



ADDENDUM No. 1

REQUEST FOR PROPOSALS (RFP)

**PROVISION OF TRAVEL AGENCY SERVICES TO TRADEMARK AFRICA (TMA) AND TRADE CATALYST
AFRICA (TCA)**

TENDER No.: PRQ20240999

FINANCED & PROCURED BY

TRADEMARK AFRICA

17 APRIL 2025

PROVISION OF TRAVEL AGENCY SERVICES TO TRADEMARK AFRICA (TMA) AND TRADE CATALYST AFRICA (TCA)

1. This addendum serves to clarify the procuring entity’s decision to the documents that must be considered in preparation of the bid and the need to ensure quality, probity in implementation of the project.
2. This addendum forms an integral part of the tender document and will therefore be considered at the evaluation stage.

3. Revised Technical Evaluation Criteria

As per the Tender Document Instructions to Consultants – 18 (ITC 18) – Technical Evaluation; has been revised as stipulated below:

Note: Only Technical Proposals/Bids that are deemed substantially compliant with Part 1. A Mandatory Evaluation Criteria, B - Administrative Requirements & score a minimum of 56 marks out of possible 80 marks under Part 2. Technical Evaluation shall ONLY proceed to the Part 3. Demonstration/Presentation Stage.

4. Financial Proposal Pro-Forma Template

In addition to the Proposal Breakdown - Summary of Proposed Monthly Commissions Template; The template below has been updated to include the following information.

Note: Bidders are required to provide their indicative costs to be charged in United States Dollars \$, inclusive of All Costs involved and All Applicable Taxes (including VAT) per the below:

TRANSACTION COSTS PER MONTH IN USD \$	PROPOSED MONTHLY COMMISSIONS
Transaction cost up to \$500,000	
Transaction cost between \$501,000 – \$700,000	
Transaction cost between \$701,000 - \$1,000,000	
Transaction costs Above \$1 million	

Description	Indicative Costs
<p>Please provide indicative costs on Kenya Airways (inclusive of all taxes and any other costs) in USD for the following frequent TMA destinations, departing on 29th April 2025 (between 8-10 a.m.) and returning on 2nd May 2025 on economy booking class Q.</p> <p>Nairobi – Accra – Nairobi Djibouti-Nairobi-Djibouti Nairobi-Hargeisa-Nairobi Abidjan-Nairobi-Abidjan Kisumu – Nairobi – Kisumu</p>	
<p>Indicate transfer costs (in USD) to the following destinations from JKIA:</p> <p>Movenpick Hotel, Westlands Membley Estate, Ruiru Nairobi CBD, times tower The Junction shopping mall, Ngong road KCB Bank, Kitengela</p>	

Save for the above, any other tender requirement remains unchanged.

5. Therefore, the documents that form an integral part of the tender documents as stipulated in ITC 8 shall be as follows and any additional Clarifications that may be issued in the future:
- - 1. Tender document dated 28th March 2025.
 - 2. Minutes and Clarification Matrix No.1 dated 8th April 2025 and;
 - 3. Addendum No. 1 dated 17th April 2025.

**Head of Procurement,
TradeMark Africa,
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17th April 2025.**