



23 November 2023

ADDENDUM NO. 1

NSSF TENDER NO. NSSF/SCM/C/2/3/02:2023/2024- PROVISION OF PROPERTY MANAGEMENT AND LETTING SERVICES

All prospective bidders for the above-captioned tender are hereby notified of the clarification in the following areas:

1. INVITATION TO TENDER

8. Completed tenders must be delivered to the address below on or before 14th November, 2023 at 11:00a.m. (East Africa Time).

CLARIFICATION

Completed tenders must be delivered to the address below on or before **30th November, 2023 at 11:00 a.m.** (East Africa Time).

2. SECTION IV – SECTION IV - TENDERING FORMS

a) **14. Form PER -1- Proposed Personnel.** Tenderers should provide the names of suitably qualified personnel to perform the contract. The data on their experience should be supplied using the Form below for each candidate. **Procuring Entity shall complete columns 2 and 3. Tender shall complete columns 4 and provide CVs**

CLARIFICATION

S/N	Title of personnel	Key qualification	Name proposed by Tenderer	Qualification
1.	Manager	At least a Degree in in Land Economics / Real Estates, or related studies and be registered with either the Estate Agents Registration Board or Institute of Surveyors of Kenya (ISK) and 5 years' experience in Property Management. (Attach signed CV and relevant Certificates).		

2	2No. Electricians	Either Diploma in Electrical & Plumbing or at least Technician Certificate in Electrical & Plumbing for Electrician and Plumber Technician respectively with 5 years' experience or 10 years' experience for diploma and certificate respectively. (Attach signed CV and relevant Certificates).		
	2No. Plumbers			

b) 15. Form PER - 2 - Resume of Proposed Personnel – The information in the table provided within the rows under **Present Employment** reading as follows;
 Name of Procuring Entity,
 Address of Procuring Entity; and
 Years with present Procuring Entity.

CLARIFICATION

The tenderers are informed that the **Procuring Entity** here refers to the Employer or the entity the personnel is working for.

3. TENDER SECURITY CLARIFICATION

Tender security should be for 180 days as explained hereunder:-

Tender Security shall be of **Kenya Shillings One Million only (KES 1,000,000.00)** in form of a Bank Guarantee drawn by a bank licensed and operating in Kenya or a guarantee from an Insurance Company registered with the Insurance Regulatory Authority (IRA) and listed by the Public Procurement Regulatory Authority (PPRA) **valid for a period of 30 days beyond the tender validity period, i.e. 180 days from the date of tender opening.** Refer to clause 17.1 in Tender Data Sheet

4. NUMBER OF COPIES TO BE SUBMITTED CLARIFICATION

Tenderers are required to submit **ONE (1)** Original document and **ONE (1)** Copy of bidding documents. Refer to clause 21.1 in the Tender Data Sheet.

5. AUDITED ACCOUNTS CLARIFICATION

Tenderers are required to provide Audited Accounts for the last three years i.e. within 2019, 2020, 2021 and 2022.

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



Rosemary Oluoch
FOR: MANAGING TRUSTEE/CEO