



OFFICE OF THE AUDITOR-GENERAL

ENHANCING ACCOUNTABILITY

ADDENDUM

Following the advertisement which appeared in ‘My Gov’ of 28th September, 2021, on the tenders for **Provision of Hotel Services and Conferencing Facility, Supply and Delivery of Office Stationery among others Under Framework Agreement**, the Office wishes to make the following clarifications queries raised:

SUPPLY AND DELIVERY OF OFFICE STATIONERY UNDER FRAMEWORK AGREEMENT – REF OAG/OT/03/2021-2022		
S/NO.	QUERIES	CLARIFICATION
1.	Please clarify on the suitable place that we are supposed to fill in the prices (PRICE SCHEDULE) since the two available spaces are specified for DELIVERY DATE (pg54) and TECHNICAL SPECIFICATIONS (pg71).	The price schedules are available in SECTION IV - TENDERING FORMS. Bidders are therefore expected to pick the price schedule which is appropriate to them and fill accordingly.
2.	Please confirm when the samples can be viewed.	Samples can be viewed during Working Hours 8am–5pm (Monday to Friday) at Anniversary Towers, 8 th Floor Room No. 803N and 9 th Floor Room 915S.
3.	I would like to ask if a company with only Director needs the power of Attorney to prove he/she is the authorized signatory because he/she is a signatory by default and you shouldn't swear to yourself that you are the authorized signatory	Power of Attorney will be applicable in a scenario where the person signing the tender is not a director of the bidding firm. Where the director of the bidding firm is signing the Tender, the power of Attorney will not be required.

OAG/OT/02/2021-2022 PROVISION OF HOTEL SERVICES AND CONFERENCING FACILITY SERVICES UNDER FRAMEWORK AGREEMENT

S/NO.	QUERIES	CLARIFICATION
1.	<p>i. Is the bid bond of 50,000/= a MUST and is it refundable?</p> <p>ii. Reference letters: Most organizations do not give these, can LSOS/LPOS work in place?</p> <p>iii. The tendering forms are a bit confusing, are all those forms supposed to be printed on letter heads and stamped by us?</p> <ul style="list-style-type: none"> • Is the JV also supposed to be filled? • Is the Bid Bond to be filled? • The contractor form? • The Fin Form? <p>iv. The discounts calculations, you want this in detail, do we have to write it down?</p>	<p>i. The Bid bond is a must. The Bid Bond will be treated as per ITT 21.5, 21.6 and 21.7 of the tender documents.</p> <p>ii. Where reference letters have been requested, it's the responsibility of the bidder to ensure that the same is availed. LSO/LPOs cannot replace the reference letters.</p> <p>iii. Please follow the instructions as given. Where the requirement of the tender states that the forms should be on the letter head of the bidder and stamped, this must be observed. If the instructions given for filling the forms does not require the forms to be prepared on the letter heads, it's not a must to prepare the forms on the said letter heads.</p> <p>JV form is only applicable where you are bidding as a joint venture.</p> <p>The bid bond form is a template to be filled as applicable by the relevant financial institution issuing the bond.</p> <p>Fin Form, is about financial position and therefore fill the forms as necessary if its applicable.</p> <p>iv. Should one choose to give discounts this should come out clearly in writing as required</p>

Office of the Auditor –General, Anniversary Towers, P.O. Box 30084-00100, Nairobi, Kenya. Tel: +254-20-2227383, +254-20-3342330. Website: www.oagkenya.go.ke. Email: info@oagkenya.go.ke