



MINUTES OF PRE- BID MEETING HELD ON 11TH DECEMBER, 2019 STARTING AT 10.00 AM AT WILSON AIRPORT CONFERENCE ROOM

PROVISION OF SECURITY AND GUARDING SERVICES TO KENYA AIRPORTS AUTHORITY AT WILSON AIRPORT AND MOI AIRPORT

TENDER NO: KAA/OT/MIA/WAP/ 0048/2019-2020

In attendance

NO	NAME	ORGANIZATION	EMAIL
1.	Dominic Kaliva	KA A-Ag. AM	dominic.kaliva@kaa.go.ke
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23	Mary Mwangi	Hatari Security	info@hatarisecurity.co.ke

2.0 Agenda:

- Opening remarks
- 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 10.30am starting with a word of prayer from one of the bidder' followed by 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 WILSON AIRPORT**

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 works as they bid with the understanding that the contract will run within the time frame as specified in the bidding document.

It was noted that Wilson Airport is a very busy airport and is covered 24hrs by Kenya Airport Authority Security division (KAA SEC) and Kenya Airport Police Unit (KAPU) on a multiagency approach.

The bidders were informed that Aviation industry is highly regulated and all service providers must meet all relevant Statutory/ Regulatory requirements. They were further informed that the profile of airport clientele is very sensitive and emphasized on the need for all service providers to deploy personnel that are disciplined, high ethical standards, unquestionable integrity and customer centric.

The bidders were further informed that the airport is generally divided into landside and airside where security controls will be conducted, towards this, it was noted that the successful bidders will deploy guards in both areas.

Regulatory/ Statutory requirements

It was noted that Civil Aviation (Security) Regulations, 2015 provides for Aviation Security Service Providers conducting security controls at the airport to be certified.

Bidders sought clarification on the requirement of certification by Kenya Civil Aviation Authority (KCAA). It was clarified to bidders of the requirement to be certified by the Aviation Regulatory Authority as Aviation Security Service Provider.

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: The bidder requested to know how soon they could get the log in credentials

Answer: The response will be provided in the addendum

Question: What happens if there will be change in the minimum wage?

Answer: The bidders were advised to factor in their quotation inflation and minimum wage for the three years

Question: will the unsuccessful bidders be provided with reasons for the same?

Answer: Yes

Question: will the price be fixed for the three years

Answer: the bidders were advised to factor in issues of Inflation, cost of living and any other variables in the quotation

Question: will the Airport security passes be renewed annually




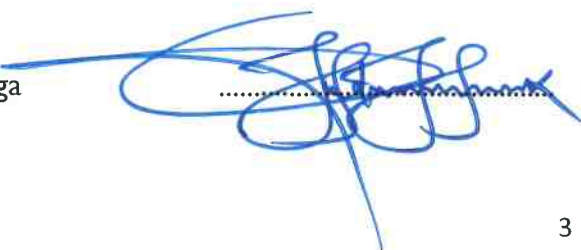
Answer: Yes

Question: Who will meet the Aviation Security training cost?

Question: The training cost has been provided in the tender document as a provision sum that will be taken to the form of Tender

6.0 Minute 5: AOB

There being no other business, the meeting ended at 11.15 am.

Dominic Kaliva		Date.....11.12.2019	Chairing
Peter Miano		Date.....11/12/2019	
Francis Mwangi		Date.....11/12/2019	
Felix Wanga		Date.....10.12.19.	Taking Minutes



Kenya Airports Authority

WILSON AIRPORT.

**ATTENDANT LIST:
PROVISION OF SECURITY AND GUARDING SERVICES AT WILSON
TENDER NO KAA/WAP/0048/2019/2020 HELD ON 11TH DECEMBER, 2019 AT PREPAP**

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