



PROCUREMENT DEPARTMENT

Email: procurement@ku.ac.ke Tel: 208703245/Ext: 3245
P.O Box 43844-00100 Nairobi

TO: ALL TENDERERS

REF: OPEN TENDER FOR PRINTING AND DELIVERY OF ATTACHMENT LOGBOOKS AND UNIVERSITY ALMANAC AT KENYATTA UNIVERSITY

ADDENDUM REFERENCE NO: KU/TNDR/G/010/PD-ALB/2024-2025

This addendum forms part of the tender document already posted on the University's website and Public Procurement Information Portal and shall form part of the evaluation. The addendum is issued on University's own initiative as below:

No.	TENDER NO	ERROR	CORRECTION
1	TENDER NO. KU/TNDR/G/010/PD-ALB/2024-2025	SECTIONII – TENDER DATA SHEET Deadline for tender submission is: WEDNESDAY 2 ND OCTOBER, 2024 at 10.00 am. Tenderers shall not have the option of submitting their tenders electronically.	SECTIONII – TENDER DATA SHEET Deadline for tender submission is: FRIDAY 4th OCTOBER, 2024 at 10.00 am. Tenderers shall not have the option of submitting their tenders electronically.
	OPEN TENDER FOR PRINTING AND DELIVERY OF ATTACHMENT LOGBOOKS AND UNIVERSITY ALMANAC AT KENYATTA UNIVERSITY		



No.	TENDER NO	ERROR	CORRECTION
2	TENDER NO. KU/TNDR/G/010/PD-ALB/2024-2025 OPEN TENDER FOR PRINTING AND DELIVERY OF ATTACHMENT LOGBOOKS AND UNIVERSITY ALMANAC AT KENYATTA UNIVERSITY	SECTION III - EVALUATION AND QUALIFICATION CRITERIA Mandatory Requirements A4 Technical Requirements B1 & B2	SECTION III - EVALUATION AND QUALIFICATION CRITERIA Mandatory Requirements A4 Technical Requirements B1 & B2 As attached herein on page 4-5
3	TENDER NO. KU/TNDR/G/010/PD-ALB/2024-2025 OPEN TENDER FOR PRINTING AND DELIVERY OF ATTACHMENT LOGBOOKS AND UNIVERSITY ALMANAC AT KENYATTA UNIVERSITY	Section V - Schedule of Requirements Omission of Technical Specifications on page 60 of the tender document.	Section V - Schedule of Requirements Technical Specifications as attached herein on page 6-7
4	KU/TNDR/G/010/PD-ALB/2024-2025 OPEN TENDER FOR PRINTING AND DELIVERY OF ATTACHMENT LOGBOOKS AND UNIVERSITY ALMANAC AT KENYATTA UNIVERSITY	Price schedule forms The tender document has not defined the supply requirements in the standard document.	Price schedule forms Bidder must fill, sign and stamp the price schedule as attached herein on page 8-11



No.	TENDER NO	ERROR	CORRECTION
5	KU/TNDR/G/009/SD-GA/2024-2025 OPEN TENDER FOR SUPPLY AND DELIVERY OF GRADUATION ATTIRE AT KENYATTA UNIVERSITY	A levy paid by the supplier on all procurement was omitted	Price schedule forms A levy of 0.03% of the total value exclusive of all applicable taxes shall be paid by the supplier as attached herein on page 8-11

All other terms and conditions shall remain as they are in the tender document.



ALAFI ATICHI B.
Ag. HEAD, PROCUREMENT DEPARTMENT.

CORRECTION

SECTION III - EVALUATION AND QUALIFICATION CRITERIA

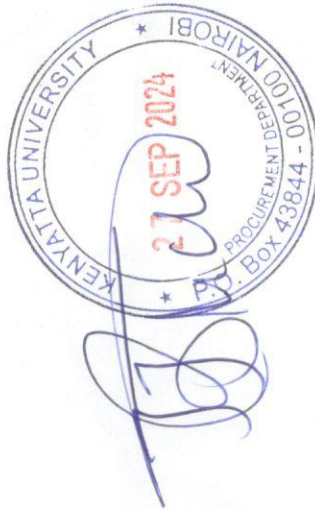
Mandatory Requirements A4

Technical Requirements B1 & B2

A.	MANDATORY REQUIREMENTS	POINTS
A4	Provide tender Security of Ksh. 50,000.00 from a reputable bank or insurance company. Bidders must fill 'FORM OF TENDER SECURITY' in the format provided Either: [Option 1 – Demand Bank Guarantee] page 51 of the tender document. [Option 2 – Insurance Guarantee] page 52 of the tender document.	YES/NO
B	TECHNICAL REQUIREMENTS	
B1	Level of experience Bidders must demonstrate having undertaken printing services from client(s) for not less than five (5) years i.e. between 2019 to date. (Attach relevant evidence –Contracts or LPOs). 5 Marks for each year.	15
B2	Volume of business Bidders must demonstrate having performed similar assignments (printing services)	20



in table 1)	
Contracts with cumulative value for five years as follows:	
• Contracts for Kshs.10 million and above..... (20 marks) • Contracts for below Kshs.8 million - Kshs.6 million(15 marks) • Contracts for below Kshs.6 million - Kshs.5 million(10 marks) • Contracts for below Kshs.5 million - Kshs.4 million(7 marks) • Contracts for below Kshs.4 million (0 mark)	
NB: Bidders to present the information in the format given on table 1 page 28	



CORRECTION

Technical Specifications CAREER LOGBOOKS SPECIFICATIONS

- i. A4 Size
- ii. The Cover: Artboard 250gsm full color cover
- iii. Inside Text: Black on White on bond 70gsm
- iv. No of pages 138
- v. Finishing: Saddle stitching.

CLINICAL EXTERNSHIP LOGBOOKS SPECIFICATIONS

- i. A4 Size
- ii. 90 pages
- iii. Cover: Full colour on Artboard 250gsm
- iv. 1st Page :Full colour on 130gsm
- v. Inside Text; Black & White on bond 70gsm

2024-2025 UNIVERSITY ALMANAC SPECIFICATIONS

- i. Size A5
- ii. Cover 180gsm full color
- iii. Number of pages 88 inclusive of cover
- iv. Saddle stitch book binding
- v. Inside bond(black and white)



NURSING LOGBOOKS SPECIFICATIONS

- i. Size A5
- ii. Number of pages 206
- iii. Cover /Art board 180gsm laminated full color cover
- iv. Perfect binding
- v. Inside bond normal printing



CORRECTION

Price schedule forms

Price Schedule: Goods Manufactured in Kenya

ATTACHMENT LOGBOOKS FOR DIRECTORATE OF CAREER DEVELOPMENT AND MENTORING PROGRAMMES

Currencies in accordance with ITT 15						
Date: _____						
ITT No: _____						
Alternative No: _____						
Page N° _____ of _____						
1	2	3	4	5	6	7
Service N°	Description of Services (excludes inland transportation and other services required in Kenya to convey the goods to their final destination)	Country of Origin	Delivery Date at place of Final destination	Quantity and physical unit	Unit price	Total Price per Service (Col. 5*6 or estimate)
1	ATTACHMENT LOGBOOKS			10,0000		
Total Tender Price						

NOTE: THE GRAND TOTAL MUST INCLUDE:

- I. 16% VAT TAX
- II. 0.03% TAX ON VALUE OF THE TOTAL COST

Name of tenderer : Signature of tenderer : Date :

NOTE:

Bidders must attach mandatory sample viewing form – This will be provided during the sample viewing and must be signed by the tenderer and Kenyatta University representative.



CLINICAL EXTERNSHIP LOGBOOKS FOR SCHOOL OF LAW, ARTS AND SOCIAL SCIENCES

Currencies in accordance with ITT 15						
Date: _____						
ITT No: _____						
Alternative No: _____						
Page N° _____ of _____						
1	2	3	4	5	6	7
Service N°	Description of Services (excludes inland transportation and other services required in Kenya to convey the goods to their final destination)	Country of Origin	Delivery Date at place of Final destination	Quantity and physical unit	Unit price	Total Price per Service (Col. 5*6 or estimate)
1	CLINICAL EXTERNSHIP LOGBOOKS			600		
					Total Tender Price	

NOTE: THE GRAND TOTAL MUST INCLUDE:

III. 16% VAT TAX

IV. 0.03% TAX ON VALUE OF THE TOTAL COST

Name of tenderer :Signature of tenderer :Date :

NOTE:

Bidders must attach mandatory sample viewing form – This will be provided during the sample viewing and must be signed by the tenderer and Kenyatta University representative.



CONTENT, COVER PAGE AND PRINTING OF THE 2024/2025 UNIVERSITY ALMANAC

Currencies in accordance with ITT 15						
Date: _____ ITT No: _____ Alternative No: _____ Page N° _____ of _____						
1	2	3	4	5	6	7
Service N°	Description of Services (excludes inland transportation and other services required in Kenya to convey the goods to their final destination)	Country of Origin	Delivery Date at place of Final destination	Quantity and physical unit	Unit price	Total Price per Service (Col. 5*6 or estimate)
1	2024-2025 UNIVERSITY ALMANAC			150		
Total Tender Price						

NOTE: THE GRAND TOTAL MUST INCLUDE:

V. 16% VAT TAX

VI. 0.03% TAX ON VALUE OF THE TOTAL COST

Name of tenderer :Signature of tenderer :Date :

NOTE:

Bidders must attach mandatory sample viewing form – This will be provided during the sample viewing and must be signed by the tenderer and Kenyatta University representative.



ATTACHMENT LOGBOOKS FOR DEPARTMENT OF COMMUNITY HEALTH & REPRODUCTIVE HEALTH NURSING

Currencies in accordance with ITT 15						
Date: _____						
ITT No: _____						
Alternative No: _____						
Page N° _____ of _____						
1	2	3	4	5	6	7
Service N°	Description of Services (excludes inland transportation and other services required in Kenya to convey the goods to their final destination)	Country of Origin	Delivery Date at place of Final destination	Quantity and physical unit	Unit price	Total Price per Service (Col. 5*6 or estimate)
1	Attachment logbooks			400		
Total Tender Price						

NOTE: THE GRAND TOTAL MUST INCLUDE:

VII. 16% VAT TAX

VIII. 0.03% TAX ON VALUE OF THE TOTAL COST

Name of tenderer :Signature of tenderer :Date :

NOTE:

Bidders must attach mandatory sample viewing form – This will be provided during the sample viewing and must be signed by the tenderer and Kenyatta University representative.

NOTE:

Bidders must view a sample of each logbook from Kenyatta University Main Campus, Central Administration Complex, Procurement office room 404 on Tuesday 24th September 2024 and Friday 27th September at 10:00 am. Bidders must attach mandatory sample viewing form – This will be provided during the sample viewing and must be signed by the tenderer and Kenyatta University representative.

