



**CAA/RFP/HQ/I537/2018-2019**

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

To: All Tenderers

**RE: REQUEST FOR PROPOSALS FOR DEVELOPMENT OF A  
PROCUREMENT POLICY AND PROCEDURES MANUAL FOR  
KENYA AIRPORTS AUTHORITY  
TENDER NO. KAA/RFP/HQ/I537/2018-2019**

**ADDENDUM NO.2**

The following are tender clarifications/addendum issued regarding the above tender in accordance to instructions to tenderers clause no. 2.4 and 2.4.1 of the bidding document for the referenced tender.

No.	Queries	Response
1.	ITC2.7 and Annex 2  The ITC 2.7.1 provides a range of points to be applied in the technical evaluation of proposals. At the same time, Annex 2 provides the criteria and points for evaluation of technical proposals. Please clarify if ITC 2.7 will not be used in this consultancy evaluation.	Appendix to information to consultants (AITC) amends the provision of information to consultants.  ITC 2.7 is amended by AITC Clause reference 2.7 hence the evaluation criteria on pages 13 -19 supersedes ITC 2.7.1
2.	ITC 2.10.1  This clause states that the contract will be awarded following negotiations. Given that QCBS selection method is to be used; please clarify if price will form part of the contract negotiations.	The negotiation will only be on the terms of reference i.e. to agree on all points and sign contract ITC clause 2.9 but if the same affects the price or budget then the same may form part of negotiations.

3.	<p>Appendix ITC 2.1.2</p> <p>Please clarify if the consultants shall be notified of their technical scores first, invited for financial proposal opening in the presence of the consultant representatives.</p>	<p>The process would be in accordance with ITC clause 2.8.</p>
4.	<p>Appendix 2.1.2.</p> <p>One of the objectives is to align the work flow processes in line with SAP systems currently in use. If the current assignment finds some of the processes are not in line with the PPADA, will the Consultant services include review of changes to SAP system configurations. If so, will you consider at this stage additional time than the 3 months to complete the assignment.</p>	<p>The expectation from the consultant in the event, some of the process are not in line with the PPADA, make the observations/recommendations; and the procuring entity (client) will review and make appropriate system configurations.</p>
5.	<p>Annex 2 Mandatory Criteria. 5</p> <p>Please consider consultants to submit a professional indemnity instead of the KES 50,000 tender security, because consulting services do not ordinarily require bid security.</p>	<p>The tender security requirement in this process is removed however professional indemnity will be required from the winning consultant for performance.</p>
6.	<p>Part 2 Capability Technical Evaluation</p> <p>(i) Under general experience, consultants are required to provide <i>at least</i> 3 “firms” where they have successfully developed procurement policy manual. Please clarify that “firms” also includes procuring entities;</p> <p>(ii) Also please be specific in the number of contract experience required; for example 3 instead of “at least 3) to ensure a common and fair evaluation criteria.</p>	<p>Firms also include procuring entities and the minimum is three (3) for full score/marks.</p>
7.	<p>Part 2 Key Personnel</p> <p>The criteria is unclear on the exact number of required experts: One Lead Consultant; “<i>at least one</i>” Legal and Statutory Compliance; “<i>at least one</i>” SAP SRM MM Expert. The reference to “<i>at least one</i>” presents an issue on which CVs shall be evaluated where some consultants propose one CV and others propose two or more CVs for each expert position. Moreover, the project deliverables in Table 2.0 suggests <i>at least two trainers</i> are required. Please clarify</p>	<p>The requirement is the minimum and once the consultant meets the minimum it scores the full marks.</p> <p>The consultant is expected to identify and provide the most qualified key personnel for each expert position attaching their CVs.</p> <p>The expected two trainers is upon the consultant to identify, plan and</p>

	<p>the exact number of experts required for each position so as to standardize the level of effort and financial proposals across all consultants, hence fair evaluation of proposals.</p> <p>Will you consider the criteria to be One Lead Consultant, One Legal and Statutory Compliance Expert and Two Capacity Building Experts.</p>	<p>cost it on their own based on assignment requirement.</p>
8.	<p>Part 2 Personnel Associate Consultants Legal and Statutory Compliance Expert</p> <p>The criteria requires a Legal and Statutory Compliance Expert with a degree in law and licensed procurement practitioner.</p> <p>Please consider leaving out the procurement practice license as lawyers are not members of KISM, who issues procurement practicing licenses.</p>	<p>Our requirement is the Legal and Statutory compliance expert should be a lawyer.</p> <p>The requirement to be a licensed procurement practitioner has been removed.</p>
9.	<p>Part 2 Personnel Associate Consultants</p> <p>The Associate Consultant SAP SRM MM Expert requires a minimum experience in procurement; which is a misnomer because ICT experts are required to have a degree in ICT not procurement. Please consider amending to Bachelors Degree in ICT or related field.</p> <p>Another criteria you may consider changing is the requirement for the SAP expert to be a licensed procurement practitioner, when in fact the basic profession for ICT experts is not procurement hence not required to have KISM practice license.</p>	<p>The Associate Consultant SAP-SRM-MM is a professional qualification for a procurement function expert who may not necessarily possess degree in ICT.</p> <p>However, considering that this may be a post graduate qualification, other degrees will be considered and the requirement to be a licensed procurement practitioner has been removed.</p>
10.	<p>Part 2 Project Methodology</p> <p>Under Project Methodology, one of the requirements is “precedence diagrams that describe the dependencies between the different work packages” appears to be borrowed from engineering design consultancies using MS Project.</p>	<p>The precedence diagrams are not specific to any work packages. It is a strategy of scheduling activities in a project plan for performing the assignment. It can be provided in any form provided it shows dependencies of different stages of the assignment.</p>

	<p>Give this is a procurement consulting assignment, the use of MS Project or similar software to prepare the workplan may be too restrictive. Please consider changing this requirement to enhance fairness in competition for the assignment.</p>	
11.	<p><b>Weights</b></p> <p>Please consider reverting to the standard weights of 0.80 and 0.20 instead of 0.7 and 0.3 for technical weights and financial weights respectively.</p>	<p>Our requirement put more weight on the cost as well hence our 0.7 and 0.3 for technical and financial weight respectively stand.</p>
12.	<p><b>Financial Proposal Evaluation Criteria</b></p> <p>Please consider removing the following because the formula is self explanatory: "The lowest cost proposal will be awarded 30 points. Other cost proposals will be awarded proportionate points as per formula:"</p>	<p>The emphasis remains as it is.</p>
13.	<p><b>Terms of Reference</b></p> <p>Under 2.0 Project Background, it is stated that KAA processes its procurement proceedings through SAP since 2013. Please confirm if all procurements are fully done through the SAP system including a (a) large works contracts on open tenders, (b) large goods contracts on open tenders. Which part of the procurement is not carried out through the SAP system?</p>	<p>The SAP system currently in place / installed have capability of all including open tender process which are already activated in SAP-SRM system.</p>
14.	<p><b>Terms of Reference</b></p> <p>One of the main tasks of the assignment is "standard bidding documents and evaluation criteria"; please clarify that this task does not involve development of standard tender document because that is the function of the PPRA. Please clarify if the task required is customizing the standard bidding documents and evaluation criteria to suit the KAA needs.</p>	<p>Yes, the requirement is to customize the various standard tender document in accordance with PPRA guidelines to suit KAA unique/specific requirements.</p>

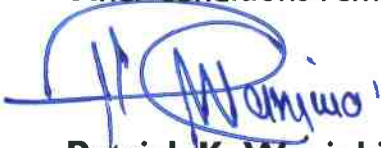
15.	<p>Technical compliance Table 2.0</p> <p>The consultant is required include the cost of <i>at least two trainers</i> including air tickets but not cost associated to the venue. Please confirm if KAA is meeting the cost of accommodation and related expenses for the consultant staff while carrying out training outside their home office.</p>	<p>KAA will meet the cost of the venue and staff availability only. The consultant will meet all the other associated / related cost for their trainers including their accommodation.</p>
16.	<p>Technical compliance Table 2.0</p> <p>It is indicated that training session shall be for a period of at “<i>least two days.</i>” Please consider to being specific on the number of days so that all consultants can have the same quantifiable days for costing purposes. Should the consultants take this to mean “each session shall be for a period of two days?”</p>	<p>As provided in the table, each lot will be trained for two (2) days</p>
17.	<p>Table 2.0</p> <p>Bidders statement of compliance: The consultant is expected to state on each item if it shall comply or shall not comply” seems to be an approach normally used in procuring goods. Could you consider revising so that consultants can demonstrate as part of their technical approach and methodology on how they intend to satisfy those requirements instead of just stating comply/not comply.</p>	<p>The expectation is for the supplier confirm compliance and does not limit the consultant from expounding on the same.</p>
18.	<p>7.0 Terms of Payment</p> <p>Please review the percentages in the payment plan because they do not add up to 100% of the contract price.</p>	<p>The payment terms is based on the specific bill. Bill 1 is related to Bill 3 hence 50% of the total cost (Bill 1 &amp; 3) would be paid once Bill 1 is completed and the remaining 50% will be paid once Bill 3 is completed while Bill 2 payment is based on the cost of Bill 2 on a 50:40:10 ratio.</p>

19.	<p><b>7.0 Terms of Payment</b></p> <p>(a) The 50 copies to be submitted of the final policy manual seem to be on the higher side given that KAA is highly digitalized. Please reconsider for the sake of saving trees.</p> <p>(b) The requirement for “5 soft copies in an acceptable form” is confusing. Does this mean that the same policy manual will be presented in a Flash Disk (given that CDs are out of function) and save the same file 5 times in the flash disk? Please clarify if one soft copy submitted on email or Flash Disk is acceptable form of delivery.</p> <p>(c) Please clarify how many days KAA will take to review the outputs and if this time is included in the 12 weeks consulting period.</p>	<p>a) The 50 copies required is basically for distribution to various officers, including board members and some stakeholders</p> <p>b) The five soft copies can be in flash disks (5) for records/backups.</p> <p>c) The expected timelines of all activities is 12 weeks including output reviews. The consultant is expected to provide the same in the project plan and the actuals can be agreed during negotiations.</p>
20.	<p><b>Section IV: Technical Proposal Forms</b></p> <p>Section IV Technical Proposal provides the following templates for use in preparing the technical proposal: (1) Technical proposal submission form; (2) comments and suggestion; (3) Description of methodology and workplan, (4) Team composition and task assignments; (5) format for CVs; (6) Completion and submission of reports. The format for consultant experience seems to have been omitted, hence will make it difficult for KAA to evaluate the General Experience.</p> <p>Please consider providing the standard format for Firm Experience.</p>	<p>The relevant standard forms are hereby attached for use</p>
21.	<p><b>Section V: Financial Proposal Forms</b></p> <p>The Financial Proposal Submission Form and the Summary of Costs are the only forms given for the financial forms. Please include forms for showing (a) remuneration costs; (b) reimbursable costs; separately, which could enable better evaluation of proposals and use in any future consideration for further trainings.</p>	<p>The relevant standard forms are hereby attached for use</p>



The closing/opening date remains as **2<sup>nd</sup> July, 2019** at the same time and venue.

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**





## 2. FIRM'S REFERENCES

### Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff provided by Your Firm/Entity(profiles):
Name of Client:		Clients contact person for the assignment:
Address:		No of Staff-Months; Duration of Assignment:
Start Date (Month/Year)	Completion Date (Month/Year)	Approx. Value of Services in Kshs or US\$
Name of Associated Consultants. If any:		Professional staff time
		Staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: \_\_\_\_\_

Name and Title of Signatory; \_\_\_\_\_



### 3. BREAKDOWN OF PRICE PER ACTIVITY

Activity NO.: _____	Description: _____
Price Component	Amount(s)
Remuneration	
Reimbursables	
Miscellaneous Expenses	
Subtotal	_____



#### 4. BREAKDOWN OF REMUNERATION PER ACTIVITY

Activity No. _____		Name: _____		
Names	Position	Input(Staff months, days or hours as appropriate.)	Remuneration Rate	Amount
Regular staff				
(i)				
(ii)				
Consultants				
Grand Total				_____



### 5. REIMBURSABLES PER ACTIVITY

Activity No: \_\_\_\_\_

Name: \_\_\_\_\_

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Air travel	Trip			
2	Road travel	Kms			
3.	Rail travel	Kms			
4.	Subsistence Allowance	Day			
	Grand Total				<hr/>





(v)

**APPENDIX C**

Cost Estimate of Services, List of Personnel and Schedule of Rates.

(1) Remuneration of Staff

	Name	Rate (per month/day/hour in currency)	Time spent(number of month/day/ hour)	Total (currency)
(a) Team Leader				
(b)				
(c)				
				Sub-Total (1)

(2) Reimbursables

	Rate	Days	Total
(a) Air Travel			
(b) Road Transportation			
(c) Per Diem			
			Sub-Total (2)

TOTAL COST \_\_\_\_\_

Physical Contingency \_\_\_\_\_

CONTRACT CEILING \_\_\_\_\_

