

Ref: CA/SCM/OT/04/2023-2024

5th October, 2023

Addendum No. 2

To All Bidders,

**RE: OPEN NATIONAL TENDER FOR SUPPLY AND DELIVERY OF OFFICE
STATIONERY – CA/SCM/OT/04/2023-2024**

Please refer to the above-mentioned Tender that appeared in MY GOV on 26th September 2023.

Pursuant to Section 75 of the Public Procurement and Asset Disposal Act, 2015 and clause 7.1 of the Tender document uploaded to our website, and the Supplier's Portal, the Authority wishes to amend the Tender Document as follows:

- a) The Table under stage 2: Financial Evaluation starting from pages 33-35
- b) Price Schedule Format Table starting from pages 60-61 is replaced
- c) Section V – Schedule of Requirements Table starting from page 73-82
- d) The Tables under items (a), (b) and (c) above are replaced by the following table:

No	Item description	Unit of measure	Estimated Quantity for the Quarter	Unit Cost (Kshs) Inclusive of Taxes	Total Cost Quarterly (Kshs) Inclusive of Taxes
			Quarterly		
1.	Photocopying papers size A4 white 80MG	Ream	1000		
2.	Hard Cover Binding Covers	REAM	25		
3.	Transparent binding Covers	REAM	25		
4.	Biro pens Crown executive	Pcs	100		
5.	Biro pens Crystal -Bic	Pcs	1000		
6.	Biro pens BIC fine- Red, Blue & Green	Pcs	500		
7.	Box files-	Pcs	500		
8.	Pentel pens D510	Pcs	100		
9.	File suspenders- teepee	Pcs	250		
10.	Pencils HB 110 Steadler / Or Equivalent	Pcs	300		
11.	Rubber Bands	Pkt	20		
12.	Rubbers Erasers	Pkt	250		
13.	Post it memo Sticker 75 by 75mm	Pkt	250		

No	Item description	Unit of measure	Estimated Quantity for the Quarter	Unit Cost (Kshs) Inclusive of Taxes	Total Cost Quarterly (Kshs) Inclusive of Taxes
14.	Post it memo Sticker 125 by 75mm	Pkt	250		
15.	Glue stick 40gms-pelikan	Pcs	250		
16.	White board marker	Pcs	200		
17.	Permanent Marker pens	Pcs	100		
18.	Highlighters	Pcs	100		
19.	Hardcover book 6Q	Pcs	25		
20. 6	Hard covers book 4Q	Pcs	25		
21.	Hard covers book 3Q	Pcs	50		
22.	Hard covers book 2Q	Pcs	75		
23.	Business Card Holders (240 holders)	Pcs	75		
24.	Colored Printing Papers Green A4 80 MG	Ream	25		
25.	Colored Printing Papers Pink A4 80 MG	Ream	25		
26.	colored Printing Papers-Blue A4 80 MG	Ream	25		
27.	Colored Printing Papers-Yellow A4 80 MG	Ream	25		
28.	Cellotape 1/2"	Pcs	25		
29.	Conqueror Papers A4	Ream	150		
30.	Adhesive Stick on	Pkt	50		
31.	Embossed Papers for Licenses	Ream	25		
32.	Masking tape	Pcs	15		
33.	Clear folders	Pcs	600		
34.	Lateral files	pcs	250		
35.	Minute books	Pcs	15		
36.	Delivery book	Pcs	10		
37.	Bull clips	Pcs	30		
38.	Paper Clip 28mm	Pkts	100		
39.	Flip Charts	Pcs /rolls	15		
40.	Whiteout	Pcs	75		
41.	Masking tape 1"	Pcs	30		
42.	Heavy Duty punch- kangaroo	Pcs	25		
43.	Paper Punch DP 700	Pcs	15		
44.	Paper Punch DP 500	Pcs	15		
45.	Scissors medium	Pcs	15		
46.	Stapler Large	Pcs	10		
47.	Stapler Medium	Pcs	30		
48.	Pen Holder	Pcs	50		

No	Item description	Unit of measure	Estimated Quantity for the Quarter	Unit Cost (Kshs) Inclusive of Taxes	Total Cost Quarterly (Kshs) Inclusive of Taxes
49.	Calculators	Pcs	25		
50.	In and Out Paper trays	Pcs	30		
51.	Stapler Heavy duty	Pcs	15		
52.	Rulers-	Dozen	30		
53.	Staples large 23/10	Pkts	5		
54.	Staples large 23/15	Pkts	5		
55.	Staples large 23/17	Pkts	5		
56.	Staples large 24/6	Pkts	50		
57.	Staples large 66/14	Pkts	5		
58.	Staples remover	Pcs	75		
59.	Paper Clips 33mm	Pkts	100		
60.	Papers Staples no 16/17	Pkts	5		
61.	Staples large 9/14	Pkts	5		
62.	Paper Clips No.3 (Packets) 50MM	Pkts	50		
63.	Paper Clips No.2 (Packets) 78MM	Pkts	50		

Note:

- a) Please note that the quantities provided are for one quarter. The Annual quarters shall be multiplied by 4
- b) The amount quoted shall be used for the first year after which there shall be a Mini-Competition for the Second year.
- c) The Authority will enter into a framework contract with at least seven (7) firms
- d) The firm with the lowest price in each item will be awarded supply of the item during the contract period of 12 months. After the 12 months, the Authority will conduct a mini competition amongst the seven firms and the one emerging the lowest in each item will be awarded supply for another period of 12 months
- e) Prices quoted must be in KENYA SHILLINGS and inclusive of all applicable taxes.
- f) Bidders MUST ensure that their bids are arithmetic error free
- g) Bidders MUST ensure that all calculations are estimated to two decimal places.
- h) Bidders may come and see the samples if required

ALL other conditions of the tender remain unchanged.

Jane Rotich
FOR: DIRECTOR GENERAL

