



**MINUTES OF PRE-BID MEETING  
FOR  
SUPPLY AND IMPLEMENTATION OF NETWORK ACCESS CONTROL FOR KENYA  
AIRPORTS AUTHORITY**

**TENDER NO. KAA/OT/ICT/1529/2018-2019**

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**Meeting date | time** 13/06/2019 | 1000HRS | **Meeting location** Primary Data Centre

**Meeting called by** KAA  
**Type of meeting** Pre-Bid  
**Agenda** Site Visit and clarification on the tender document.

**KAA Members present**

- |                     |             |
|---------------------|-------------|
| 1. Nelson Chege     | Chairperson |
| 2. Florence Njoroge | Secretary   |

**Bidders Present – as per the attached register**

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**MIN 1: KAA/OT/ICT/1529/2018-2019 OPENING REMARKS**

The chairman welcomed the representatives of bidding firms to KAA HQs and called the meeting to order at 10:30 hrs.

**MIN 2: KAA/OT/ICT/1529/2018-2019 INTRODUCTION**

As opening remarks, the chair called for self-introduction by all the present members in the meeting. He afterwards provided the purpose of the pre-bid meeting which was to clarify issues and to answer any questions arising from the tender document for the SUPPLY AND IMPLEMENTATION OF NETWORK ACCESS CONTROL FOR KENYA AIRPORTS AUTHORITY (KAA/OT/ICT/1529/2018-2019).

**MIN 3: KAA/OT/ICT/1529/2018-2019 OVERVIEW OF THE TENDER DOCUMENT**

Members were taken through the general overview of the tender document and more emphasis was given to the mandatory and technical requirements to enable the bidders make appropriate bidding decision or offer. The chair urged the bidders to familiarize themselves with the tender mandatory, technical and financial requirements. Failure to meet any of the stated requirements will lead to disqualification during bid evaluation. The Chair also urged that due diligence would be carried out on the winning bidder before the award.

**MIN 4: KAA/OT/ICT/1529/2018-2019 BIDDER QUESTIONS AND ANSWER**

Bidders were given the opportunity to ask questions.

**MIN 4.1: KAA/OT/ICT/1529/2018-2019 TENDER SECURITY**

The first question was on Tender Security. The bidders noted a conflict in the document where Section 1 on Invitation to tenders mentions that the Tender Security shall be Kenya Shillings one hundred thousand (100,000.00) **while** Appendix to Instructions to tenderers clause 2.14.1 mentions that Tender security shall be Kenya Shillings two hundred and fifty thousand (Ksh.250,000.00). The Chair advised that correction would be communicated through an addendum.

**MIN 4.2: KAA/OT/ICT/1529/2018-2019 TENDER RESPONSE**

The second question was on response to tender. The bidders asked if the tender was to be responded in two stages that is technical and financial. The chair clarified that both technical and financials should be combined in to one envelope and evaluation will be as per the three stages as described in the tender document.

**MIN 4.3: KAA/OT/ICT/1529/2018-2019 BILL 1: TRAINING**

The third question was on training. The bidders asked what KAA meant by product training at a manufacturers site. The chair clarified that the training was to be conducted by manufacturer's approved trainer.

**MIN 5: KAA/OT/ICT/1529/2018-2019 MINUTES AND CLARIFICATIONS**

The bidders were advised that the minutes, clarifications and addendum will be availed to them through the KAA website and the email addresses provided in the attendance sheet.

The secretary advised the bidders that they can request for further clarifications through the email provided in the tender document. The queries however need to be done not later than 3 days to the tender closing date.

**MIN 6: KAA/OT/ICT/1529/2018-2019 TENDER SECURITY**

The secretary advised the bidders that they are required to submit the original tender security and not a copy.

**A.O.B**

There being no other business/questions or clarification the meeting was adjourned at 11:45am.

**Chairman:**

Nelson Chege

Sign..........

13<sup>th</sup> June 2019

**Secretary:**

Florence Njoroge

Sign..........

13<sup>th</sup> June 2019



Meeting Attendance Sheet

PRE-BID MEETING FOR SUPPLY AND IMPLEMENTATION OF NETWORK ACCESS CONTROL SYSTEM FOR KENYA AIRPORTS AUTHORITY TENDER No. KAA/OT/ICT/1529/2018-2019

VENUE: KAA PRIMARY DATA CENTRE CONFERENCE ROOM

Date: 13/06/2019

No	NAME OF ATTENDEE	NAME OF FIRM	EMAIL ADDRESS
1	ENOCK K. NGENO	INRIKON LIMITED	lkn@inrikon.co.ke
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5	NIXON NAMAHI	TOWARDS AGENCY LTD	nixon@towards.co.ke
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