



Kenya Power

The Kenya Power & Lighting Co. Ltd.
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Stima Plaza, Kolobot Road

Our Ref:

02nd February, 2023

TO ALL PROSPECTIVE BIDDERS

Dear Sir,

RE: ADDENDUM NO. 2 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.

3. Contract Period

- Contract period shall be 2 years.

5. 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 70%

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>Reference letters from at least four (4) similar or listed companies or state corporations served with similar services in the last 5 years (attach official reference letters)</p> <p>One Reference letter ----- (5 marks)</p> <p>Two Reference letters----- (10 Marks)</p> <p>Three References letters----- (15 Marks)</p> <p>Four Reference letters and more ----- (20 Marks)</p>	20
3.	<p>Firms verifiable global presence through affiliations or partnerships that can provide travel services across continents.</p> <ul style="list-style-type: none"> • Presence in only 1 Continents (6 marks) • Presence in only 2 Continents (9 marks) • Presence in only 3 Continents (13 marks) • Presence in only 4 Continents (15 marks) • Presence in 5 Continents or more (20 marks) 	20
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>Account Manager who will be in charge of KPLC accounts)</p> <p>Relevant Experience;</p> <ul style="list-style-type: none"> • Below one (1) years experience (0 marks) • One (1) year experience (5 marks) • Two (2) to four (4) years experience (10 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/resume in the format provided in the tender document..</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, immigration and health information, details on airport transfers arrangement etc.</p> <p>Online booking tool</p> <ul style="list-style-type: none"> • No online booking tool (0 marks) • Availability of online booking tool (20 marks) 	20

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

