



## Kenya Power

---

*Central Office – P.O. Box 30099, Nairobi, Kenya  
Telephone – 254-020-3201000  
Fax No. 254-02-310336  
Stima Plaza, Kolobot Road  
Nairobi, Kenya*

M/s.

18<sup>th</sup> April, 2016

Dear Sir/Madam

### **ADDENDUM I TO TENDER NO., KP1/9AA-2/OT/49/PJT/15-16 PRE-QUALIFICATION OF LABOUR AND TRANSPORT CONTRACTORS**

#### **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. SECTION II – TENDER SUBMISSION CHECKLIST**

##### **A) Clarification on the Tender**

The following amendments have been made:

- ✓ Submission of ERC certificate is not required under this tender
- ✓ Section IV – Evaluation criteria table on page 19 has been modified as follows

4.1.1	Submission of certified copy of Company or Firm's Registration Certificate	
4.1.2	Submission of certified copy of PIN Certificate.	
4.1.3	Submission of certified copy of a Valid Tax Compliance Certificate	
4.1.4	Submission of certified Copy of business permit/ council trade licence	
4.1.5	Evidence of having a Registered office – certified copies of Lease agreements together with copies of receipts for payment of rent for the last 3 months	
4.1.6	Submission and considering the Confidential Business Questionnaire:-	
4.1.7	Submission of certified copies and considering the Certificate of Confirmation of Directors and Shareholding if any one of the undertakings owns a significant interest in the other or has at least one director or one substantial shareholder in	

	common as per paragraph 3.2 and 3.33 of the ITT	
4.1.8	Submission of Declaration Form(s) duly completed and signed.	
4.1.9	Submission and considering Tender Form duly completed, signed and that the Tender is valid for the period required	
4.1.10	Submission and considering that the required number of sets (original and copies) of Tender.	
4.1.11	Submission of a valid certified copy of registration certificate issued by National Construction Authority (NCA) for category relevant for electrical work	
4.1.12	Submission of <b>original</b> commendation letters indicating successful construction and completion of projects within the last five (5) years and indicating the length of the power line in each of the projects	
4.1.13	Submission of certified copies of Audited accounts of the company for the last three financial years (Certified by a registered Certified Public Accountant) (For companies or firms that are registered or incorporated within the last one calendar year of the Date of the Tender Document, they should submit certified copies of bank statements covering a period of at least six months prior to the date of the tender document. The copies should be certified by the Bank issuing the statements. The certification should be original).	
4.1.14	Evidence of ownership of equipment and tools. At least two open pickups/trucks evidence to be given vide log books bearing the company's name. (Give a list and type of relevant construction tools and equipment owned by the company evidenced by ownership documents. Provide documentary evidence of ability to lease or hire relevant tools and equipment not owned by the company)	
4.1.15	Submission of evidence of an established safety program, policies and work practices	
4.1.16	A list of Names and ranks of employees together with the assigned responsibilities	
4.1.17	Submission of certified copies of Curriculum Vitae with certified copies of certificates for all the Management/at least 2 Key Technical personnel (certified by an Advocate or Magistrate)	
4.1.18	Insurance covers. Provide documentary evidence of having the following valid insurance covers a) Group personal accident cover and b) Public liability cover	

- 1) Statement of the Tenderer Form
- 2) Tender form ( indicated in the document as Letter of application)
- 3) Experience record form
- 4) Tools and equipment form. **Note**, List of tools must be certified by KPLC project Engineers/Supervisors)
- 5) Experience of the tenderers personnel form

These forms are as follows and shall form part of this tender.

**3. SECTION X - STATEMENT OF THE TENDERER FORM**

1 Name of Tenderer \_\_\_\_\_

2 Address \_\_\_\_\_

3 Legal Status \_\_\_\_\_

4 Registered Office \_\_\_\_\_

5 Date of Registration \_\_\_\_\_

(attach a copy certificate of registration)

6 Detailed description of physical address of the office (Town, Road/street name, building & office) (attach copies of the office lease agreement and rent receipts)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7 DIRECTORS (attach the *Certificate of Confirmation of Directors and Shareholding*)

\_\_\_\_\_

\_\_\_\_\_

---

Yours sincerely,

---

Name of Tenderer

---

Signature of duly authorised person signing the Tender

---

Name and Capacity of duly authorised person signing the Tender

---

Stamp or Seal of Tenderer

#### **4. SECTION XI - TENDER FORM**

Date: -----

Tender No. -----

The Managing Director  
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 all of the pre-qualification information provided in the Prequalification Document including all Addenda, the receipt of which is hereby duly acknowledged, we, the undersigned Tenderer, hereby apply to be prequalified by yourselves as a potential bidder for the services as indicated in the Tender document.
  
2. 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 Prequalification Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
  
3. This application, together with your written appointment thereof, shall not constitute a contract between us nor commit KPLC to any actual tender or amount of contract.
  
4. We understand that you are not bound to accept any application you may receive.
  
5. We declare that the statements made and the information provided in our prequalification tender document are complete, true, and correct in every detail.

Yours sincerely,

---

Name of Tenderer

---

Name and Capacity of authorised person signing the Application

---

Signature of authorised person signing the Tender

---

Stamp or Seal of Tenderer

**NOTES:-**

1. KPLC requires a validity period of at least one hundred and twenty (120) days.
2. This form must be duly signed, stamped and/or sealed.

**5. SECTION XII - *EXPERIENCE RECORD FORM***

1. Name of company \_\_\_\_\_
2. Experience of the company in electrical engineering work and services.  
\_\_\_\_\_ (Years)
3. Brief description of electrical engineering services offered in the past:



**SECTION X (b) EXPERIENCE OF THE TENDERER'S PERSONNEL  
FORM**

**PERSONNEL**

Give detailed information of the following 2 (two) key supervisory personnel, who would be employed as full-time staff on the project if awarded contract. Give similar details for (a) Project Manager (b) One Technical Director (c) Safety Officer. This will be in the format below.

*(Copies of Curriculum Vitae with certified copies of certificates for all the Management/Technical Personnel certified by an Advocate or Magistrate should be attached)*

**(a) 1<sup>st</sup> Key Supervisory personnel**

1. Name \_\_\_\_\_
2. Highest Level of Education \_\_\_\_\_
3. Speciality \_\_\_\_\_
4. Professional Registration (if any) \_\_\_\_\_
5. Length of service with company \_\_\_\_\_ Years:
6. Years of experience \_\_\_\_\_

**(b) 2<sup>nd</sup> Key Supervisory personnel**

1. Name \_\_\_\_\_
2. Highest Level of Education \_\_\_\_\_



3. Speciality \_\_\_\_\_
4. Professional Registration (if any) \_\_\_\_\_
5. Length of service with company \_\_\_\_\_ Years:
6. Years of experience \_\_\_\_\_

**(c) Project Manager**

1. Name \_\_\_\_\_
2. Highest Level of Education \_\_\_\_\_
3. Speciality \_\_\_\_\_
4. Professional Registration (if any) \_\_\_\_\_
5. Length of service with company \_\_\_\_\_ Years:
6. Years of experience \_\_\_\_\_

**(d) Technical Director**

1. Name \_\_\_\_\_
2. Highest Level of Education \_\_\_\_\_
3. Speciality \_\_\_\_\_
4. Professional Registration (if any) \_\_\_\_\_

5. Length of service with company \_\_\_\_\_ Years:

6. Years of experience \_\_\_\_\_

**(e) Safety Officer**

1. Name \_\_\_\_\_

2. Highest Level of Education \_\_\_\_\_

3. Speciality \_\_\_\_\_

4. Professional Registration (if any) \_\_\_\_\_

5. Length of service with company \_\_\_\_\_ Years:

6. Years of experience \_\_\_\_\_

Yours sincerely,

\_\_\_\_\_

Name of Tenderer

\_\_\_\_\_

Signature of duly authorised person signing the Tender

\_\_\_\_\_

Name and Capacity of duly authorised person signing the Tender

\_\_\_\_\_

Stamp or Seal of Tenderer

**5. DEADLINE FOR SUBMISSION OF TENDER**

The tender closing date has been extended to **Thursday, 5<sup>th</sup> May, 2016 at 10.00 a.m.** The procuring entity will open the bids thereafter on the same day.

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**