

# NAIROBI CITY COUNTY ASSEMBLY

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City Hall Buildings  
P O Box 45844-00100  
Nairobi, Kenya

## OFFICE OF THE CLERK

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Our Ref: NBI/CA/PRCMT/12/2018(108)

7<sup>th</sup> December, 2018

**TO: ALL PROSPECTIVE BIDDERS UNDER CATEGORY  
NCCASB/PQ/16B/2018/2019 – PROVISION OF PRINTING SERVICES (RESERVED)**

Dear Sirs/Madams,

**RE: ADDENDUM NO. 1 TO THE TENDER NO. NCCASB / RT / 03 / 2018 – 2019 FOR  
PRINTING, SUPPLY AND DELIVERY OF CALENDARS AND DAIRIES FOR YEAR 2019**

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Please refer to the above Tender.

Following the advertisement for the above Tender and upon enquiry from prospective bidders thereafter and at our own initiative, we make the following clarifications and amendments to the Principal Tender Document (PTD) for Printing, Supply and Delivery of Calendars and Diaries.

### 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 PTD.

## 2. SECTION V – SCHEDULE OF REQUIREMENTS

The specifications of the various items have been revised as follows:

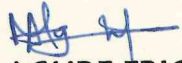
#	ITEM	SPECIFICATION IN DETAIL
1	Calendars	<b>Wall</b> <ul style="list-style-type: none"><li>• A2 size</li><li>• 9 leafs</li><li>• Top sheet</li><li>• January 2019 to February 2020</li><li>• Designing</li><li>• Top binding Wire “O”wire</li><li>• Full colour</li><li>• Paper 170gsm matt art paper</li></ul>
2	Calendars	<b>Desktop</b> <ul style="list-style-type: none"><li>• A4 size</li><li>• 5 leafs double sided</li><li>• Top sheet</li><li>• January 2019 to February 2020</li><li>• Designing</li><li>• Top binding Wire “O”wire</li><li>• Full colour</li><li>• Paper 170gsm matt art paper</li><li>• Size 17.5cm * 25cm</li><li>• Stand strawboard 1400gsm with 170gsm matt art paper both sides UV vanished</li></ul>
3	Diaries	<ul style="list-style-type: none"><li>• Inside insights in full colour</li><li>• Paper 70gsm mart art paper with 2 color printing inside</li><li>• Kenyan Map at the front and Nairobi City County map at the back</li><li>• Leather cover (branded in Assembly colors)</li><li>• 352 pages with mouth tabbing</li><li>• All the above specifications apply for sizes: A4, A5 and Pocket dairies</li></ul>

## 3. DEADLINE FOR SUBMISSION OF TENDER

The Tender closing date has been extended to Monday, 17<sup>th</sup> December 2018 at 12.00noon. The NCCASB will open the bids thereafter on the same day in the Assembly Committee Room (Basement), City Hall Building.

All other terms and conditions remain as per the Principal Tender Document.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Agure Erick', with a horizontal line extending to the right.

AGURE ERICK

AG. SENIOR PROCUREMENT OFFICER