Kenya Airports Authority

MINUTES OF PRE-BID MEETING HELD VIRTUALLY ON 22nd APRIL 2025

PREQUALIFICATION OF LAW FIRMS FOR PROVISION OF EXTERNAL LEGAL SERVICES TO KENYA AIRPORTS AUTHORITY.

TENDER No. KAA/OT/LEGAL/0156/2024-2025.

IN ATTENDANCE

As per the register.

AGENDA

1. Opening remarks
2. Instruction to the tenderer-summary
3. Review of Tender Document
4. Issues raised by bidders (Q&A)
5. Procurement Process
6. A.O.B

MINUTE 1-Opening Remarks
The Chairperson welcomed the representatives of the bidding firms and called the meeting to order at 10:15 am.
MINUTE 2-Instruction to the tenderer-Summary
The meeting focused on the tender process for prequalification of law firms for provision of external legal services to Kenya Airport Authority (KAA). Participants discussed the mandatory requirements, technical evaluation criteria and submission process for the tender documents. Further, the meeting addressed various queries from potential bidders and provided guidance on how to complete and submit the required forms and supporting documents as per the tender requirements. The KAA's representatives highlighted the following: - • Bidders were requested to register their respective names and law firms on the Zoom Chat Box.

- Bidders were encouraged to submit questions/clarifications in writing through the email provided in the tender document.
- KAA to provide minutes of the pre-bid meeting within 3 days.
- Bidders to obtain login credentials from KAA procurement team at least 3 days before tender closing date.
- Bidders to submit tender documents online as per the requirements by 6th May, 2025 at 11 AM.
- Bidders to ensure all documents are properly serialized, signed and stamped as required.
- Bidders to include table of contents in their submitted bids.
- Bidders to regularly check KAA website for addenda and clarifications until tender closing date.
- KAA to post pre-bid minutes on KAA website. Clarifications/Addendum would be posted on the KAA's website, Supplier Portal, and Public Procurement Information Portal.

MINUTE 3- Review of Tender Document

KAA's representatives from procurement and legal introduced themselves to the potential bidders. The bidders in attendance were requested to register their details on the chat box as the pre-bid meeting was a mandatory requirement. The legal team was invited to take the bidders through the different sections and requirements of the tender document.

These are highlighted below:

i. Instructions for submitting the tender document online by 6th May, 2025 11:00 am. Interested bidders without login credentials were advised to contact KAA's procurement for assistance.

ii. The process of uploading documents and the requirement to upload the mandatory and technical documents in their respective folders was explained.

iii. Bidders were requested to ensure that they fully comply with the mandatory requirements and submit duly filled forms. Bidders were advised to note and comply with where forms require checking/ticking a box, selecting an option, signing and stamping. Bidders were advised to ensure that forms are duly filled.

iv. The mandatory and technical tender documents, to be uploaded separately as per the requirements.

v. Any errors to be encountered by the firms to be reported to KAA through the e-mail provided in the tender document prior to the closing date. The tender closing/opening is scheduled for 6th May, 2025 at 11:00am.

vi. KAA's representatives emphasized on the need to ensure that the mandatory documents uploaded are valid including the partners' and associates' practicing certificates, certificate of good standing, tax compliance certificate. Admission

certificates to also be provided. Partners' details to match the information disclosed in the confidential business questionnaire.

vii. Bidders were advised to provide a valid indemnity policy and not just the cover note.

viii. Bidders to provide a detailed structure of the firm, including its location, employees, and what it does.

ix. Documents should be numbered sequentially/serialized from the first page to the last.

x. Bidders to use the forms and formats provided in the tender document including the power of attorney form, declaration forms, affidavit form.

xi. Bidders were advised to bid for **a maximum of two categories**, with an exception for those with proven experience in the aviation industry and bid for Category I. Bidders to clearly indicate the categories that they select to bid and submit supporting documents for the same.

xii. Bidders were also taken through the technical requirements as well as the scoring system. Bidders to submit the requisite documents and supporting evidence for the categories they select to bid.

xiii. With respect to the application forms in the tender document, bidders were advised to carefully fill out and review the same.

MINUTES 4-Issues raised by bidders (Q&A):

1. Whether a certificate of good standing from the Law Society of Kenya would be acceptable instead of a letter of good standing for partners and associates.
   Clarification: A certificate of good standing would suffice. Documents should be filled out as required under the tender documents. Additional information to be provided in the firm's normal format.
2. Whether a letter of Sabbatical leave could be attached to indicate why certain partners' certificates of admission cannot be included.
   Clarification: The official communication can be submitted.
3. Whether financial statements for 2023 to 2021 would be accepted noting that audit process of financial statements for 2024 for some firms was yet to be finalized.
   Clarification: The concern was appreciated and it was noted that the same will be clarified through an addendum to enable accommodate such firms.
4. Further, it was clarified that bidders need to submit the auditor's valid ICPAK certificate.
5. How to demonstrate the degree of responsibility and that a partner was lead counsel in an assignment.
   Clarification: It noted that a letter of support from the client detailing the same would suffice.
6. Serialization of documents.

Clarification: it was clarified that the documents submitted need to be serialized sequentially and uploaded in the respective folders.

7. Query submission.
   Clarification: It was clarified that the queries raised should be submitted formally in writing and responses issued formally. The pre-bid minutes would provide clarification on the queries raised during the meeting. Any necessary amendments that substantially change the tender would be done through an addendum.
8. How to demonstrate evidence of physical presence.
   Clarification: It was clarified that evidence of physical presence in different locations will include lease agreements or tenancy agreements, utility bills as provided under the Technical Requirements.

MINUTES 5- Procurement Process

KAA's representative shared a presentation on and explained the process of using the KAA's website for procurement, including obtaining login credentials, logging in, selecting the procurement tab, and accessing the supplier E-Procurement service.

KAA's representative emphasized the importance of using Firefox as the recommended browser and attaching mandatory documents under the administration tab to maintain vendor additional data for newly registered bidder. The process of submitting a tender, including creating a response, attaching documents, and submitting the tender was further clarified. Bidders were advised to check KAA's website for any addendums or clarifications and to submit any queries via email. KAA's representative committed to providing responses to queries within three days.

MINUTES 6 -A.O.B

There being no any other business/question or clarification the meeting was adjourned at 12:15 pm.

Joy Igandu (Chairperson): .....

Ambrose Njagi (Member) .....

David Ngetich (Secretary) .....

Date: 22nd April 2025