid/site meeting minutes.
2. The final responses to clarifications sought by various interested firms.
3. The revised technical capability assessment/evaluation criteria.

This is 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 visit 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 remains **Friday, 29<sup>th</sup> May 2026 at 11.00 hours.**

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

A blue ink signature of William Kitum, consisting of several loops and a long horizontal stroke.

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



## Pre-Bid Meeting Minutes

<b>Purpose:</b>	Pre-Bid Meeting Minutes for the Provision of Cleaning and Environmental Management Services for Various KCAA Stations for Two Years; Tender No. KCAA/033/2025-2026.
<b>Date:</b>	Monday, 25 <sup>th</sup> May, 2026 at 11:00 Hours
<b>Time:</b>	11:00 – 13.00 Hours
<b>Venue:</b>	KCAA Headquarters , Aviation House
<b>Reference:</b>	Tender Number KCAA/033/2025-2026
<b>Prepared by:</b>	Agnes Wanja
<b>Prepared On:</b>	Monday, 25 <sup>th</sup> May, 2026
<b>Attendants</b>	KCAA Representatives and Various Bidders
<b>Agenda:</b>	Pre-Bid Meeting Minutes for the Provision of Cleaning and Environmental Management Services for Various KCAA Stations for Two Years; Tender No. KCAA/033/2025-2026.

Action	Points of Discussion	Action by	Action Date
1)	<b>01: 25-05-2026 – Introduction</b> The meeting started at 11:00 Hours and the chairman welcomed the members to the meeting. All members introduced themselves as registration of attendees continued.	<b>All</b>	<b>Immediate</b>
2)	<b>02: 25-05-2026 – KCAA Requirements</b> The Chairman took the bidders through the Terms of Reference as outlined in the Tender Document.	<b>Chairman</b>	<b>Immediate</b>
3)	<b>03: 25-05-2026 – Site-Visit</b> Bidders were notified that the services are required at KCAA stations and they are free to visit the site at their convenient time. Bidders to email their preferred date of site visit to the respective stations to <a href="mailto:procurement@kcaa.or.ke">procurement@kcaa.or.ke</a> .  Requirements for the Airside stations; 1. National ID Card 2. Airside Pass Fee payable to KAA.	<b>Chairman</b>	<b>Immediate</b>

## Pre-Bid Meeting Minutes

Action	Points of Discussion	Action by	Action Date
4)	<p><b>04: 25-05-2026 - Request for clarifications</b></p> <p>The Bidders requested for various clarifications, which were provided as per the attached response to clarifications.</p>	KCAA	25-05-2026
5)	<p><b>05: 25-05-2026 - Closing Remarks</b></p> <p>The bidders were informed that the pre-bid minutes and clarifications 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>	Chairman	N/A

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

Signed for Director General by:

William Kitum (DDSCM)



Date

25/5/26

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

**CLARIFICATIONS FOR TENDER (ITT) NO: KCAA/033/2025-2026 FOR THE PROVISION OF CLEANING AND ENVIRONMENTAL MANAGEMENT SERVICES FOR VARIOUS KCAA STATIONS FOR TWO YEARS; TENDER NO. KCAA/033/2025.**

<b>No</b>	<b>CLARIFICATIONS SOUGHT BY BIDDERS</b>	<b>KCAA'S RESPONSE</b>
1.	Technical Requirement 1 ; where it requires 25 Million we seek clarification of whether its total sum of the three contracts.	<b><u>Technical Requirement Item No. 1</u></b> Bidders to provide at least <b>three (3)</b> similar projects successfully provided in the last three (3) years (one of which must be a running contract) by your firm for the respective services under cleaning and / or environmental management services, combined or separate where applicable as per the lot, <b>Each with a value of Kshs. Twenty five(25) million and above.</b>
2.	Provide clarity regarding required documents to be attached in Technical Capability assessment item No. 4 and 7 respectively that requires bidders to attach documents from 2024 for payroll and bank statements.	<b><u>Technical Requirement Item No. 4</u></b> Attach a Certified Copy of the payroll of your current employed staff for running contract for the latest 3 months (February, March and April 2026). <i>Attach evidence of NHIF and NSSF payments done for the same period.</i> <b><u>Technical Requirement Item No. 7</u></b> Bidders to attach certified bank statement for three months February, March and April 2026 – <b>5 marks for statement demonstrating ability to pay salaries for three months.</b>
3.	Is the site visit for the other stations happening on the 25th May (Today) or on a later date.	Bidders can visit KCAA stations during working hours. Bidders are required to notify KCAA on the intended day of visit, send details to:- <b><u>procurement@kcaa.or.ke</u></b>
4.	Is the bidder required to submit different documents for the different Lots.	The bidder to clearly state the Lot they are bidding for in the tender document. The bid document is one (1) to be submitted in two hard copies clearly marked Original and Copy in paper format, all serialized/paginated.
5.	On tender closing dates, on PPIP it states June 12th, 2026 and in the document its states FRIDAY 29TH MAY 2026.	The closing date for the Tender is <b>Friday, 29<sup>th</sup> May, 2026 at 11.00AM.</b>
6.	Evaluation criteria	Revised and attached.

**REVISED TECHNICAL CAPABILITY ASSESSMENT IS PROVIDED HEREIN.**

**A) TECHNICAL CAPABILITY ASSESSMENT**

In order to increase objectivity in the evaluation, technical scores will be evaluated on a weighted basis whereby each evaluated item is assigned some weights based on their importance to KCAA. Items to be considered and maximum scores assigned are tabulated in the table below;

**REVISED TECHNICAL CAPABILITY ASSESSMENT/EVALUATION CRITERIA.**

No	Parameters	Scores Lot 1
1.	<p><b>Work Experience:</b> Provide at least <b>three (3)</b> similar projects successfully provided in the last three (3) years (one of which must be a running contract) by your firm for the respective services under cleaning and / or environmental management services, combined or separate where applicable as per the lot, each with a value of <b>Kshs. Twenty five (25) million</b> and above.</p> <ul style="list-style-type: none"> <li>• Provide contracts/LSOs/completion certificates and corresponding current and authentic recommendation letters from the clients for this specific tender with details of contact persons, telephone numbers and contract price of each contract.</li> <li>• Scores will be given on prorated basis with each complete contract provided with the supportive documents being awarded <b>5 marks</b> each to a maximum of 3 projects. The value for each of the contracts will be taken into consideration on weighted basis with contracts of higher value getting higher score and vice versa.</li> </ul>	15
2.	<p><b>Capacity:</b> Give the number of qualified staff currently employed by your firm.</p> <ul style="list-style-type: none"> <li>a) Provide <b>Certified CV's and certified professional certificates</b> for Management Staff – at least two (2 No.) <b>(2 marks each)</b></li> <li>b) Provide <b>Certified CV's and certified professional certificates</b> for at least 3 supervisory staff that you intend to attach for the execution of the contract if successful. <b>(2 marks each)</b></li> <li>c) Attach an Organizational/company structure indicating designations, names and responsibilities of respective office holders <b>(3 marks)</b></li> </ul>	13
3.	<p>List equipment that you own both for cleaning and / or environmental management e.g. Hoofing machine, Scrubbing Machine, Sucker, Vehicles etc. (attach ownership evidence and photos), If leased attach lease agreement signed by both parties). <b>2 Marks for each equipment listed with proof of ownership or lease agreement up to a max of 5 marks. Confirm that all items listed will be availed to the respective station at the beginning of the assignment.</b></p>	5
4.	<p>Attach a commitment letter of being capable of providing and handling the human resource capacity required by KCAA and also Provide relevant documentation to demonstrate that your employees' salaries <b>are as per or above</b> Government minimum wage guidelines (GMWG). Attach a Certified Copy of the payroll of your current employed staff for running contract for the latest 3 months (February, March and April 2026). <i>Attach evidence of NHIF and NSSF payments done for the same period.</i></p>	16
5.	<p>Provide valid evidence of registration with National Environmental Management Authority.</p>	6
6.	<p>Attach a list of all the cleaning materials to be provided on a monthly basis and their indicative costs. This will include but not limited to cleaning detergents, tissue papers, mops, Polish, air fresheners, hand was soap, / shampoo, disinfectants, peddle bins, disinfectants, dustbins, waster paper baskets, etc.</p>	10
7.	<p><b>Financial Resources:</b> Financial capability of the firm based on documented information to be provided by the bidder. This will include;</p> <ul style="list-style-type: none"> <li>i) Attach certified bank statement for three months February, March and April 2026 – <b>5 marks for statement demonstrating ability to pay salaries for three months.</b></li> <li>ii) At least two Letters from potential financiers (Lines of Credit from financial institutions) – <b>4 marks each and total 8 marks.</b></li> <li>iii) Any other proof (self-commitment) of having adequate capital for this project. – <b>2 marks.</b></li> </ul>	15
8.	<p>Evidence that the bidder pays wages at least 1.5 times above minimum wage for each region. Attach latest pay slips and corresponding payments of PAYE to KRA.</p>	10
9.	<p><b>Profitability margin on</b></p> <ul style="list-style-type: none"> <li>&gt; Above 25% - 10 mks</li> <li>&gt; 15- 25% - 7 mks</li> <li>&gt; 7.5 – 15% - 4 mk</li> <li>&gt; Below 7.5% - 0mk</li> </ul> <p><b>Marks to be awarded on basis of basis of margin of profit after considering all the costs .</b></p>	10
	<p><b>TOTAL MARKS</b></p>	<p><b>100</b></p>

- The pass mark to proceed to financial evaluation stage is 80%.

**William Kitum**

**FOR: DIRECTOR GENERAL**

**Date.....**

*25/5/26*

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