



**Kenya Airports Authority**

**MINUTES OF PRE-BID MEETING**

**FOR**

**REQUEST FOR PROPOSALS (RFP) - PROVISION OF BRAND MARKETING,  
ADVERTISING, COMMUNICATION AND PUBLIC RELATIONS SERVICES  
TENDER NO: KAA/OT/MKT/1532/2018-2019**

**DATE: 14<sup>th</sup> June 2019**

**TIME: 1130HRS- 1200HRS**

**VENUE: PROCUREMENT CONFERENCE ROOM**

**AGENDA**

1. Pre-Bid meeting as per the tender document

**KAA Members present**

1. Debra Ondaba Chairperson
2. Elijah Miano Member
3. Florence Njoroge Secretary

**Bidders Present**

NO	NAME	ORGANISATION	E-MAIL
1	VICTOR MASESE	TRANSCEND MEDIA GROUP	Victor.masese@transcendmedia.co.ke
2	DANIE MUNGAI	TRANSCEND MEDIA GROUP	danie@transcendmedia.co.ke
3	KENNETH MURIUNGI	MEDIA EDGE INTERACTIVE LTD	<a href="mailto:info@med.aedgeke.com">info@med.aedgeke.com</a> kennethmuriungi@redhooseke
4	OLIVER ONYACH	MEDIA EDGE INTERACTIVE	Oliver.onyach@redhooseke.com
5	IAN NTHIGA	MEDIA EDGE INTERACTIVE	<a href="mailto:info@mediaedgeke.com">info@mediaedgeke.com</a> ian.nthiga@redhooseke.com
6	MAINA MUREGI	BSD GROUP	<a href="mailto:info@bsd.co.ke">info@bsd.co.ke</a> maina@bsd.co.ke
7	SHERYL KOSGEY	CAPRICON GROUP	<a href="mailto:info@capricongroup.com">info@capricongroup.com</a> skosgey@capricon.com
8	SUSAN MBUDU	EXPRESS DDB	Susanexpressddb.co.ke
9	LUCY KAMAU	EXPRESS DDB	admin@expressddb.co.ke
10	KATUMBI MBALUTO	DENTSU AEGIS NETWORK	Katumbi.mbaluto@dentsuaegis.com
11	YVONNE SHABA	ACCESSLEO BURNETT	yshaba@accessleoburnett.co.ke
12	TOP CHOICE SURVEILLANCE	CEISPUS BAKAM	bicriok@yahoo.com
13	DIALESCAS AFRICA LIMITED	KIOLAGAT TITO	

**MIN 1: KAA/OT/MKT/1532/2018-2019 - OPENING REMARKS**

The chairperson welcomed the representatives of the bidding firms to KAA Procurement conference and called the meeting to order at 1130hrs.

**MIN 2: KAA/OT/MKT/1532/2018-2019 - INTRODUCTION**

In her opening remarks the Chair requested that everyone present introduces him/herself. She highlighted the importance of the pre-bid meeting which was to clarify issues and to answer any question arising from the tender document for **PROVISION OF BRAND MARKETING, ADVERTISING, COMMUNICATION AND PUBLIC RELATIONS SERVICES - KAA/OT/MKT/1532/2018-2019.**

She further expressed appreciation 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.

**MIN3: KAA/OT/MKT/1532/2018-2019 - OVERVIEW OF TENDER DOCUMENT**

Members were taken through the general over view of tender document. She urged the bidders to familiarise themselves with the tender; mandatory, technical & financial requirements and failure to meet any of the stated requirements will lead to disqualification during bid evaluation.

**MIN 4: KAA/OT/MKT/1532/2018-2019 - BIDDERS QUESTION & ANSWER**



Bidders present were given an opportunity to ask questions. The following are questions/issues which the bidders asked for clarification in the tender document:-

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
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.
3. The format of the CV's was missing in the tender document
4. The bidders requested for an extension to submit their tender documents
5. Bidders requested for a site visit of JKIA to familiarise themselves with the rebranding scope.

The Chairperson informed the bidders that all the above issues will be addressed in an Addendum.

**A.O.B**

There being no other business/question or clarification the meeting was adjourned at 1200hrs

Chairperson	Debra Ondaba	Sign 	13 <sup>th</sup> June 2019
Secretary	Florence Njoroge	Sign 	13 <sup>th</sup> June 2019