



Kenya Airports Authority

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KAA/OT/LEGAL/0156/2024-2025

2nd May 2025

To: All Bidders

RE: PREQUALIFICATION OF LAW FIRMS FOR PROVISION OF EXTERNAL LEGAL SERVICES TO KAA.

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

ADDENDUM NO. 3

The following are tender clarifications/addendum issued regarding the above tender in accordance to instructions to tenderers Clause 9.1 of the bidding document for the referenced tender:


Clarification	Response
<p>Kindly note that we were only able to access and download the tender documents on 25 April 2025. Upon review of the documents and the issued addenda, we observed that a pre-bid meeting was held on 24 April 2025.</p> <p>We further note that while the tender document describes the pre-bid meeting as mandatory, it also indicates that non-attendance shall be a ground for disqualification.</p>	<p>The Authority has scheduled last pre-bid on 6th May 2025 May, 2025 from 2:30pm to 3:30pm. Any bidder who is may attend and ask their question. A zoom link is hereby provided as follows: -</p> <p>Join Zoom Meeting https://kaa.zoom.us/j/86393998576?pwd=PQ61ObAqEyqKiU3jkiEhVDpD1Zyed4.1 Meeting ID: 863 9399 8576 Passcode: at2ku\$ ---</p> <p>N/B: You need to input ID and Passcode detail to join the meeting.</p>
<p>We seek clarification regarding the requirement for a Power of Attorney. Kindly confirm whether a sole proprietor signing the document is still required to complete and submit the Power of Attorney form.</p>	<p>The Authority hereby clarify that the Power of Attorney will only be necessary when the Partners authorizes another person to sign the tender documents on his/her behalf. The requirement is not applicable to sole proprietorships.</p>
<p>Do we adopt this also for the Associates? If yes, we note with the format provided for on page 47 of the tender it will be challenging to adhere to this requirement "CV's in the format provided and which should not be more than two (2)</p>	<p>The Authority hereby clarify that the format of the CV shall apply to all Partners, associates and staff members of a participating bidder. Adhere to the page limit and format provided by the tender documents.</p>

<p>single sided A4 size pages at font 12 Century Gothic with spacing 1.2"</p> <p>Do we provide the CVs for the Associates in a different format and adhere to the set requirements</p>	
<p>Also please clarify submission of mandatory requirements and documents: -The requirements and especially the forms to be duly filled are arranged chronological in the tender document while the requirement is they be submitted separately from the Technical requirements.</p> <p>Should we extract mandatory requirements form(pages 37-57) from the tender and attach them on the other mandatory documents and create a table of contents for them separately?</p>	<p>The Authority hereby clarify that all documents provided are to be submitted in chronological order. With the relevant table of contents accompanying both the mandatory and technical requirements.</p> <p>Note: You are required to submit online following the instruction provided in the tender document.</p>
<p>We refer to the above subject matter of the Mandatory Requirements under the Tender we are participating in requires us to submit 'duly signed and stamped Declaration that the Firm shall charge its fees according to the prevailing Advocates Remuneration Order and where necessary and for sustainability, be amenable to legal fees negotiations' (MR 21).</p> <p>We have perused the Tender Document and we note that the MR 21 is not provided for, and we are therefore writing to request for the same</p> <p>We look forward to hearing from you as soon as possible.</p>	<p>The Authority hereby provides the format. See under appendix 1.</p>

The closing/opening date is hereby extended to 8th May, 2025 at 11.00 a.m. from 6th May, 2025 at 11:00 am.

Kindly ensure your tender is valid for a period of 186 days from the closing/opening date of 8th May, 2025 at 11.00. a. m.

This addendum forms part of the bidding document and is binding on all bidders. All other conditions remain the same.



Vincent Korir
GM (PROCUREMENT AND LOGISTICS)
For: MANAGING DIRECTOR/CEO D.K

Appendix 1 The updated affidavit form that will address the concerns over MR21

AFFIDAVIT FORM

REPUBLIC OF KENYA

IN THE MATTER OF OATHS AND STATUTORY DECLARATION ACT CHAPTER 15 OF THE LAWS OF
KENYA

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

1. THAT I am the.....(Managing Partner/Principal Officer/Senior Partner)
of.....(Name of the Law Firm) which is a candidate in respect of Tender
Number.....to render legal services to KENYA AIRPORTS AUTHORITY and duly
authorized and competent to make this Affidavit.
2. THAT the aforesaid candidate has not been requested to provide any inducement to any member of the
Board, Management, Staff and/or employees and/or agents of KENYA AIRPORTS AUTHORITY, which is the
procuring entity
3. THAT the aforesaid candidate, its servant(s) and/or agent(s) have not been offered and will not offer any
inducement to any member of the Board, Management, Staff and/or employee(s) and/or agent(s) of
KENYA AIRPORTS AUTHORITY.
4. THAT the aforesaid candidate, its servant(s) and/or agent(s) has not been debarred from any
procurement process.
5. THAT the aforesaid candidate, it servant(s) and/or agent(s) shall charge legal fees and disbursements in
strict adherence to the appropriate schedule (s) to the Advocates Remuneration Order as may be
applicable.
6. THAT the aforesaid candidate, it servant(s) and/or agent(s) undertakes to hold negotiations in good faith
with KENYA AIRPORTS AUTHORITY to resolve any dispute relating to legal fees.
5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

SWORN at.....)

by the said)

On thisday of..... 20.....) DEPONENT

)

)

BEFORE ME)

)

COMMISSIONER OF OATHS)