MINUTES OF PRE-BID MEETING HELD ON 31st JULY, 2019 STARTING AT 10.00 AM AT KAA HQS 5th FLOOR CONFERENCE ROOM

PROVISION OF SECURITY AND GUARDING SERVICES TO KENYA AIRPORTS AUTHORITY AT:

1. JOMO KENYATTA INTERNATIONAL AIRPORT
2. ISIOLO AIRPORT
3. NANYUKI AIRPORT
4. NYABIRO AIRSTRIP
5. KABUNDE AIRSTRIP

TENDER NO: KAA/OT/SEC/004/2019-2020

In attendance

1. JOHN MUCHUGU – Manager Airports Security Services(HQ)
2. PETER MIANO- Senior Security officer Investigations
3. EMMANUEL LOTABO-Procurement Officer(HQ)
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2.0 Agenda:

2.01

- Opening remarks
- Navigation through tender requirements
- Scope of works and schedule of Requirements.
- Mandatory, Technical and Financial requirements
- AOB

3.0 Minute 1: Introductions

The Chair called the meeting to order at 10.00am starting with introduction from both the KAA representatives and the tenderers.

4.0 Minute 2: Scope

The bidders were taken through the scope of service involved in the **PROVISION OF SECURITY AND GUARDING SERVICES TO KENYA AIRPORTS AUTHORITY AT:**

1. JOMO KENYATTA INTERNATIONAL AIRPORT
2. ISIOLO AIRPORT
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It was specifically highlighted with emphasis that bidders must absolutely comply on the requirements and the criteria as outlined in the bidding document in respect to evaluation criteria. Bidders were advised to read through the tender documents carefully and take into consideration the detailed scope of the services as they bid with the understanding that the contract will run within the time frame as specified in the bidding document.

5.0 Minute 3 Q& Answers:

Bidders were given an opportunity to ask questions on any clarification in respect to the proposed services, PROVISION OF SECURITY AND GUARDING SERVICES TO KENYA AIRPORTS AUTHORITY.

Question: A Bidder asked if they could add more forms in the price schedule to capture the other two years.

Answer: Bidders were informed that they could add the price schedule for the other two years but also transfer the amount to the form of tender.

Question: A bidder asked if the pre-bid meeting was a mandatory requirement.

Answer: Bidders were informed that the pre-bid meeting was not a mandatory requirement.

Question: Bidders asked if Patrol car is needed in JKIA.

Answer: Bidders were informed that the patrol vehicle would be used in JKIA.

Question: Bidders asked if parking fee of the patrol vehicle could be captured in the tender document.

Answer: KAA will facilitate ease of movement of the patrol vehicle and parking at the airport.

Question: Bidders sort a clarification on the attached Tender Security form in the tender document.

Answer: a clarification on this is issued as an addendum to all tenderers.

6.0 Minute 5: AOB

There being no other business, the meeting ended at 10.30 am.

John Muchugu Signature: ______________________ Date: ____________ Chairing

Emmanuel Lotabo Signature: ______________________ Date: ____________ Taking minutes