

ADDENDUM NO. 2

TENDER NUMBER: OAG/OT/07/2024-2025 - SUPPLY AND DELIVERY OF OFFICE STATIONERY UNDER FRAMEWORK AGREEMENT

Reference is made to the above-mentioned tender which was published on the Public Procurement Information Portal www.tenders.go.ke and on the Office of the Auditor-General's website www.oagkenya.go.ke on 23 December 2024, the Addendum No. **01** of 10 January 2025 and the pre-tender meeting held on 16 January 2025. We wish to make the following clarifications:

S/No.	Section in the Tender Document	Requirement	Clarification
1.	SECTION II – TENDER DATA SHEET (TDS) ITT No. 16.2 (b)	After sales service is: Required	Amended to read: After sales service is: N/A
2.	SECTION IV - TENDERING FORMS FORM OF TENDER Part e	Tender Price: The total price of our Tender, excluding any discounts offered in item (f) below as per listed Lots (list each lot with its price and then the total of all tendered for lots) <u>insert the prices of the Tender in words and figures, indicating the various amounts for lots and the respective currencies</u> ;	The tenderers are required to transfer the details as contained on the price schedule form to the Form of Tender. There is no total price of the tender to be indicated on the Form of Tender.
3.	SECTION V - SCHEDULE OF REQUIREMENTS	List of Goods and Delivery Schedule	The tenderers response/offer MUST be provided and adequate details of the offer including the brand should be provided.

4.	SECTION V - SCHEDULE OF REQUIREMENTS List of Goods and Delivery Schedule Item No. 26	Branded Letterheads: • Conqueror Paper • A4 • Printed OAG ▪ Qty 1No.	Amended to read: Branded Letterheads: • Conqueror Paper • A4 • Printed OAG ▪ Qty 1Ream of 500 Sheets.
5.	SECTION V - SCHEDULE OF REQUIREMENTS List of Goods and Delivery Schedule Item No. 24	Extension Cables • Way Cable • Power Surge Protector Multiguard • Qty 1No	Amended to read: Extension Cables • Way Cable • Power Surge Protector Multiguard • Qty 1No. • 4 ports
6.	TENDER NOTICE AND INVITATION TO TENDER	Tendering is reserved for the disadvantaged groups (Youth Only). Tenders will be awarded on basis of Framework Agreement.	Amended to read: Tendering is reserved for the disadvantaged groups (Youth and PWD). Tenders will be awarded on basis of Framework Agreement.
7.	Tender Closing/opening date as per Addendum No. 01	Tender Closing/opening date 21 January 2025 Time 11.00a.m.	Changed to: Closing/Opening date 29 January 2025 Time 11.00a.m. Venues remains the same.

All other terms and conditions remain unchanged.

Deputy Auditor-General - Corporate Services
For: The Auditor-General.

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PROCUREMENT PRIVACY NOTICE

What is personal information?

"Personal information" means any information that can be used to identify a person or an individual who is reasonably identifiable. Examples of Personal Information we collect include: names, addresses, email addresses, phone and identification numbers, salutation, Nationality. In general terms, this includes information that personally identifies you either directly (e.g. your name) or indirectly.

"processing" means any operation or sets of operations which is performed on personal data or on sets of personal data whether or not by automated means, such as

- (a) collection, recording, organisation, structuring;
- (b) storage, adaptation or alteration;
- (c) retrieval, consultation or use;
- (d) disclosure by transmission, dissemination, or otherwise making available; or
- (e) alignment or combination, restriction, erasure or destruction.

What personal data do we collect?

The information that we may collect and process includes but is not limited to the following:

- i. information about your staff's career history, or education.
- ii. Any identifying name, number, mark, email address, street name, phone number, or other specific designation given to the person.
the individual's name, if it is present along with additional personal information about the individual or if the revelation of the name alone would provide information about the individual.
- iii. details regarding the race, information about a person's contained in their CVs and CR 12; it may include information about their nationality, ethnic, or social origin;
- iv. Emails that the sender directly or implicitly designates as private or confidential, as well as follow-up messages that would divulge the original email's contents;
- v. the ideas or viewpoints of another person regarding the person.

How do we collect your personal data?

Most of the personal information we process is provided to us directly by the bidding company in the bids or by members of staff during the procurement process.

How will we use your personal data?

The information we collect will depend on the reasons for which it is collected and used. This might differ in our various interactions. We will only collect information that we need



for procurement purposes and for the performance of a contract once the procurement process is completed.

How do we keep your personal data safe?

The Personal Information provided is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for the period prescribed in the Document Archiving and Retention Policy.

Whether we share personal data with third parties

We may disclose personal information to third parties in accordance with the Data Protection Policy, other government institutions in the execution of their statutory or constitutional mandates, our external auditors, contractual service providers when necessary and where you would reasonably expect us to disclose your information.

What are the data protection rights of individuals?

When a company provides personal data to us, their staff have certain rights available to them in relation to that data. These rights are outlined below and can be exercised by contacting the Data Protection Officer, indicating which right the staff member wishes to exercise:

Your right of access - the individual has the right to ask us for copies of their personal information.

Your right to rectification - they have the right to ask us to rectify information they think is inaccurate. They also have the right to ask us to complete information they think is incomplete.

Your right to erasure - They have the right to ask us to erase their personal information in certain circumstances.

Your right to object to processing – they have the right to object to the processing of their personal data in certain circumstances.

Your right to data portability - They have the right to ask that we transfer the information provided to us to another organisation, or to themselves, in certain circumstances.

They are not required to pay any charge for exercising their rights. If they make a request, we have fourteen days to respond to you.

In the case of data portability, the individual is required to pay for the transfer and the process should be effected within 30 days.



Incase of any enquiries or complaints contact:
Data Protection Officer
Email: dpo@oagkenya.go.ke
Office of the Auditor General
Anniversary Towers, University Way
P. O. Box 30084-00100
NAIROBI

**In case of complaints you can contact the Office of the Data Protection
Commissioner**

Office of the Data Protection Commissioner
Communications Authority Centre
info@odpc.go.ke
P.O Box 30920-00100
G.P.O Nairobi

