



*The Kenya Power & Lighting Co. Ltd.
Central Office – P.O. Box 30099, Nairobi, Kenya
Telephone – 254-02-3201000
Fax No. 254-02-3201889
Sima Plaza, Kolobah Road*

Our Ref:

30th November, 2015

M/s

Dear Sir,

ADDENDUM NO. 1 TO THE TENDER NO. KP1/9AA-2/PT/25/HR/15-16 TRAINING FOR PROJECT MANAGEMENT AND PROPOSAL WRITING PROGRAMME; TENDER NO.KP1/9AA-2/PT/24/HR/15-16 TRAINING FOR CUSTOMER EXCELLENCE TRAINING PROGRAMME; TENDER NO.KP1/9AA-2/PT/23/HR/15-16 TRAINING FOR ADMINISTRATIVE ASSISTANT'S PROGRAMME

The following amendments are made to the specified provisions of the Tender document.

1. RELATIONSHIP WITH THE PRINCIPAL TENDER DOCUMENT

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.

2. Clarifications sought from interested bidders during Pre-bid meeting.

1. **Question:** What is the exact number of persons to be trained in Customer Excellence Training Programme and Project Management & Proposal Writing?

Answer: The number of persons to be trained are 2000 for Customer Excellence Programme and 200 persons for Project Management & Proposal Writing Training.

2. **Question:** Is the number of years of trainers four or six?
Answer: The correct ranking of years for trainers will be from 4-6 years.
3. **Question:** Can one use a receipt in place of CR12?
Answer: No the CR12 is a compulsory document and it should be attached.
4. **Question:** Can one bidder bid for all three tenders?
Answer: Yes one bidder can bid for all the three tenders so long as one has the capacity to carry out all the trainings.
5. **Question:** Should the presenters be the actual trainers?
Answer: Yes the four presenters should also be actual trainers.
6. **Question:** Should the tender security be from the bank or insurance?
Answer: Tender Security should be from the bank and in the format prescribed in the tender document.
7. **Question:** Are the financials negotiable?
Answer: Financials are not negotiable – lowest evaluated bidder will be awarded.
8. **Question:** Which financial statements should be provided current or the last audited financials?
Answer: It should be the last audited financials.

3. Additional information in Schedule of Requirements for both Training in project Management & Proposal Writing and Training for Administrative Assistant's Programme.

Tenderers are notified that there is an additional information in schedule of requirements for the above 2 tenders as shown in the table below:

Table 3

Training firms to provide;	CD Per participant
<ul style="list-style-type: none"> • State of Art equipment/training aids for the training • LCD Projectors for the training • Laptops • Manuals and materials for training • Issue each participant with a CD containing all the training materials and a certificate of participation/attendance. 	

3. DEADLINE FOR SUBMISSION OF TENDER

The tender shall be closed on **Friday, 4th December, 2015 at 10.00am**. Tender opening shall be done on the same day at 10:30 am at the auditorium, Stima Plaza.

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

Yours faithfully,

For: KENYA POWER & LIGHTING COMPANY LIMITED.



BERNARD NGUGI
Ag. GENERAL MANAGER, SUPPLY CHAIN