

**KCAA/CONF/1010/3/VOL.49 (281)**

**24<sup>TH</sup> NOVEMBER, 2021**

**TO ALL INTERESTED BIDDERS**

**THE FINAL CLARIFICATIONS & RESPONSES ISSUED FOR THE TENDER FOR PROPOSED CONSTRUCTION OF A PERIMETER WALL AND GATEHOUSE FOR STAFF HOUSES IN WAJIR HELD ON TUESDAY, 23<sup>TH</sup> NOVEMBER, 2021 AT 11.00 A.M. AT WAJIR STAFF HOUSES SITE; TENDER NO. KCAA/023/2021 – 2022,**

Following the various clarifications sought by bidders and those made by Kenya Civil Aviation Authority during the pre-bid meeting held on Tuesday, 23<sup>rd</sup> November, 2021; we hereby issue a final clarification to all interested bidders who attended the pre-bid meeting.

The purpose of this letter is to forward to you the minutes/clarifications attached herein for your perusal and information as you prepare your bid.

Note that the tender closing date remains **Wednesday, 1st December, 2021 at 11.00 a.m.** local time.



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

Encl.

## KENYA CIVIL AVIATION AUTHORITY

---

### **MINUTES OF PRE-BID AND SITE VISIT MEETING FOR PROPOSED CONSTRUCTION OF A PERIMETER WALL AND GATEHOUSE FOR STAFF HOUSES IN WAJIR HELD ON TUESDAY 23<sup>RD</sup> NOVEMBER, 2021 AT 11.00 A.M. AT WAJIR STAFF HOUSES SITE; TENDER NUMBER: KCAA/023/2021-2022**

#### **1. Objective of the meeting**

Kenya Civil Aviation herein referred to as KCAA invited bid for the proposed construction of a perimeter wall and gatehouse for staff houses in Wajir on Tuesday, 16<sup>th</sup> November, 2021. Prospective bidders were notified both in the advert and in the bidding documents that a mandatory pre-bid meeting would be held on **Tuesday, 23<sup>rd</sup> November, 2021** at 11.00 a.m. at the Wajir Staff houses site.

This pre-bid meeting was to accord the interested bidders an opportunity to seek clarifications pertaining to the invitation to tender for the stated works.

#### **2. Attendance of the meeting**

The meeting started as per the scheduled time and was attended by **thirty seven (37)** interested bidders' representatives and **three (3)** representatives of KCAA.

The names of firm's representatives and other particulars of those who attended the meeting is attached as **Appendix 1**.

It was agreed that a copy of the Pre-bid meeting minutes, the attendance register and clarifications offered by KCAA on all the issues raised by bidders be sent to all the firms through the email addresses provided and KCAA website ; [www.kcaa.or.ke](http://www.kcaa.or.ke) by the respective firm's representatives present on **25<sup>th</sup> November, 2021** before **5.00pm**.

#### **3. Introduction**

The chairlady introduced the KCAA team and thereafter, bidders present introduced themselves and the companies they were representing.

#### **a) KCAA Members Present**

KCAA was represented by three (3) officials

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

#### **4. Clarifications sought by bidders and response issued by KCAA**

The clarifications sought by bidders and responses given by KCAA are as indicated in table 2 below:

**Table 2: Clarifications sought by bidders and response issued by KCAA**

<b>No.</b>	<b>CLARIFICATIONS SOUGHT BY BIDDERS</b>	<b>KCAA'S RESPONSE</b>
<b>1.</b>	Criteria No.7 of the mandatory requirement reads as follows: "Attach registration certificate under youth from the National or County Treasury." What do this statement mean?	The tendering will be conducted under National Competitive method using a standardized tender document. Tendering is open to all qualified and interested tenderers registered under Youth category with valid AGPO Certificate from National or County Treasury
<b>2.</b>	Must the bidders meet all the mandatory requirements on page 29 of 144 in the tender document now that tender is for youth groups?	Yes, eligible bidders must meet all the requirements on page 29 of 144 of the tender document to proceed to the technical and later to financial evaluation stages. Any item on the list of the mandatory requirements not met shall not be evaluated further.
<b>3</b>	Will the project / implementation plan attached be an exact one or a sample one for the purposes of an evaluation?	The project / implementation plan must be an actual project plan with indication of the periods for all tasks indicated and the project duration stated.
<b>4</b>	After preparation of the tender documents where do we deliver them now that works are in Wajir?	The delivery shall be at the <b>KCAA Headquarters, Aviation House, JKIA, Nairobi</b> on ground floor where the tender box is located. Those that do not fit in tender box provided must be delivered to procurement office and be registered. The procurement office is on the ground floor of the Aviation House. The closing/opening date of the tender remains <b>Wednesday, 1<sup>st</sup> December, 2021 at 11.00 a.m.</b>

		<b>The actual opening shall be in KCAA Headquarters Auditorium.</b>
<b>5.</b>	What type of National Construction Authority (NCA – 6 and above) certificate should be used as the one indicated in the tender document is not clear?	The National Construction Authority (NCA) Certificate No.6 and above should be that of <b>building works</b> which must be valid.
<b>6.</b>	Will it be order to provide a comparison for the latest three (3) year Audited Financial Statements?	No. Each Audited Financial Statements should be provided separately for each of the latest year respectively as follows; 2018, 2019 and 2020.

There being no other business the exercise was closed at 1.00 p.m.

**Signed by:**

**Manager Procurement:**  **Date:** 25/11/2021.

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