

---

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

Our Ref: KP1/9A.2/OT/009/LS/24-25/JN/skk  
Your Ref:

2<sup>nd</sup> January 2025

TO:  
ALL PROSPECTIVE BIDDERS

Dear Sirs/ Madams

**RE: ADDENDUM NO. 1 TO THE TENDER NO KP1/9A.2/OT/009/LS/24-25- REPAIR OF 2NO. MICROFILM SCANNER AND 2NO. DOCUMENTS SCANNER FOR THE RECORD MANAGEMENT SECTION: REPAIR & MAINTENANCE OF 4NO ELECTRONIC MOBILE SHELVING UNITS FOR THE RECORDS MANAGEMENT SECTION AND CORPORATE HERITAGE SECTION**

Please refer to the above Tender.

The following clarifications and amendments are made to the Principal Tender Document (hereinafter abbreviated as the PTD) for Repair of 2no. Microfilm Scanner and 2no. Documents Scanner for The Record Management Section: Repair & Maintenance of 4no Electronic Mobile Shelving Units for the Records Management Section and Corporate Heritage Section

**1. RELATIONSHIP WITH THE PRINCIPAL TENDER DOCUMENT**

Save where expressly amended by the terms of this Addendum, the PTD 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 and construed as part of the PTD.

**2. DEADLINE FOR SUBMISSION OF TENDER.**

The tender closing has been extended from **6<sup>th</sup> January 2025** to **13<sup>th</sup> January 2025** at 10.00 a.m. The procuring entity will open the bids online through our E- Procurement Web- Portal at 10.30 am on the closing day at Stima Plaza 3<sup>rd</sup> Floor Meeting Room.



**HAROUN OTIENO**  
**AG. GENERAL MANAGER, SUPPLY CHAIN & LOGISTICS.**