



Kenya Airports Authority

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CAA/OT/ES/ANGAMA/0093/2020-2021

19th May, 2021

To: Tenderers

**RE: THE PROPOSED REHABILITATION AND EXPANSION OF
ANGAMA (OLKURRUK) AIRSTRIP – PHASE I**

TENDER No. CAA/OT/ES/ANGAMA/0093/2020-2021

ADDENDUM No.2

The following are tender clarifications/addendum issued regarding the above tender in accordance to instructions to tenderers clause 8 of the bidding document for the referenced tender:

- i) The amount of tender security required is Kshs. 2,000,000. This shall be valid for one hundred and fifty days (156) from the date of closing of the tender in form of a bank guarantee; a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Public Procurement Regulatory Authority (PPRA); or a guarantee issued by a financial institution approved and licensed by the Central Bank of Kenya. **The original tender security shall be submitted physically to the office of the General Manager, Procurement and Logistics Department, 2nd Floor KAA Headquarters, JKIA before closing/opening date and time. A scanned copy of the same shall be submitted online with the tender;**

- (i) Attached please find the Pre-Bid/Site Visit minutes.

The closing/opening date remains **26th May, 2021 at 11.00 am.**

This addendum forms part of the bidding document and is binding on all bidders. All other conditions remain the same.

Patrick K. Wanjuki

GM (PROCUREMENT AND LOGISTICS)

For: MANAGING DIRECTOR/CEO



Kenya Airports Authority

**MINUTES OF PRE-BID/SITE VISIT MEETING
FOR**

**1. THE PROPOSED REHABILITATION AND EXPANSION OF ANGAMA
(OLKURRUK) AIRSTRIP – PHASE I**

TENDER No. KAA/OT/ES/ANGAMA/0093/2020-2021

**2. REQUEST FOR PROPOSALS FOR PROVISION OF CONSULTANCY
SERVICES FOR ENVIRONMENTAL SOCIAL IMPACT ASSESSMENT
(ESIA) FOR THE PROPOSED REHABILITATION AND EXPANSION OF
ANGAMA (OLKURRUK) AIRSTRIP, NAROK COUNTY**

TENDER No. KAA/OT/ES/ANGAMA/0094/2020 – 2021

DATE: 12TH MAY 2021

TIME: 1100HRS

VENUE: ANGAMA (OLKURRUK) AIRSTRIP, MASAI MARA RESERVE

AGENDA

1. Pre-Bid/Site Visit meeting as per the tender document

KAA Members present:

- | | |
|------------------------|-------------|
| 1. Eng. Zablon Ontweka | Chairperson |
| 2. Naomi Gitau | Member |
| 3. Douglas Bosire | Member |
| 4. Florence Njoroge | Secretary |

Bidders Present:

As per the signed register

**MINI/05/2021: KAA/OT/ES/ANGAMA/0093/2020-2021 &
KAA/OT/ES/ANGAMA/0094/2020 – 2021- Opening Remarks**

The Secretary welcomed the representatives of the bidding firms to **ANGAMA (OLKURRUK) AIRSTRIP, MASAI MARA RESERVE** and called the meeting to order at 11:49 am with an opening prayer.

**MIN 2/05/2021: KAA/OT/ES/ANGAMA/0093/2020-2021 &
KAA/OT/ES/ANGAMA/0094/2020 – 2021- Introduction**

In her opening remarks, the Secretary requested everyone to introduce him/herself and the company/organization they were presenting. She highlighted the importance of the pre-bid/site visit meeting which was to visit the site, clarify issues and answer any question arising from the tender document for the following two (2) tenders:

1. **The Proposed Rehabilitation and Expansion of Angama (Olkurruk) Airstrip – Phase I
KAA/OT/ES/ANGAMA/0093/2020-2021**
2. **Request for Proposals for Provision of Consultancy Services for Environmental Social Impact Assessment (ESIA) for the Proposed Rehabilitation and Expansion of Angama (Olkurruk) Airstrip, Narok County
TENDER No. KAA/OT/ES/ANGAMA/0094/2020 – 2021**

The bidders were informed that the above two (2) tenders would be discussed in the pre-bid/site visit meeting as per the advert and tender document which communicated on the same.

She further expressed appreciation to the bidders on behalf of KAA for attending pre-bid/ site visit meeting. She informed the bidders the importance of filling the attendance register with their contact email addresses for ease of communication.

The bidders were requested to show by hand the tender which they had an interest in noting that there were two (2) tenders to be discussed. They were also informed that the meeting would start with the tender for the **The Proposed Rehabilitation and Expansion of Angama (Olkurruk) Airstrip – Phase I** and the following procedure would be adopted for the two tenders:

- (i) Brief on the scope of the tender
- (ii) Evaluation Criteria
- (iii) Submission of the tender documents in the KAA portal
- (iv) Questions and Answers
- (v) Viewing the site

**MIN3/05/2021: Scope, Evaluation Criteria and Submission of Tender Documents
on Tender: KAA/OT/ES/ANGAMA/0093/2020**

The Chairperson took the meeting through the Scope of Works on the following tender, which will be done in different phases and noted that this was the first phase.



- **The Proposed Rehabilitation and Expansion of Angama (Olkurruk) Airstrip – Phase I**

The Secretary then took the bidders through the Mandatory/Preliminary Evaluation Criteria of the tender document and the Chairperson handled the Technical Evaluation Criteria.

**MIN4/05/2021: Questions and Answers on Tender:
KAA/OT/ES/ANGAMA/0093/2020**

Bidders present were given an opportunity to ask questions and the following were raised:

- (i) There was a discrepancy in the amount of tender security in the tender document indicating Kshs. 2,000,000 and in other parts indicating as Kshs. 2,500,000. An Addendum will be issued to clarify on this.
- (ii) Where can gravel be gotten?
Bidders were informed that it is the contractor's responsibility to source for the materials required for the construction works and also take note of haulage costs while quoting.
- (iii) Bidders were of the opinion that site visit should be mandatory even if the Evaluation Criteria in the tender document indicated that it was not a must. The meeting noted that quoting for works without having seen the site may lead to under quoting/over quoting.
The Secretary noted this concern and informed them that the new standard tender document under Instructions to Tenderers, Clause 7.5 states 'Non-attendance at the pre-arranged site visit and the pre-tender meeting will not be a cause for disqualification of a Tenderer.' However, this observation will be communicated to the Authority.

MIN 5/05/2021: Scope, Evaluation Criteria and Submission of Tender Documents on Tender: KAA/OT/ES/ANGAMA/0093/2020

A member of the KAA team took the bidders through the Mandatory/Preliminary Evaluation Criteria, Technical Evaluation Criteria and the Terms of Reference on the tender document for the following tender:

- **Request for Proposals for Provision of Consultancy Services for Environmental Social Impact Assessment (ESIA) for the Proposed Rehabilitation and Expansion of Angama (Olkurruk) Airstrip, Narok County
TENDER No. KAA/OT/ES/ANGAMA/0094/2020 – 2021**

**MIN 6/05/2021: Questions and Answers on Tender:
KAA/OT/ES/ANGAMA/0094/2020 – 2021**

Bidders present were given an opportunity to ask questions and the following was raised:

- (i) It was noted that this tender did not have a mandatory/preliminary criteria of serialization of the document.

[Handwritten signatures and initials in blue ink]

The Secretary informed that it is a requirement as per the Public Procurement and Asset Disposal Act (2015) for bidders to serialize/paginate their tender documents and hence this would be captured in an Addendum.

MIN 7/05/2021: Submission of the Tender Documents In The KAA Portal

Bidders were informed that their tender documents are to be submitted in the KAA portal and not manually. However, the original tender surety/bid bond is to be submitted physically and a copy of the same in the portal as captured in the tender document.

The bidders were taken through Registration and Submission process in the KAA portal. Bidders were advised on the following:

- (i) To register early enough so that they may have ample time to submit their tender document
- (ii) Those who are not in the KAA portal need to first register. After Registration, then submit your tender document hence Registration is not submission. However, for bidders who have been invited/ contracted by KAA before for any tender/quotation, they do not need to register and all they need to do is to use their login credentials to submit. Bidders were advised to familiarize themselves with the registration and submission process by using the KAA's manual using this link; <https://www.kaa.go.ke/corporate/procurement/manuals/>. Submission of tender document has to be done in the KAA portal using the link; <https://suppliers.kaa.go.ke/irj/portal>
- (iii) Bidders were reminded that those who are not in KAA system and do not have login credentials, should contact KAA procurement through email: tenders@kaa.go.ke for login credentials early enough and not later than 3 days before tender closing date as per the invitation to tender in the tender document.
- (iv) The User ID to use in the log in credentials is not the company name but the one generated by the system once you register.

Those who are participating in the tender for Request for Proposals were cautioned that the technical proposal shall be attached under the Technical RFX Response while the Financial Proposal shall be attached under the Notes and Attachments. This being a two envelope tender it requires that the Financials are opened on a different day from the Technical Proposal for the bidders who will have scored the minimum points in the Technical Proposal as captured in the tender document.

Bidders were also cautioned not to attach their tender documents in the Collaboration Folder since this will be viewed by other bidders.



MIN8/05/2021: Viewing the site

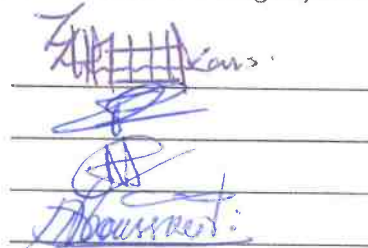
The bidders were then taken to view the site. The following was noted:

- (i) There was a building next to the runway and how would this be dealt with during the works. The Chairperson informed the bidders that the building would not be handled during the Phase I works since it is not within the runway strip.
- (ii) A question was asked as to whether the airstrip would stop operating once the works commence. Bidders were informed that a Notice to Air Men (NOTAM) will be issued stating that there are construction works ongoing. Discussions will be held with stakeholders to establish whether the works will be phased or the airstrip will not be operational during construction. The details will be contained in the NOTAM once promulgated.
- (iii) There being animals how will the works be carried out noting that they are harmful. Bidders were informed that there are fencing works in the scope of works and will have to be carried out to take care of this.
- (iv) Bidders were also advised to take into consideration the disposal of spoil materials that should also be captured in their Bill of Quantities rates since dumping of spoil material will not be allowed within the airstrip and the conservancy.

A.O.B

There being no any other business/question the pre-bid/site visit meeting adjourned at 2:06pm.

Chairperson	Eng. Zablon Ontweka
Secretary	Florence Njoroge
Member	Naomi Gitau
Member	Douglas Bosire



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