REPUBLIC OF KENYA

COUNTY ASSEMBLY OF KISUMU

TENDER NO:CAK/OT/S&G/2024/2025/02/010

ADDENDUM: 3RD MARCH 2025

IMPORTANT:

Tenderers are required to acknowledge this addendum prior to the tender closing Date .
Acknowledgements must be sent via Email to kisumuassembly@gmail.com prior to the closing date of the tender.
The new closing date for this tender is on **12th March 2025**

This addendum forms an integral part of the tender document and shall therefore be considered at evaluation stage.

ADDENDUM NO.1 ITT 2.2: Section II of tender data sheet was stating that the intended Commencement date of the provision of Security and Guarding Services shall be **25th February 2025**.

The Correct Commencement date shall be on **2nd April 2025 .**

ADDENDUM NO 2..ITT 8.4 of Section II of tender data sheet was reading **"Minutes of the pre-Tender meeting and the pre-arranged pre-Tender visit of the site of the Works shall be published on the website. Not applicable."**

The correct reading should be "Minutes of the pre-Tender meeting and the pre-arranged pre-Tender visit of the site of the services shall be published on the County Assembly Of Kisumu website www.kisumuassembly.go.ke

ADDENDUM NO.3 The technical evaluation criteria number 1 on current work force stated as follows;(attach the current NSSF employees contribution returns) **-(10 Points)**

i)≥ 2000 guards = 10 points

ii) 1500 < 2000 = 5 points

iii) 1000 < 1500 = 2 points

iv)< 1000 = 0

The criteria is corrected to read as follows;

i) ≥ 500 guards = 10 points

ii) 200 < 500 = 5 points

iii) 100 < 200 = 2 points

iv)< 100 = 0

ADDENDUM NO.4 The Technical evaluation criteria number 3 (a) was reading :
At least 5 operational Motor vehicles and Motor cycle (attach proof of Ownership) - (10 points)

The criteria is corrected to read as follows;

i) ≥ 5 Motor vehicles = 10 points

ii) 3 < 5 motor vehicles = 5 points

iii) 2 < 3 motor vehicles = 2 points

iv)1< 2 motor vehicles = 1 point
v)< 1 motor vehicle = 0

NOTE: Attach proof of ownership

ADDENDUM NO.5 .Section IV of the tendering form as been amended to include the location of the residences and the number of guards to provide security services during the day and night as follows;

Date: 19th February, 2025
ITT No: CAK/OT/S & G/2024/2025/02/010

1	2	3	4	5		6	7
Service N°	Description of Services	Unit	Delivery Date	Location of Residence	Quantity	Unit price	Total Price per Service
1	Provision of Security Services Speaker's Home Residence	**Number of Guards Required (Day and Night).**	Monthly/Annually	Mamboleo	Day =1 Night =2		
2	Clerk's residence			Otonglo	Day =1 Night=2		
3	County Assembly Premises			Adjacent to Central Police Station	Day =5 Night=4		
4	Majority Leader's Residence			Ahero	Day =1 Night =1		
5	Speaker's official Residence			Milimani	Day =1 Night =2		

6	Mega Plaza Offices			CBD along Oginga Odinga Street	Day =1 Night =1		
7	Dog services (Speaker's home residence)				1		
	GRAND TOTAL			23 People and 1 dog			
				Total Tender Price			

ADDENUM NO. 6

The following mandatory requirements have been added in the tender document as follows;

MR 27: Bidders must demonstrate that the quoted tender sums meet the minimum salary as per the prescribed minimum wages requirements for the particular category of staff plus applicable statutory housing allowance, statutory deductions and employer's contributions towards Social Health Insurance Fund (SHIF),National Social Security Fund (NSSF)and the affordable Housing Levy

MR 28: The tenderer must demonstrate that the quoted tender sum provides for the applicable insurance covers, overhead costs and a reasonable profit margin plus the applicable value added tax at the prevailing rate as at the time of tender submission

MR 29:Where a procurement process results in a bid whose total tender sum is less than the sum of Mandatory requirements stated in number 27 & 28 above taking into account the number of staff to be engaged under the contract ,such a bid shall be declared non-responsive irrespective of whether it had met all other mandatory eligibility and technical qualification requirements

The New Mandatory requirements therefore appears as below;

S/NO	MANDATORY REQUIREMENTS	YES/NO
1	Certified copy of Certificate of Incorporation / Registration of Business	

2	Certified Copy of CR-12 issued in the last 6months only for Incorporated Companies prior to closing date of this tender	
3	Certified Copy of valid Tax compliance certificate	
4	Certified Audited Accounts for the last three years (i.e. 2022, 2023 & 2024)	
5	Bid Bond Kshs. 100,000.00 valid for 120 days from the Closing date of the tender from a reputable bank or a guarantee by an insurance company registered by IRA, listed by PPRA or a guarantee issued by a financial institution approved and licensed by the Central Bank of Kenya.	
6	Attach valid Frequency License (Not payment Receipts) form from Communication Authority of Kenya for current areas of operation for VHF and HF frequencies	
7	Must submit current Firm's professional Membership either Kenya Security Industry Association (KSIA), Protective Industry Association (PIA) or any other recognized security Association (attach a copy of Membership Certificate / Testimonial)	
8	Proof of Physical Location and Address of the firm in Kisumu County. Certified Copy of Lease Agreement or Title Deed	
9	Certified Power of Attorney for the nominated tender Signatory)	
10	Notarized valid NHIF Compliance Certificate	
11	Notarized valid NSSF Compliance Certificate	
12	Bidders who shall not avail themselves or their representatives for site visit exercise and sign the registration form shall automatically be disqualified. Site visit shall take place as indicated in the Data sheet	
13	Certified copy of Insurance Policy	
14	Certified copy of Work Injury Benefit	
15	Certified copy of Employees Liability Insurance	
16	Certified copy of Public Liability Insurance Policy	
17	Certified copy of Professional indemnity insurance policy	
18	Certified copy of Contractual Liability Insurance Policy	
19	Certified copy of Burglary Insurance Policy	
20	Certified copy of Fidelity Guarantee Insurance Policy	
21	Must submit a certified Certificate of registration by Private Security Regulatory Authority (PSRA)	

22	Certified valid current Trading License / Single Business Permit issued by any County Government.	
23	Must Submit the document in the right format. The tender document shall be paginated / serial numbered. All bidders are required to submit their documents paginated in a continuous ascending order from the first page to the last in this format; (i.e. 1*, 2, 3……. n* where *n* is the last page).	
24	Duly Filled, signed and stamped tendering forms in the format provided	
25	All certifications shall be done by Commissioner of Oaths	
26	Bid MUST be submitted through IFMIS –Supplier Portal Negotiation No. **1786486** and Original Tender document be submitted in the Tender Box at the Assembly's Administration Block	
27	Bidders must demonstrate that the quoted tender sums meet the minimum salary as per the prescribed minimum wages requirements for the particular category of staff plus applicable statutory housing allowance, statutory deductions and employer's contributions towards Social Health Insurance Fund (SHIF),National Social Security Fund (NSSF)and the affordable Housing Levy.	
28	The tenderer must demonstrate that the quoted tender sum provides for the applicable insurance covers, overhead costs and a reasonable profit margin plus the applicable value added tax at the prevailing rate as at the time of tender submission	
29	Where a procurement process results in a bid whose total tender sum is less than the sum of Mandatory requirements stated in number 27 & 28 above taking into account the number of staff to be engaged under the contract ,such a bid shall be declared non-responsive irrespective of whether it had met all other mandatory eligibility and technical qualification requirements	
	RESPONSIVE/NONE RESPONSIVE	

NOTE:
All Certifications where specified under preliminary evaluation criteria shall be done by Commissioner For Oaths.

AD NO.7

The service provider shall pay a levy on procurement contract signed between the service provider and procuring entity at the rate of zero point zero three per centum (0.03%) of the value of the signed contract ,exclusive of applicable taxes in line with the **Public Procurement Capacity Building Levy order, 2023**

All other terms and conditions remain unchanged

[End of Tender Addendum]