



CAA/OT/HQS/0011/2021

14th September 2021

To: All Tenderers

Dear Sir/Madam,

**RE: PROVISION OF CLEANING SERVICES AT KAA HEAD OFFICE,
ICAO BUILDING, DATA CENTRE, GYM AND TRAINING
ACADEMY**

TENDER NO: KAA/OT/HQS/0011/2021

ADDENDUM NO. 2

The following are tender clarifications/addendum issued regarding the above tender in accordance to instructions to tenderers clause 10 of the bidding document for the referenced tender.

The Confidential Business Questionnaire form on page 43 indicates the Date and Time of opening as 15th September 2021 and the Name of Tenderer as PROVISION OF CLEANING SERVICES FOR KAA HEAD OFFICE, ICAO BUILDING, DATA CENTRE, GYM AND TRAINING ACADEMY.

Please note that the form has been amended in this section so that you fill in the required information. Attached is the amended Confidential Business Questionnaire form.

The closing/opening date remains as **22nd September, 2021 at 11.00 a.m.**

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

Yours faithfully,

Patrick K. Wanjuki
GM (PROCUREMENT & LOGISTICS)
FOR: MANAGING DIRECTOR/CEO

ii) TENDERER'S ELIGIBILITY - CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

a) Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	KENYA AIRPORTS AUTHORITY
2	Reference Number of the Tender	TENDER NO: KAA/OT/HQS/001 I/2021-2022
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1.Country 2. City 3.Location 4. Building 5.Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License Registration Number and Expiration Date	
7	Name, country and full address (<i>postal and physical address, email, and telephone number</i>) of Registering Body/Agent	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles	
10	State if Tenders Company is listed in stock exchange, give name and full address (<i>postal and physical addresses, email and telephone number</i>) of state which stock exchange	

General and Specific Details

b) Sole Proprietor, provide the following details.

Name in full _____ Age _____

Nationality _____ Country of Origin _____

Citizenship _____

c) **Partnership**, provide the following details

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

(e) **DISCLOSURE OF INTEREST-Interest of the Firm in the Procuring Entity.**

i) Are there any person/persons in.....(Name of Procuring Entity) who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

ii) **Conflict of interest disclosure**

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tenderer has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.		

f) Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name _____

Title or Designation _____

(Signature)

(Date)

