

NAIROBI CITY COUNTY ASSEMBLY



NAIROBI CITY COUNTY ASSEMBLY SERVICE BOARD

NOTICE OF ADDENDUM

TENDER NO. NCCASB/OT/15/12/2022-2023

FOR

**SUPPLY, DELIVERY, INSTALLATION, TESTING, COMMISSIONING
AND MAINTENANCE OF A NEW PASSENGER LIFT FOR THE
NAIROBI CITY COUNTY ASSEMBLY**

The Nairobi City County Assembly Service Board advertised the above tender on **17th January, 2023**.

The Assembly would like to notify all eligible bidders of the following changes:

1. The Mandatory requirements has been revised under MR15. The revised Mandatory requirements can be downloaded free of charge from the Assembly's Website www.nairobiassembly.go.ke or the Public Procurement Information Portal www.tenders.go.ke;
2. The tender closing date remains the same as **01st February, 2023 at 12.00 Noon**.

**THE CLERK,
NAIROBI CITY COUNTY ASSEMBLY**

NAIROBI CITY COUNTY ASSEMBLY SERVICE BOARD



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The amended Mandatory requirements is as indicated below:

S/NO.	MANDATORY REQUIREMENTS	Y/ N
1	Certificate of Incorporation - Attach a copy of the vendor's certificate of Incorporation	
2	Tax Compliance certificate - Attach a Valid Tax Compliance certificate	
3	Must Submit a Valid Business Permit	
4	Attach copies of Identification documents (IDs or valid Passports) of the Owners/ Directors of the firms and certified copy of the latest (not more than one year) CR 12 issued by the Registrar of Companies. In case of Partnerships attach partnership deed.	
5	Tender security in for form of a bank guarantee or a bank draft issued by a reputable bank located in Kenya or insurance bond from the firms approved by Public Procurement Regulatory Authority (PPRA) of Kshs. 100,000.00 valid for a period of 120 days.	
6	Work Plan - Detailed description of work plan which should include but not limited to the supply, delivery, and installation and commissioning of the proposed new lift; milestones; duration of each activity; critical path; resources.	
7	Attendance of site visits - Signed and Stamped Site Visit Certificate by the project	

S/NO.	MANDATORY REQUIREMENTS	Y/ N
	manager (The Certificate will be provided during the site visit)	
8	Properly filled, signed and stamped Form of Tender in the prescribed manner in the tender document.	
9	Duly filled, signed and stamped Confidential Business Questionnaire	
10	Valid National Construction Authority Category NCA 6 and Above (Mechanical Engineering Services)	
11	Bidders must complete certificate of independent Tender Determination	
12	Bidders must complete form SDI(bidders must submit dully completed form stating that they've not been debarred to undertake any procurement matters	
13	Bidders must complete form SD2(Confirming the person/ tenderer will not engage in any corrupt or fraudulent practice)	
14	Tender has been signed by the person authorized to do so (Power of Attorney/Sworn in Affidavit)	
15	Must submit a commitment letter to deliver the project within eight (8) months.	
16	Must submit dully filled schedule of rates and prices (schedule 1, 2, 3, 4, 5, 6 & 7) in the format provided.	
17	Must submit Manufacturer's authorization letter for the proposed lift to be supplied	
18	Must submit Catalogues/Brochures for Equipment to be supplied that matches the technical specifications provided/required	
19	Must submit Valid Registration with Energy and Petroleum Regulatory Authority (EPRA) Class A-2 above	
20	Must Submit a proposed Service Level Agreement for the Maintenance support contract.	