



Kenya Airports Authority

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KAA/OT/JKIA&MIA/0019/2023-2024

6th December, 2023

To: All Tenderers

RE: Bidding Document for Procurement of;

- i. Supply and Delivery of Two Electric Vehicles at Moi International Airport (MIA) and Jomo Kenyatta International Airport (JKIA); and**
- ii. Supply, Delivery and Installation of Four Fixed Electric Charging Points at MIA and JKIA**

TENDER NO. KAA/OT/JKIA&MIA/0019/2023-2024

ADDENDUM NO. 3

The following are tender clarifications/addendum issued regarding the above tender in accordance to instructions to tenderers clause 8.1 of the bidding document for the referenced tender.

No.	Inquiry	Response
1.	The below forms quoted in Addendum 1 are missing from the original tender document: Duly filled Certificate Of Independent Tender Determination Must Meet	Bidders are informed that the requirement is attached as appendix 1
2.	Duly filled Self Declaration that the Person/ Tenderer is not Debarred in the Matter of the Public Procurement And Asset Disposal Act 2015.	Bidders are informed that the requirement is attached as appendix 2
3.	Duly filled and stamped Self Declaration that the Person/Tenderer will not engage in any corrupt or fraudulent practice.	Bidders are informed that the requirement is attached as appendix 3
4.	Duly filled Declaration and commitment to the Code of Ethics	Bidders are informed that the requirement is attached as appendix 4
5.	Duly filled Price Schedule Forms	Bidders are informed that the requirement is attached as appendix 5
6.	Duly filled Confidential Business Questionnaire form. Must Meet	Bidders are informed that the requirement is attached as appendix 6

7.	Duly filled Statement of Financial Compliance form	Bidders are informed that the requirement is expunged and shall not be evaluated
8.	For this reason and to give us sufficient time to obtain all documentation both locally and internationally in the case of a joint venture we kindly request an extension of the tender closing date.	Bidders are informed that the extension has been granted as shown below.

The closing/opening date is hereby extended to **13th December, 2023 from 6th December, 2023 at 11.00 a.m.**

Kindly ensure your tender is valid for a period of **126 days** and your tender security is valid for a period of **156 days** from **13th December, 2023 at 11.00. a. m.**

This addendum forms part of the bidding document and is binding to bidder. All other conditions remain the same.

Lilian Okidi

Ag.GM (PROCUREMENT AND LOGISTICS)

For: MANAGING DIRECTOR/CEO

APPENDIX I- Duly filled Certificate of Independent Tender Determination

CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of Tender to the Kenya Airports Authority for i. **SUPPLY AND DELIVERY OF TWO (2) ELECTRIC VEHICLES AT MOI INTERNATIONAL AIRPORT (MIA) AND JOMO KENYATTA INTERNATIONAL AIRPORT (JKIA);** ii. **SUPPLY, DELIVERY AND INSTALLATION OF FOUR (4) FIXED ELECTRIC CHARGING POINTS AT MIA AND JKIA TENDER NO. KAA/OT/JKIA&MIA/0019/2023-2024** in response to the request for tenders made by: _____ [Name of Tenderer] do

hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of _____ [Name of Tenderer] that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer;
4. For the purposes of this Certificate and the Tender, I understand that the word "competitor" shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - a) has been requested to submit a Tender in response to this request for tenders;
 - b) could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
 - a) The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) methods, factors or formulas used to calculate prices;
 - c) the intention or decision to submit, or not to submit, a tender; or
 - d) the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed pursuant to paragraph (5)(b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;
8. the terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name _____

Bidder Official Stamp

APPENDIX 3- Duly filled and stamped Self Declaration that the Person/Tenderer will not engage in any corrupt or fraudulent practice.

FORM SD2

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

I, of P.O. Box.....being a resident of..... in the Republic of do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of..... (insert name of the Company) who is a Bidder in respect of **i. SUPPLY AND DELIVERY OF TWO (2) ELECTRIC VEHICLES AT MOI INTERNATIONAL AIRPORT (MIA) AND JOMO KENYATTA INTERNATIONAL AIRPORT (JKIA); ii. SUPPLY, DELIVERY AND INSTALLATION OF FOUR (4) FIXED ELECTRIC CHARGING POINTS AT MIA AND JKIA TENDER NO. KAA/OT/JKIA&MIA/0019/2023-2024** for Kenya Airports Authority and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(insert name of the Procuring entity) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(name of the procuring entity).
4. THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender.
5. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder's Official Stamp

APPENDIX 4- Duly filled Declaration and commitment to the Code of Ethics

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I..... (Person) on behalf of (Name of the Business/ Company/Firm)..... declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory.....

Sign.....

Position.....

Office address..... Telephone.....

E-mail.....

Name of the Firm/Company.....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name

Sign.....

Date.....

APPENDIX 5- Duly filled Price Schedule Forms

Price Schedule Forms (4.2)

*[The Bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the List of Goods and Related Services specified by the Purchaser in the Schedule of Requirements.]*

Supply and Delivery of Electric Vehicles and Charging Equipment

Item No.	Description	Quantity	Physical Unit	Rate (US \$)	Total (US \$) DDP
1.	Electric Vehicle as per specifications	2	No.		
2.	50KW DC Electric Vehicle Charging Equipment (Supplied Complete with installation service)	2	No.		
3.	22KW AC Electric Vehicle Charging Equipment (Supplied Complete with installation service)	2	No		
4.	Recommended Spares for Electric Vehicle	1	Item		
5.	Recommended Spares for Electric Charging Unit	1	Item		
6.	Power supply to the respective locations	1	Item		
7.	***Maintenance cost for duration				
8.	Factory Inspection by KAA Technical Staff before delivery	4	No		
	Sub-Total				
	Add 16% VAT				
	Total DDP (JKIA & MIA) – to be taken to the Bid Submission Form				

APPENDIX 6- Duly filled Confidential Business Questionnaire form

1. TENDERER'S ELIGIBILITY - CONFIDENTIAL BUSINESS QUESTIONNAIRE

a) Instructions to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	Kenya Airports Authority
2	Name of the Tenderer	
3	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
4	Reference Number of the Tender	KA/OT/JKIA&MIA/0019/2023-2024
5	Date and Time of Tender Opening	
6	Current Trade License No and Expiring date	
7	Maximum value of business which the Tenderer handles.	
8		

General and Specific Details

(a) **Sole Proprietor**, provide the following details.

Name in full _____ Age _____

(b) **Partnership**, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
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1				
2				
3				

(c) **Registered Company**, provide the following details.

i) Private or public Company _____

ii) State the nominal and issued capital of the Company-

Nominal Kenya Shillings (Equivalent).....

Issued Kenya Shillings (Equivalent).....

iii) Give details of Directors as follows

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

2 DISCLOSURE OF INTEREST- Interest of the Firm in the Procuring Entity.

i) Are there any person/persons in.....? (*Name of Procuring Entity*) who has an interest or relationship in this firm?
Yes/No.....

If yes, provide details as follows.

	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			

3			
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(ii) **Conflict of interest disclosure**

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.		

Certification

On behalf of the Tenderer, I certify that the information given above is correct.

Full Name _____

(Signature)

(Date)

