



Kenya Power

The Kenya Power & Lighting Co. Ltd.
Central Office – P.O. Box 30099, Nairobi, Kenya
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Fax No. 254-02-3201889
Stima Plaza, Kolobot Road

Our Ref:

31st January, 2023

TO ALL PROSPECTIVE BIDDERS

Dear Sir,

RE: ADDENDUM NO. 1 TO THE TENDER NO KP1/9A.2/OT/030/HR/22-23 FOR PROVISION OF AIR TRAVEL AND RELATED SERVICES

The following amendments are made to the specified provisions of the Tender document.

1. RELATIONSHIP WITH THE PRINCIPAL TENDER DOCUMENT

Save where expressly amended by the terms of this Addendum, the Principal Tender Document shall continue to be in full force and effect.

The provisions of this Addendum shall be deemed to have been incorporated in and shall be read as part of the Principal Tender Document.

2. Changes made to ITT 35.4

- Tender Document page 32 ITT 35.4; Lot I will not be mandatory as indicated earlier. All interested bidders are free to choose any Lot they wish to bid for.
- Lot II has been changed from Hotel & Conference facilities to Hotel Accommodation only.

3. Changes made to ITT 35.5

- Award shall be made up to a maximum of five bidders and not three as indicated earlier as follows:
 - i) Bidders with the lowest services fee for ticketing, hotels and visa processing
 - ii) Bidders with the lowest rate per kilometer for car hire services.

Note: Actual quotation shall be sought on spot basis among the awarded bidders to enhance value for money.

4. Changes made to 2.2 – Part II – Technical Evaluation and Comparison of tenders under ITT 31.3

- 2.2.2 Scoring Part: This is a scoring criteria with a pass mark of 80%

NO	DESCRIPTION	MAX. Points
1.	Firm's experience in air travel, ticketing and related service business. • 0-3 years (2 marks)	10

	<ul style="list-style-type: none"> • 4-6 years (3 marks) • 7 & above years (5 marks) 	
2.	<p>Firm's experience in air travel, ticketing and related services in multinational and local Kenyan environment within the last 4 years. (Attach documentary evidence in the form of reference letters from clients you have worked with)</p> <p>Multinational Experience</p> <ul style="list-style-type: none"> • No References from 2 multinational companies within the last 4 years (0 marks) • References from at least 2 multinational companies within the last 4 years (10 marks) <p>Local Experience</p> <ul style="list-style-type: none"> • No References from 2 local companies within the last 4 years (0 marks) • References from at least 2 local companies within the last 4 years (10 marks) 	20
3.	<p>Affiliate Partners: Firm must demonstrate verifiable global affiliation through partnership with a Global Travel Management Company that can provide travel services to at least 70 globally countries cutting across 5 continents.</p> <ul style="list-style-type: none"> • Presence in less than 70 countries and/or less than five Continents (0 marks) • Global Presence in 70 countries and above in at least five Continents (15 marks) 	15
4.	<p>Firm must demonstrate existence of a local Office in Nairobi. Evidence</p> <ul style="list-style-type: none"> • Main Office in Nairobi (5 marks) 	5
5.	<p>24-hour service/emergency number. (Evidence will be confirmation of availability of such number in the schedule of services)</p> <ul style="list-style-type: none"> • No 24 hour service/emergency number (0 Marks) • 24 hour service/emergency number available (15 Marks) 	15
6.	<p>Provision of an account manager with at least five (5) years relevant experience in air travel booking, ticketing and related services who will be handling Kenya Power account and relationship management:</p> <p><i>Account Manager who will be in charge of KPLC accounts)</i></p> <p><i>Relevant Experience;</i></p> <ul style="list-style-type: none"> • Below Five (5) years experience (5 marks) • Five (5) years experience and above (15 marks) <p>Bidders shall be required to provide documentary evidence for the above in form of a CV.</p>	15
7.	<p>Availability of innovative technology solutions such as online booking tools, dedicated travel applications and dynamic reporting systems for efficient management of bookings and client experience. Use of technology to share relevant and useful information with client(s) such as prior information on flight delays, weather reports, flight connections, relevant traffic information,</p>	20

	immigration and health information, details on airport transfers arrangement etc.	
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Online booking tool

- *No online booking tool (0 marks)*
- *Availability of online booking tool (20 marks)*

All the other terms and conditions remain as per the tender document.

Yours faithfully,

For: KENYA POWER & LIGHTING COMPANY PLC.



DR. JOHN NGENO

GENERAL MANAGER, SUPPLY CHAIN & LOGISTICS

