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Stima Plaza, Kolobot Road, Nairobi, Kenya

Our Ref: KP1/9A.2/OT/088/CC/25-26/JN/It
Your Ref:

Date: 24th July 2026

TO:
ALL PROSPECTIVE BIDDERS

Dear Sirs/ Madams

**RE: ADDENDUM NO.3 TO THE PROCUREMENT OF A PUBLIC RELATIONS AGENCY -
TENDER NO. KP1/9A.2/OT/088/CC/25-26**

Please refer to the above Tender. The following clarifications and amendments are made to the Principal Tender Document (hereinafter abbreviated as the PTD) for Procurement of a public relations agency.

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. CLARIFICATIONS

No.	Bidder Clarification Sought	KPLC's Response
	KPLC to consider revising the criteria to allow experience with large corporations, public institutions, state agencies, development organizations or national programmes to qualify, without imposing a mandatory KES 50 billion client-turnover threshold.	Bidders are notified that the requirement in Part II- Detailed Technical Evaluation requiring bidders to demonstrate experience working with corporate clients whose annual turnover exceeds KShs 50 Billion has since been removed. The revised criteria is shown in the attached Appendix I.

3. TENDER CLOSING DATE

The tender closing date Shall remain to be **30th July 2026 at 12.00 p.m.**

The procuring entity will open the bids online through our E- Procurement Web- Portal at 12.30 p.m on the closing day at Stima Plaza, 3rd floor, Supply Chain meeting room.

4. TENDER SECURITY

The start date of Tender security Shall remain to be 22.07.2026.


 **GENERAL MANAGER, SUPPLY CHAIN AND LOGISTICS**

Appendix I

Part ii - Detailed Technical Evaluation

A. The Agency should be able to demonstrate the following:

	Key Deliverable	Score
a.	Bidders to provide Proof of a minimum of five (5) years' experience in the provision of communications, public relations and event management services	5
b.	Firms Allow experience with large corporations, public institutions, state agencies, development organizations or national programmes to qualify Bidders to provide Recommendation letters from five public institutions or state agencies clients to whom the bidder has offered similar services in the last twenty-four (24) months. These shall be accompanied by a letter from each of them confirming	5
c.	Demonstrate capability to conceptualise, develop, and implement strategic communication campaigns. Bidders to Provide three (3) examples of successful executions completed within the last three (3) years.	15
d.	Bidders to Provide five (5) samples of successful Communications and Public Relations and Event Management projects undertaken in the last two years. Clearly demonstrating: 1. The problem statement; 2. The strategic approach used with clear objectives and action points; 3. Outputs and outcomes resulting from actions taken by the agency. Demonstrate the following: 1. Creativity and innovation 2. Event logistics management 3. Use of technology and systems	15
	Total score for firm's qualification	40

