

**BANKI
KUU YA
KENYA**



**CENTRAL
BANK OF
KENYA**

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**ADDENDUM NO. 1
TENDER FOR PROVISION OF CLEANING, GARDENING AND AUXILIARY
SERVICES FOR CENTRAL BANK OF KENYA KISUMU BRANCH FOR PERIOD OF
TWO (2) YEARS**

TENDER NO. CBK/038/2021-2022

Arising from the clarifications sought by prospective bidders during the pre-bid meeting held on 1st November 2021, Addendum Number 1 is hereby issued. The addendum is made to provide clarifications sought by prospective bidders and it now forms part of the Tender Document. It is issued in line with Section 75 of the Public Procurement and Asset Disposal Act 2015.

	Clarification sought	Response
1	Fumigation - Timelines	Fumigation is not in the scope of services for this tender.
2	Garbage Collection - Timelines	Emptying waste bins and cans from the offices and depositing the same at the designated points within the building will be done Daily at 8:00am <i>(In Entity Requirements No 7a in the tender Document).</i>
3	Specified required working machines and chemicals	All cleaning equipment and detergents will be provided by the Bank. <i>(In Work Schedules and specifications No 6 in the Tender Document)</i>
4.	If Sanitary Collection is included in the tender	Sanitary Collection is included in the scope of work for this tender. <i>(In Work Schedules and specifications - work plan No.9</i>
	Tender Opening/Closing date	The Tender Closing Date remains as 9th November, 2021 at 10:30am

All other terms and conditions of the tender remain the same.

**Head of Procurement Function
General Services Department
2nd November, 2021.**

**MINUTES OF PRE-BID MEETING HELD WITH PROSPECTIVE BIDDERS ON
1ST NOVEMBER 2021 AT 11:00AM IN KISUMU BRANCH - TENDER
REFERENCED CBK-038-2021-2021**

In Attendance:

Central Bank of Kenya Representatives - Three personnel
Bidder Representatives - Twenty Firms represented

Minute No. 1 - Introduction

The Chairperson called the meeting to order and welcomed the members and the tenderer's representatives to the meeting. The Meeting attracted twenty (20) companies. The bidders' representatives were informed that the purpose of the meeting was to sensitize prospective tenderers on the requirements of the tender.

Minute No. 2 - Review of the Tender Document

The bidders' representatives were taken through the tender document. Much emphasis was on the guidelines on preparation of bid documents and evaluation criteria for tender for Cleaning, Gardening and Auxiliary Services for Central Bank of Kenya Kisumu Branch. Bidders were advised to study the requirements of the tender and prepare their bids in line with the guidelines in the tender documents ensuring that all required documents are provided. Bidders were also requested to understand the evaluation criteria and evaluate themselves before submission of the tender to ensure compliance with the tender requirements.

During the meeting the prospective bidders were allowed to raise any queries on some of the issues they feel need clarifications and/or guidance during pre-bid meeting.

The following questions were raised by bidders during the site visit:

- Fumigation period - (timelines) ii. Garbage Collection period (timelines)
- Specified Required working machines and chemicals
- Whether Sanitary Collection is inclusive in the tender

The Chairman responded to all the questions. He also advised the bidders to each take look and observations necessary during site visit so as to ascertain accuracy during bidding. The bidders were further advised that during the Tender Opening, company representative will be required to come with an Introduction Letter from their Companies and personal Identity Cards.

The Bidders were advised that an addendum will be issued to address all the concerns and any emerging issue if necessary. In addition, the prospective bidders were advised to channel any queries through supplies@centralbank.go.ke.

There being no other business the meeting ended at 1:00pm.