



## TENDER NOTICE

### PROVISION OF RECRUITMENT SERVICES FOR KENYA

### AIRPORTS AUTHORITY

### RE-ADVERTISEMT

KAA/12/2009-2010

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The Kenya Airports Authority invites sealed bids from eligible firms for Provision of Recruitment Services for a period of three years.

Only bidders meeting the criteria below, which must be demonstrated by producing relevant evidence at the time of submitting the bid, will be considered;

- Registration certificate/article of association, and current KRA tax compliance certificate
- Demonstrate experience in undertaking recruitment services for at least three clients within the last three years. This should be shown by attaching copies of assignment award letters or a contract document from previous assignments
- Have competent and qualified staff to handle the assignment. The firm must therefore show proof of having at least **TWO** resource personnel with not less than five (5) years experience in handling recruitment assignments. Copies of the CVS must be attached for the proposed staff who will be handling the assignment

Interested eligible bidders may obtain further information and inspect the tender documents at the Kenya Airports Authority Headquarters at JKIA, 2nd Floor, office of the Manager (Procurement & Logistics) from 8.30 am to 4.30 pm local time, Monday to Friday except lunch time between 1.00 pm and 2.00 pm and on public holidays.

Tender documents may be purchased at Kenya Airports Authority Headquarters Complex Building at JKIA for non-refundable fee of Kshs. 3000/- for each document. Payment will be made to the cashier on 1<sup>st</sup> floor by cash or Bankers Cheque payable to Kenya Airports Authority. Firms who previously purchased the tender document will be issued free of charge but on production of the receipt issued during the last purchase.

An organized pre-tender meeting will be conducted on 19<sup>th</sup> October 2009 at 10.00hrs at the Conference Room, 5<sup>th</sup> floor, KAA HQ's Complex Building. Potential bidders will arrange for their own transport and costs related to the pre-tender meeting.

Duly completed bids in plain sealed envelope with **Provision of Recruitment Consultancy Services to Kenya Airports Authority-KAA/12/2009-2010** clearly indicated on the envelope should be addressed to:-

**Managing Director,  
Kenya Airports Authority,  
Kenya Airports Authority Headquarters Building,  
Airport North Road.  
P. O. Box 19001-00501.  
NAIROBI**

Or be deposited in the Tender Box located on the 2<sup>nd</sup> Floor of Kenya Airports Authority Headquarters Complex Building at JKIA, so as to be received on or before **30<sup>th</sup> October 2009** at **11.00am. Late bids shall be rejected.** Opening of bids will take place immediately thereafter at the Conference Room, 5<sup>th</sup> floor, KAA HQ's Complex Building in the presence of tenderers/representatives who wish to attend.

The Authority reserves the right to accept or reject any tender without giving reasons thereof and does not bind itself to accept the lowest or any tender. Canvassing for the tender by the tenderer or by proxy shall lead to automatic disqualification of their tender.

**ALLAN M. MUTURI  
MANAGER PROCUREMENT & LOGISTICS  
FOR: MANAGING DIRECTOR**