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### **ADDENDUM NO. 1**

#### **COMPREHENSIVE MAINTENANCE OF AIR CONDITIONING EQUIPMENT FOR CENTRAL BANK OF KENYA- TENDER NO. CBK/001/2015-2016**

In reference to the tender notice that appeared in the Nation and Standard newspaper and on the IFMIS and the Central Bank of Kenya websites on 28<sup>th</sup> August 2015, the Central Bank of Kenya would like to notify prospective tenderers that one of the prospective bidders made some enquiries in regards to the tender. In response to the enquiries the Bank has issued addendum No. 1 in respect to the tender by modifying the tender document as follows:

#### **SECTION D: APPENDIX TO INSTRUCTION TO THE TENDERERS: Special notes to all tenderers – page 17:**

No. 8 should read as follows: The tenders shall remain valid for **120 days** from the date of tender opening.

#### **SECTION F: DESCRIPTION OF SERVICES – Page 22**

The number of Air Conditioning Equipment to be serviced is **52** and not **38**

#### **SECTION G: DESCRIPTION OF AIR CONDITIONERS – Pages 24/25**

Item No. 16 and 17: Capacity is **24,000 BTU/HR** and NOT “2424,000 BTU/HR”

#### **SECTION H: TENDER QUALIFICATION AND AWARD – PAGE 27**

This section is modified by reorganizing the section as follows:

The received tenders will be evaluated in three stages as detailed below:

1. Stage 1: Compliance with Mandatory Requirements;
2. Stage 2: The Technical Evaluation (Capacity to Deliver the Service)
3. Stage 2: The Financial Evaluation (Quoted prices)

### Stage1: Compliance with Mandatory Requirements (MR)

The following mandatory requirements must be met notwithstanding other requirements in the document:

No	Requirements	Responsive-ness
MR 1	Provide documentary evidence of the company's Certificate of Incorporation (legal structure)	
MR 2	Provide certified copy of the company's current Certificate of Tax Compliance issued by Kenya Revenue Authority (KRA) valid at least upto the date of opening the tender.	
MR 3	Submit a completed company's profile using the Confidential Business Questionnaire provided in this tender document.	
MR 4	Provide a list of all clients and contact persons with telephone and addresses for whom you have provided services of <b>similar nature</b> in the last three (3) years.	
MR 5	Provide Bid bond of Kshs. 50,000 in the form provided in the tender document.	
MR 6	Provide copies of audited accounts for the company for the last two accounting years that are within 2012 and 2015.	

**Note: The Mandatory Requirement for site visit has been replaced with MR 6.**

Bidders meeting all the Mandatory Requirements will qualify to proceed to stage 2 of the evaluation on technical evaluation on capacity to deliver the service.

### Stage 2: Technical Evaluation on Capacity to Deliver the Service

Bidders meeting all the Mandatory Requirements will be subjected to technical evaluation on capacity to deliver the service based on the technical parameters as detailed in the table below:

	Evaluation Attribute	Tenderer's Response	Weighting Score	Max Score %
T1	Number of years in the business of building construction		<ul style="list-style-type: none"> <li>• 10 Years and above: 20%</li> <li>• Others prorated at:   <math display="block">\frac{\text{Number of years} \times 20}{10}</math> </li> </ul>	20

T2	Provide a list of all prime clients and references to which the company has done similar work in the last 3 years		• 6 scores for every client up to 5 clients	30
T3	Number of qualified technicians with Artisan Grade 1 Certificate in Refrigeration and Air conditioning field from a Government Training Centre (Provide evidence)		5 scores for each artisan up to 6 artisans.	30
T4	a) Profitability Margin		A margin above 20% will score 10 marks; 10-19 % 5 marks and below 10% 3 mark	10
	b) Liquidity Ratio  Must attach company audited accounts for the last two consecutive years		2:1 - 10 marks; 1:1 - 5 marks; less than 1:1 no mark	10
	<b>Total</b>			<b>100</b>

Note:

$$\sqrt{\text{Profitability Margin}} = \text{EBIT} * 100 / \text{Gross Revenue/Sales}$$

$$\sqrt{\text{Current Ratio}} = \frac{\text{Current Assets}}{\text{Current Liabilities}}$$

$$\sqrt{\text{EBIT}} = \text{Earnings Before Interest and Taxes}$$

Bidders will be required to score **75% and above** on the Technical Evaluation on capacity to deliver the service to qualify for financial evaluation.

### Stage 3: FINANCIAL EVALUATION (QUOTED PRICE)

Bidders that score **75% and above** on the Technical Evaluation on capacity to deliver the service will qualify for Financial Evaluation. Financial Evaluation shall comprise of checking the completeness and accuracy of the tender including correctness of the figures entered in the price schedule. After correction of errors bids will then be ranked from lowest to the highest and the Lowest Evaluated Bid will be recommended for the award of the contract.

### SECTION I: FINANCIAL SUBMISSION - Page 30

This section is modified by renaming it as “PRICE SCHEDULE” and adding the following information:

No.	Make	Capacity	Location	Cost of service per Quarter* (In Kshs)	No of services in a year	Annual Service Cost (In Kshs.)
1	LG.	24,000 BTU/HR.	MICR		4	

2	LG	24,000 BTU/HR.	MICR		4	
3	LG.	24,000 BTU/HR	MICR		4	
4	LG	24,000 BTU/HR	MICR		4	
5	UNION Air	24,000 BTU/HR	MICR		4	
6	Carrier	24,000 BTU/HR	MICR		4	
7	Carrier	24,000 BTU/HR	MICR		4	
10	General	24,000 BTU/HR	COBA		4	
11	General	24,000 BTU/HR	COBA		4	
12	General	24,000 BTU/HR	COBA		4	
13	General	24,000 BTU/HR	COBA		4	
14	General	24,000 BTU/HR	COBA		4	
15.	General	24,000 BTU/HR	COBA		4	
16	General	24,000 BTU/HR	COBA		4	
17	General	24,000 BTU/HR	COBA		4	
18.	General	24,000 BTU/HR	COBA		4	
22.	General	24,000BTU/HR	Marshals Data Centre		4	
23	Daikin	24,000BTU/HR	MICR Marshalls Hse 4 <sup>th</sup> floor		4	
24	Daikin	24,000BTU/HR	MICR Marshalls Hse 4 <sup>th</sup> floor		4	
25	Daikin	24,000BTU/HR	Marshalls Hse back up Room		4	
26	Daikin	24,000BTU/HR	Marshalls House back up room		4	
27	Carrier	24,000BTU/HR	Marshalls house Laboratory		4	

28	Carrier	24,000BTU/HR	Marshalls hse Pharmacy		4	
29	Carrier	24,000BTU/HR	Marshalls house Drugs store		4	
30	EURO Air	24,000BTU/HR	Marshalls house Drugs store		4	
31	EURO Air	24,000BTU/HR	Marshalls house Drugs stores		4	
32	General	24,000 BTU/HR.	Board Room		4	
33	General	24,000BTU/HR	Board Room		4	
34	General	24,000 BTU/HR	Mini Board Room		4	
35	Daikin	60,000 BTU/HR.	Marshals House Data Centre		4	
36	Daikin	60,000 BTU/HR.	Marshals House Data Centre		4	
37	General	24,000 BTU/HR,	Governor's Office		4	
38	General	23,000 BTU/HR.	Deputy Governor's Office		4	
39	General	24,000 BTU/HR.	Deputy Governor's Office		4	
40	General	24,000 BTU/HR.	Financial Institutions Supervision		4	
41	General	24,000 BTU/HR.	Financial Institutions Supervision		4	
42	Carrier	24,000 BTU/HR.	PABX Room		4	
43	Carrier	24,000 BTU/HR.	PABX Room		4	
44	Carrier	24,000 BTU/HR.	Banking		4	
45	Carrier	24,000 BTU/HR.	Banking		4	

46	Carrier	24,000 BTU/HR.	Banking		4	
47	Pear	18,000 BTU/HR.	Research		4	
48	Pear	18,000 BTU/HR.	Currency		4	
49	Union Air	24,000 BTU/HR.	Currency		4	
51	Carrier	18,000 BTU/HR.	DPF Marshals		4	
52	Carrier	18,000 BTU/HR.	DPF Marshals		4	

Notes: \* The service for each equipment shall be comprehensive that will includes replacement of defective spare parts and will include and not limited to the following:

- i) Cleaning of the filters for the indoor units **Kshs. -----**.
- ii) Replacement of any damaged air filters for the indoor units **Kshs. -----**.
- iii) Cleaning the evaporator and combing the evaporator fins **Kshs. -----**.
- iv) Cleaning the condensers and combing the condenser fins **Kshs. -----**.
- v) Pressure testing and rectifying gas leakages together with charging of gas/ refrigerant **Kshs. -----**.
- vi) Checking and rectifying or replacing as necessary electrical controls including overload relays, control circuit boards etc. This shall however exclude replacement of automatic Voltage Switchers (AVS) which shall be replaced by the Bank at the request of the service provider **Kshs. -----**.
- vii) Replacement of compressors if defective **Kshs. -----**.
- viii) Replacement of condenser and evaporator fans if defective **Kshs. -----**.
- ix) Clearing blockages and setting levels for the condensate drainage piping **Kshs. -----**.
- x) Replacement of condensate pumps for cassette units where defective **Kshs. -----**.

**Bidders are required to provide itemized cost for item Nos. i – x above. This information will help in calculating the total cost payable for each service done per equipment in cases were some items are not required in a certain service.**

#### **Summary of prices:**

ITEM NO.	ITEM DETAILS	TOTAL ( IN KSHS)
	<b>Total Annual comprehensive maintenance cost for all the 52 Air conditions</b>	
	<b>Add VAT 16%</b>	
	<b>Grand Total transferred to Form of Tender</b>	

**Undertaking:**

We M/s \_\_\_\_\_  
hereby submit our tender for the above specified services amounting to  
Kshs. \_\_\_\_\_ in words:

Kenya Shillings \_\_\_\_\_  
\_\_\_\_\_

1. Our tender will remain valid for \_\_\_\_\_ days (not less 120 days)  
from the date of Tender opening.
2. Our terms of payment shall be: \_\_\_\_\_

**Signature of tenderer** \_\_\_\_\_

***Note:*** In case of discrepancy between unit price and total, the unit price shall  
prevail.

This addendum will form part of the tender document.

**Ag. DIRECTOR**

**DEPARTMENT OF PROCUREMENT & LOGISTICS SERVICES**

**/mmj**