



**CAA/OT/MKT/I532/2018-2019**

**18<sup>th</sup> June, 2019**

To: All Tenderers

**RE: PROVISION OF BRAND MARKETING, ADVERTISING, COMMUNICATION AND PUBLIC RELATIONS SERVICES**

**TENDER NO. CAA/OT/MKT/I532/2018-2019**

**ADDENDUM NO.2**

The following are tender clarifications/addendum issued regarding the above tender in accordance to instructions to tenderers clause no. 2.2 and 2.2.1 of the bidding document for the referenced tender.

No.	Query	Response
1	In the mandatory evaluation, Membership of Public Relations Society of Kenya (PRSK) is required for the companies though this is normally issued to individuals only.	This was considered and decided that we will only restrict PRSK Membership under individual CVs of the personnel proposed to be involved in the project. Hence a corporate PRSK certificate is NOT mandatory
2	In the technical evaluation, there is a requirement under Awards that the bidder should have won recognized awards for their creative work and are to attach a copy of Award Certificates from the body responsible for the award ceremony. There was a query on submission of copies on certificates since at times they are not issued and in some cases medals are given.	Bidders are allowed to submit copies of certificates or any documented evidence/images accompanied by the contacts of the issuing body.
3	The format of the CV's was missing in the tender document form	CV format form has been attached on this clarification

4	The bidders requested for an extension to submit their tender documents	An addendum extending the deadline has been issued.
5	Bidders requested for a site visit of JKIA to familiarise themselves with the rebranding scope.	A site visit will be organised on 24 <sup>th</sup> June 2019. All interested bidders to share their full names and ID numbers and to Assemble at JKIA security office at 10.00 AM.

The closing/opening date remains **28<sup>th</sup> June, 2019** at the same time and place as per our addendum No. 1.

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**

## **FORMAT OF CURRICULUM VITAE (CV)**

### FORMAT OF CURRICULUM VITAE FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

#### **Key Qualifications:**

*[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].*

#### **Education:**

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]*

#### **Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]*

**Certification:**

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of staff member]*

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of authorised representative of the firm]*

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_