



**CAA/OT/OPS/0006/2021-2022**

**20<sup>th</sup> September, 2021**

**To: Tenderers**

**RE: PROVISION OF TROLLEY SERVICES AT JOMO KENYATTA AND MOI INTERNATIONAL AIRPORT**

**TENDER NO: CAA/OT/OPS/0006/2021-2022**

**ADDENDUM No.4**

The following are tender clarifications/addendum issued regarding the above tender in accordance to instructions to tenderers clause 9 of the bidding document for the referenced tender.

<b>Item</b>	<b>REQUEST INFORMATION</b>	<b>CLARIFICATION</b>
I	Maintenance of the trolleys at Jomo Kenyatta International Airport (JKIA) & Moi International Airport (MIA)	As part of Total Productive Maintenance, (TPM) the operator at minimum will need to be engaged on autonomous maintenance which shall include below listed activities; <ol style="list-style-type: none"><li>1. Thoroughly cleaning of trolleys every two weeks.</li><li>2. Greasing wheels and wheel castors once every month.</li><li>3. Brake adjustment, once every quarter.</li><li>4. Adjustment or replacement of missing screws /Bolts on the baskets and wheels. Condition based</li><li>5. Provide and carry out replacement of worn out wheel caps- condition base.</li><li>6. Quarterly status reports on the condition of all trolleys.</li></ol>

		7. Provide and carry out replacement of worn out wheels- condition based.
2	There are no service requirements for MIA. In the service requirement there is no mention of Mombasa International Airport and yet in the monthly rate it includes both airports	<p><b>MOI INTERNATIONAL AIRPORT</b></p> <p><b>Trolley Management &amp; Maintenance</b></p> <p><b>Trolley Maintenance</b></p> <p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>- Routine Maintenance (Weekly inspection, cleaning, greasing)</li> <li>- Essential/Ad hoc Repairs.</li> </ul> <p><b>Repair Details</b></p> <p><b>(i) Light repairs</b></p> <ul style="list-style-type: none"> <li>-Replace/tighten bolts &amp; nuts.</li> <li>- Advert maintenance.</li> </ul> <p><b>(ii) Heavy works</b></p> <ul style="list-style-type: none"> <li>-Welding reconstruction of damaged/broken trolley</li> <li>-Preparation, priming and Paintworks.</li> <li>- Repair of handle brake system.</li> </ul> <p><b>(iii) Parts Replacement</b></p> <ul style="list-style-type: none"> <li>-of missing wheels.</li> </ul> <p><b>Capacity</b></p> <p><b>(a) Fully equipped fabrication workshop capability to be availed with</b></p> <ul style="list-style-type: none"> <li>-Mig welding equipment</li> <li>-Spray paintworks facility</li> <li>-Applicable tools and accessories.</li> </ul> <p><b>Key Tools</b></p> <ul style="list-style-type: none"> <li>- Spanner kits, allen keys, guns.</li> <li>- Pressure cleaning machine.</li> <li>- Grinders, drills, clamps, workshop bench.</li> </ul>

(b) Motor vehicle (pick-up) truck to ferry Trolleys/inputs when required.

(i) Typical Inputs for 'Heavy repairs'  
-MS 6mm flat to strengthen repair joints, MS pipes.  
- Paints and thinners.

(c) Experienced technical team  
- Technicians with over 5 years' experience in steel fabrication works.

**Staffing**

**Trolley Operations**

-Trolley Attendants = 10  
-Supervisors = 2  
-Support Office Administrator = 1

**Repair Crew**

-Fabrication welder = 1  
- Spray painter = 1  
- Service crew = 1

**Optimum Shift System**

-Day shift = 8  
-Night shift = 6

Shift Schedule: Work 4 days/2. offs/4 nights

**Deployment**

	<u>Zone</u>	<u>Day</u>	<u>Night</u>
Terminal 1	1	= 2	1
Terminal 2	2	= 1	1
General Aviation		= 1	0
Terminal parking		= 2	2
Freight Terminal		= 1	0
Supervisor		= 1	1
<b>Total</b>		<b>8</b>	<b>6</b>

		<p><b>Operations Support Essentials</b></p> <ul style="list-style-type: none"> <li>- Staff Office.</li> <li>- Refreshments.</li> <li>- Clean drinking water.</li> <li>- Individual lockers.</li> <li>- Wash facilities.</li> </ul> <p><b>Staff Kitting</b></p> <ul style="list-style-type: none"> <li>- Uniform (shirt/trouser)</li> <li>- Half sweater.</li> <li>- Reflector.</li> </ul> <p><b>Safety</b></p> <ul style="list-style-type: none"> <li>- Long rain coats.</li> <li>- Gloves.</li> <li>- Boots.</li> <li>- Warm (inner) clothing for nights.</li> </ul>
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The closing/opening date is hereby extended to **30<sup>th</sup> September, 2021** at **11.00 a.m.** from **23<sup>rd</sup> September, 2021**.

Kindly amend your tender accordingly and ensure the tender is valid for **126 days** and the tender surety is valid for **156 days** from the closing/opening date of **30<sup>th</sup> September, 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**