



**REQUEST FOR EXPRESSIONS OF INTEREST (EOI) FOR  
DEVELOPMENT AND MANAGEMENT OF A COMMERCIALY IMPORTANT  
PERSONS TERMINAL AT JOMO KENYATTA INTERNATIONAL  
AIRPORT**

**TENDER NO. KAA/OT/MBD/EOI/0058/2024-2025**

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**Introduction**

JKIA, a leading aviation hub in the region is continually exploring avenues to grow its passenger numbers as well as create capacity to accommodate the growing traffic and needs of diverse travelers. In a bid to cater to the different cadre of travelers, the airport is seeking expressions of interest for the development and management of a Commercially Important Persons (CIP) Terminal. The specialized designed terminal is meant to offer exclusive services to travelers seeking enhanced comfort, privacy, and efficiency. It will cater to VIPs, business executives, celebrities, and individuals desiring a premium travel experience.

Kenya Airports Authority (KAA) hereby invites Expressions of Interest from qualified and reputable firms to develop and manage a Commercially Important Persons Terminal, at JKIA. The services will include private passport control, exclusive duty-free shopping, personalized assistance throughout the journey private check-in, concierge services, customs clearance, luxurious lounges, premium food and beverage, spa and wellness services.

**Objectives and Scope**

The objectives of engaging reputable companies are: -

- Develop and manage a CIP Terminal with all corresponding amenities relevant for the service
- Develop Concrete Apron of approximately 12,000sqm facility for aircraft serving the CIP Terminal
- To promote customer focus, integrity and professionalism within the legislated legal framework.
- To ensure internationally best practices in airport safety and security as well as environmental standards are observed at JKIA.

**Proposed Features for the CIP Terminal**

- The CIP Terminal is proposed to occupy a total built up area of approximately 3,000sqm on maximum of three floors;
- The proposed terminal should have facilities to fully operate a Passenger Terminal including passenger processing areas; security screening areas; immigration services; custom services; health services; PRM facilities; baggage handling facilities and ground handling services.
- The facility should host luxury amenities including but not limited to private access to the terminal with adequate parking facilities; executive reception areas; premium lounges; private meeting rooms; business centers; fine dining options; spa/wellness facilities; hotel facilities; banking facilities; offices and personalized concierge services.
- To ensure security and privacy, the CIP terminal should have discreet entry and exit points, dedicated security screening, and private access to the apron.
- The facility should be a State-of-the-Art building that is not only visually appealing, but also functional that exceeds the expectations of premium travelers while aligning with the airport's branding and long-term vision.
- To ensure operational excellence, the facility should incorporate advanced IT systems with High-Speed Wi-Fi services and services such as customized Mobile Applications.
- The building should be a 'Green Building' incorporating sustainability and Eco-friendly designs and operations adhering to environmental standards.

### Criteria for short-listing

- a. Firms to demonstrate that they have legal capacity by submitting copies of:
  - Certificates of Incorporation / Registration or approved equivalent
  - CR12 or approved equivalent
  - Valid Tax Compliance certificate or approved equivalent
- b. Provide a detailed company profile, including statements on its key business, business affiliations and networks, administrative and contact information.
- c. A brief description of the proposed business concept, including investment level for the project.
- d. Firms to demonstrate that they are undertaking or have previously undertaken a project for development, management and operations of airline lounges within the African continent.
- e. Access to a line of credit of not less than USD8 million, bank statement and overdraft facility specific to this tender.
- f. Firms to provide at least three (3) letters of recommendation and agreements/contracts from current clients within a period of the last three years.

After the shortlisting is completed, Requests for Proposals (RFPs) with specific Mandatory, Technical and Financial requirements will be shared for the next process to be completed.

1. The expression of interest document should not exceed 100 Pages.
2. Interested bidders may obtain further information at the address below during office hours (weekdays from 08:00Hr to 17:00 Hrs EAT from Monday to Friday excluding lunch hour (13:00 to 14:00 Hrs), public holidays and send their queries on email address [tenders@kaa.go.ke](mailto:tenders@kaa.go.ke) .
3. There will be a pre-bid / site visit meeting on **17<sup>th</sup> December 2024 at 10.00 am** on the roof top of the Parking Garage in Jomo Kenyatta International Airport.
4. Expression of Interest documents must be submitted **online** on or before **16<sup>th</sup> January 2024 at 11.00 am**. Interested bidders who are not in KAA system and therefore do not have login credentials should contact KAA procurement through email: [tenders@kaa.go.ke](mailto:tenders@kaa.go.ke) for login credentials early enough and not later than three (3) days before tender closing date. All relevant submission documents must be attached on the login submission screen (On submission screen, click technical Rfx Response tab which will lead you to the second screen (Cfolder) where the system creates a folder specific to you for uploading your technical tender response documents. Here you click “Tech Bid” subfolder and create attachments. “**Caution Do not attach your documents on the collaboration folder**”). For Financial Proposal, use the submission financial screen for inputting the Price and related financial attachments on Notes and attachments. A step by step manual/guide is available for downloading using the link <https://www.kaa.go.ke/corporate/procurement/manuals/>.
5. Bidders shall not have access to the eProcurement system after the official closing time.
6. For clarification please email: [tenders@kaa.go.ke](mailto:tenders@kaa.go.ke) quoting EOI Ref: **KAA/OT/MBD/EOI/0058/2024-2025**

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