



**KENYA
DEVELOPMENT
CORPORATION**

Postal address P.O Box 12665-00100 Nairobi, Kenya
telephone 020-2229213 / 2771000
mobile 0727534527 / 0736 2292213
fax 254-020-317456
email info@kdc.go.ke
web www.kdc.go.ke

Dear Sir / Madam,

18th May 2022

TENDER ADDENDUM NO. 1

TENDER NO: ONT/KDC/005/2022

TENDER NAME: PROVISION OF PROPERTY MANAGEMENT SERVICE

In reference to the above-mentioned tender, the following amendments are made to the specified provisions of the Tender Document:

1. An updated Tender Data Sheet
2. **Preliminary Mandatory Requirement No. 2:** has been amended and should read as follows;
Certified Audited Accounts for the last two years (2019 to 2021) with a minimum turnover of Ksh. 50 million for the last two years.
3. **Financial Evaluation Criteria:** The 80:20 ratio computation is deleted and the bids that score a pass mark of 80% and above will qualify for the financial evaluation and the **lowest rate** will apply to determine the successful bid.

All other terms and conditions of the tender remain unchanged.

Thank you.

PATRICIA N. GACHUNGI
FOR: DIRECTOR GENERAL

SECTION II - TENDER DATA SHEET

The following specific data for the Management Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions herein shall prevail over those in ITT.

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
A. General	
ITT 1.1	<p>The number of the Invitation to Tenders is: RFP/KDC/005/2022_____</p> <p>The name of the Project is: PROVISION OF PROPERTY MANAGEMENT SERVICES</p> <p>The Procuring Entity is: KENYA DEVELOPMENT CORPORATION LIMITED</p> <p>The name of the ITT is: PROVISION OF PROPERTY MANAGEMENT SERVICES ____</p>
ITT 1.2.(a)	<p>Electronic – Procurement System</p> <p>The Procuring Entity shall use the following electronic-procurement system to manage this Tendering process:- N/A</p> <p>The electronic-procurement system shall be used to manage the following aspects of the Tendering process: N/A</p>
ITT 2.3	<p>The firms that provided consulting services for the contract being tendered for are : _____ N/A _____</p>
ITT 3.1	Maximum number of members in the Joint Venture (JV) shall be: None
ITT 4.1	A Margin of preference will not be allowed:
B. Contents of Tendering Document	
ITT 6.2	<p>The Procuring Entity has not established a data room (hereinafter called the Data Room) with a selection of relevant data to be accessible to Tenderers or their representatives.</p> <p>The address of the Data Room is _____ N/A _____, and other information considered relevant by the Procuring Entity are N/A _____</p> <p>_____</p>
ITT 7.1	<p>(b) The Procuring Entity shall have a pre-arranged pretender visit of the site of the works.</p> <p>(c) Location of the pre-tender conference will be : 20th Floor, UCHUMI HOUSE, AGA KHAN WALK</p>
ITT 7.2	<p>The Tenderer is requested to submit any questions in writing, to reach the Procuring Entity not later than ____ (<i>As stipulated in the Tender Document</i>)____ at the following address.</p> <p>Attention: THE DIRECTOR GENERAL</p> <p>KENYA DEVELOPMENT CORPORATION</p>

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
	P.O. BOX 12665-00100 Street Address: UCHUMI HOUSE , AGAKHAN WALK Floor/Room number: 17 th Floor NAIROBI Telephone: 020-2229213/0727534572 Electronic mail address: info@kdc.go.ke
ITT 7.4	The website where minutes may be accessed is www.kdc.go.ke
ITT 8.1	Enquiries during the pre-Tender meeting and the pre-arranged pretender visit of the site of the shall be referred to: Manager Supply Chain P.O. BOX 12665-00100 TEL: 020-2229213/0727534572 Nairobi – Kenya Email: supplychain@kdc.go.ke Request for clarification shall be received no later than <u>_(As stipulated in the Tender Document)_</u> The Procuring Entity shall publish its response at the website www.kdc.go.ke

C. Preparation of Tenders

ITT 17.1	If a Tender Security shall be furnished, the amount and currency of the Tender Security shall be Ksh. 250,000.00
ITT 20.1	The Tender validity period shall be 120 days .
ITT 21.1	In addition to the original of the Technical and Financial Part, the number of copies of the Technical Part is: <u>ONE</u> and the number of copies of the Financial Part is: <u>ONE</u>
ITT 21.3	The written authorization to sign on behalf of the Tenderer shall consist of: THE POWER OF ATTORNEY

D. Submission and Opening of Tenders

ITT 23.1	The date and time for submission of Tenders are: Date: 27th May 2022 Time: 10:00 AM (EAT) For <u>Tender submission purposes</u> only, the Procuring Entity's address is: Attention: THE DIRECTOR GENERAL KENYA DEVELOPMENT CORPORATION LIMITED P.O BOX 12665-00100 NAIROBI TEL: 020 2229213/0727534572 17th FLOOR, UCHUMI HOUSE, AGA-KHAN WALK NAIROBI
----------	---

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
	KENYA Tenderers shall not have the option of submitting their Tenders electronically.
ITT 26.1	The opening of the Technical Proposals shall take place at: UCHUMI HOUSE - AGA-KHAN WALK KDC CONFERENCEROOM 17TH FLOOR NAIROBI, KENYA Date: 27TH MAY 2022 Time: 10:00 AM (EAT)
ITT 26.1	The electronic Tender opening procedures shall be: N/A
ITT 27.1	Following the completion of the evaluation of the Technical Proposals of the Tenders, the Procuring Entity will notify all Tenderers of the location, date and time of the public opening of Financial Proposals.
ITT 27.3	The opening of the Financial Part shall take place at: UCHUMI HOUSE - AGA-KHAN WALK KDC CONFERENCEROOM 17TH FLOOR NAIROBI, KENYA The Form of Tender – Financial Proposal shall be initialed by _AT LEAST THREE REPRESENTATTIVES OF THE PROCURING ENTITY CONDUCTING TENDER OPENING
E. Evaluation, and Comparison of Tenders	
ITT 33.3	The adjustment shall be based on the _Technical scores and lowest rates price of the item or component as quoted in other substantially responsive Tenders. If the price of the item or component cannot be derived from the price of other substantially responsive Tenders, the Procuring Entity shall use its Lowest estimate.
ITT 34.1 (b)	The minimum aggregate technical score is: Technical scores and lowest rates
ITT 34.1 (c)	The Procuring Entity will apply the following additional steps to the evaluation methodology N/A
ITT 35.2 (d)	The Procuring Entity will apply the following additional steps to the evaluation methodology N/A
ITT 37.1	The currency that shall be used for Tender evaluation and comparison purposes to convert all Tender prices expressed in various currencies into a single currency is: KENYA SHILLINGS The source of exchange rate shall be: CENTRAL BANK OF KENYA

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
E. Award of Contract	
ITT 52.2	The successful Tenderer shall sign, date, and return the Contract Agreement to the Procuring Entity within ---SEVEN (7) --days.
ITT 55.1	<p>The procedures for making a Procurement-related Complaint are detailed in the “Notice of Intention to Award the Contract” herein and are also available from the PPRA Website www.ppra.go.ke.</p> <p>If a Tenderer wishes to make a Procurement-related Complaint, the Tenderer should submit its complaint following these procedures, in writing (by the quickest means available, that is either by email or fax), to:</p> <p>For the attention: KENYA DEVELOPMENT CORPORATION LIMITED Title/position: DIRECTOR GENERAL Procuring Entity: KENYA DEVELOPMENT CORPORATION LIMITED Email address: INFO@KDC.GO.KE</p> <p>In summary, a Procurement-related Complaint may challenge any of the following:</p> <ol style="list-style-type: none"> 1. the terms of the Tendering Documents; and 2. the Procuring Entity’s decision to award the contract.