



## Kenya Power

Central Office – P.O. Box 30099 – 00100,  
Telephone – 254-02-3201000  
Fax No. 254-02-3514485  
Stima Plaza, Kolobot Road,  
Nairobi, Kenya

KP1/9AA-2/PT/11-HR/14-15/JM/at

18<sup>th</sup> September, 2014

M/s

Dear Sir,

**ADDENDUM (I) TO TENDER NO. KP1/9AA-2/PT/11-HR/14-15 FOR PROVISION OF FLORAL ARRANGEMENT**

The following amendments are made to the specified provisions of the Tender document for the supply installation and commissioning of continuous operating referencing stations. Save where expressly amended by the terms of this Addendum, the Principal Tender Document shall continue to be in full force and effect. The provisions of this Addendum shall be deemed to have been incorporated in and shall be read as part of the Principal Tender Document.

**1. SECTION IV - SCHEDULE OF REQUIREMENTS AND PRICING OF SERVICES**

*Part A - Brief Schedule of Services Required and the accompanying prices of each assignment.*

The floral arrangements will be delivered to Stima Plaza and Juja Control Offices weekly at 6.45 am every working Monday and the supplier to set and arrange the flowers appropriately in each office as outlined below.

**STIMA PLAZA**

NO.	DESCRIPTION	QTY	UNIT (KSHS.) PER WEEK	TOTAL COST exc. VAT
1.	<b>SUPPLY OF FRESH FLOWERS AND MAINTENANCE</b>			
(i)	Oval Flower Arrangement for the Dining Room, Reception and Board Room	3		
(ii)	Big Flower for the MD's office (Exclusive)	1		
(iii)	Big Flower for the Chairman's office	1		
(iv)	Big flower vases for the Secretary MD's office	2		
(v)	Triangle flower arrangements at the lift	10		

	lobbies/corridor			
(vi)	Provision of flower stands at the lift lobbies	10		
<b>2.</b>	<b>MAINTENANCE OF FRESH PLANTS</b>			
(i)	Maintenance of existing fresh plants at Stima Plaza	30		

#### JUJA NATIONAL CONTROL

SECTION	TYPE OF FLOWERS	QTY	UNIT (KSHS.) PER WEEK	TOTAL COST exc. VAT
Juja Transmission office	Oval flower arrangement	1		
National Control Center(NCC)	<ul style="list-style-type: none"> <li>➤ Reception – Big flower with stand</li> <li>➤ Conference room desk oval flower</li> <li>➤ Corridor center triangle flower with stand</li> <li>➤ Triangle flower arrangement for Control room</li> </ul>	1 1 1 1		
	➤ Provision of two flowers stands at NCC	2		
N.C.C. Senior Engineers	Supply and Maintenance of fresh pot plants	4		

1. Provision of floral arrangement once weekly
2. Delivery every working Monday before 6.45.m to specified places
3. The flowers must be maintained twice a week especially in hot weather, with prompt changing of the weathered ones.
4. There must be a combination of 3-4 flower type on each arrangement (preferably tropical flowers) of the following types:-
  - Birds of paradise
  - Anthuriums
  - Heliconia
  - Cynad leaves

- Lilies
- Carnation
- Gladiolus
- Exotic flowers in season

**Notes:-**The contract shall be for a period of (2) two years from commencement date

## **2. SECTION VI - EVALUATION CRITERIA**

Evaluation of duly submitted tenders will be conducted along the following stages: -

**6.1 Part 1 - Preliminary Evaluation Under Paragraph 3.28 of the ITT.** These are mandatory requirements. This shall include confirmation of the following:-

*6.1.1 Submission and considering the following:-*

*6.1.1.1*

*f) The youth, persons with disabilities and women to provide the two referees from their previous customers/valid letter of recommendation*

**6.2 Part II – Technical Evaluation and Comparison of Tenders Under Paragraph 3.30 of the ITT.** These are mandatory requirements.

**6.2.1** Verification of the following information:

- a) Applicable relevant ISO certification/ KEBS Standardization certificates where applicable.*
- b) Relevant requested certificates and or documents.*
- c) Manufacturer's or Principal's Authorization.*
- d) Submitted with the Tender –*
  - (i.) Catalogues and or Brochures*
  - (ii.) Purchase receipts of floral equipment's*
  - (iii.) Photos of floral arrangements.*
  - (iv.) Any other details required of the Tender.*

Description of Criteria				
1.	<b>Company profile</b>		Score(s)	Score Rating
a	Duly filled and signed Confidential Business questionnaire.	10	<input type="radio"/> Yes	<input type="radio"/> NO
b	Are your workers employed on permanent basis? Provide evidence (Letter of engagement)	10	<input type="radio"/> Yes	<input type="radio"/> NO
c	State if your company has got any pending cases of compensation or any outstanding liabilities	5	<input type="radio"/> Yes	<input type="radio"/> NO
	<b>TOTAL</b>	<b>25</b>		
2.	<b>Staff Competency profiles.</b>			
a	Provide evidence that your workers are provided with written assignments instructions/delegation of authority and responsibilities.	2	<input type="radio"/> Yes	<input type="radio"/> NO
b	Attach CV of some of the workers/worker.	3	<input type="radio"/> Yes	<input type="radio"/> NO
	<b>TOTAL</b>	<b>5</b>		
3.	<b>Provide evidence of workers' training e.g. trainees' certificates or reference letters of the trainers on any of the following:</b>			
a	Customer care/floral arrangement/décor arrangement	10	<input type="radio"/> Yes	
b	State maximum period of time taken to provide additional/or replace floral arrangements that have been rejected. (maximum One day)	5	<input type="radio"/> Yes	<input type="radio"/> No
	<b>TOTAL</b>	<b>15</b>		
4	<b>Physical Facilities</b>			
a.	Evidence of availability of office e.g. copy of Title Deed /Lease agreement/Business permit	5	Yes	NO
	<b>Provide evidence of equipment and other resources related to floral arrangement services e.g.</b>			
a	Watering can, flower pruner apron and dust cat	5	<input type="radio"/> Yes	<input type="radio"/> NO
b	Provide colored photographs of floral arrangements you have provided to other clients.	5	<input type="radio"/> Yes	<input type="radio"/> NO

Bidders who score less than 70 marks shall not be considered for further financial evaluation and shall be considered to have failed to meet the cut off (70)Marks.

	(LOT TWO)Company profile	Score(s)	Score Rating	
a	Provide Evidence of registration with the relevant government body i.e the National Treasury, Registrars of companies, Kenya revenue authority, state law	10	<input type="radio"/> Yes	<input type="radio"/> NO
b	Has atleast seventy percent membership of youth or women.	10	<input type="radio"/> Yes	<input type="radio"/> NO
c	Provide a business case to prove that your Company is upto task to provide this service	10	<input type="radio"/> Yes	<input type="radio"/> No
d	State with relevant evidence any other allowance(s) paid to the workers.	2	<input type="radio"/> Yes	<input type="radio"/> NO
e	Are your workers employed on permanent basis? Provide evidence.	4	Yes	No
f	State if your company has got any pending cases of compensation or any outstanding liabilities	2	Yes	No
g	Attach organization Chart	2	<input type="radio"/> Yes	<input type="radio"/> NO
h	Provide evidence that your workers are provided with written assignments instructions/delegation of authority and responsibilities.	3	<input type="radio"/> Yes	<input type="radio"/> NO
i	Attach CV of the operational manager.	5	<input type="radio"/> Yes	<input type="radio"/> NO
2.	<b>Provide evidence of workers' training e.g. trainees' certificates or reference letters of the trainers on any of the following:</b>			
a	Floral arrangements Customer care/floral arrangement/décor arrangement	5	<input type="radio"/> Yes	<input type="radio"/> NO
b	Submit your procedure of workers recruitment.	2	<input type="radio"/> Yes	<input type="radio"/> NO
3	<b>Physical Facilities</b>			

a.	Evidence of availability of office e.g. copy of Title Deed or Lease agreement or business permit/license	5	Yes	NO
4.	<b>Provide evidence of equipment and other resources related to cleaning services e.g.</b>			
a	Floral scissors,prunners and secateurs	5	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> NO
b	Aprons, gloves and dust coats	5		
c	Watering cans and floral stands	2	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No
d	Submit list of other equipment and mechanics to workers. E.g. floral foam,florist wire,florist tape,candle cups e.t.c	5	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> NO
6	<b>Reputation</b>			
a	Submit letters of reference from persons whom you have worked with them before.	10		
8	<b>Social Obligations</b>			
a	Submit NSSF Compliance Certificate.	5	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> NO
b	Submit NHIF Compliance Certificate	5		<input checked="" type="radio"/> NO
c	Provide evidence of welfare programmes for the workers	3	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> NO
	<b>TOTAL</b>	<b>100</b>		

### 3. SECTION IX –TENDER FORM

Date:.....

Tender No.....

**To:**

The Kenya Power & Lighting Company Limited,

Stima Plaza,

Kolobot Road, Parklands,

P.O Box 30099 – 00100,

Nairobi, Kenya.

Ladies and Gentlemen,

1. Having read, examined and understood the Tender Document including all Addenda, the receipt of which is hereby duly acknowledged, we, the undersigned Tenderer, offer to supply, deliver, install and commission *(the latter two where applicable)* ..... *(insert goods description)* in accordance and conformity with the said tender document for the sum of .....*(total tender amount inclusive of all taxes in words and figures)* or such sums as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to deliver, install and commission the goods in accordance with the delivery schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the performance security of a licensed commercial bank in Kenya in a sum equivalent to ten percent (10%) of the contract price for the due performance of the contract, in the form(s) prescribed by The Kenya Power & Lighting Company Limited.
- 4.\* We agree to abide by this Tender for a **period of.....days (Tenderer please indicate validity of your tender)** from the date fixed for tender opening as per the Tender Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. This Tender, together with your written acceptance thereof and your notification of award, shall not constitute a contract, between us. The contract shall be formed between us when both parties duly sign the written contract.

6. We understand that you are not bound to accept any Tender you may receive.

Yours sincerely,

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Name of Tenderer

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Signature of duly authorised person signing the Tender

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Name and Capacity of duly authorised person signing the Tender

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Stamp or Seal of Tenderer

**\*NOTES:**

1. KPLC requires a validity period of at least ninety (90) days.
2. This form must be duly completed, signed, stamped and/or sealed.

All the other terms and conditions remain as per the tender document.

Yours faithfully,

**For: KENYA POWER & LIGHTING COMPANY LIMITED.**

  
**ANNIE GATUKUI**  
**SUPPLY CHAIN MANAGER (PROCUREMENT)**