

PUBLIC NOTICE

SUPPLIERS ONLINE TRAINING ON KAA E-PROCUREMENT SYSTEM

The Kenya Airports Authority (KAA) is pleased to invite all current and prospective suppliers to participate in an online training session on our e-procurement processes. This training will be conducted via Zoom, with the meeting link provided to all confirmed attendees.

The first training sessions are scheduled for:

- **Tuesday, 8th April 2025**
- **Tuesday, 15th April 2025**

Both sessions will run from **10:00AM to 12:00 Noon**.

Subsequent training sessions will be held on the first Tuesday of each month, starting at 10:00a.m. , for the next three months.

The first cycle of training will cover the following key topics:

1. **Online Self-Registration** for Prequalification/Registration of Suppliers – Tuesday, 8th April 2025
2. **Online Self-Registration for Open Tender** – Tuesday, 8th April 2025
3. **Online Self-Update of Company Data** – Tuesday, 8th April 2025
4. **Accessing Advertised/Invited Tenders** via the Online Portal – Tuesday, 15th April 2025
5. **Online Submission of Responses to Tenders/Quotations** – Tuesday, 15th April 2025

All interested suppliers must confirm their attendance by registering their details (including email address, telephone contact, and representative information) through the provided registration link: <https://forms.gle/t5BcQRpGdSLV7chN6> no later than **Monday, 7th April 2025 at 2:00 PM**. This will ensure timely sharing of the meeting link.

Please note that only registered participants will be allowed to attend.

We look forward to your participation.

Managing Director / CEO
Kenya Airports Authority