



PROCUREMENT DEPARTMENT

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

TO: ALL TENDERERS

REF: OPEN TENDER FOR SUPPLY AND DELIVERY OF GRADUATION ATTIRE AT KENYATTA UNIVERSITY

ADDENDUM REFERENCE NO: KU/TNDR/G/009/SD-GA/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/009/SD-GA/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 4 th OCTOBER, 2024 at 10.00 am. Tenderers shall not have the option of submitting their tenders electronically.
	OPEN TENDER FOR SUPPLY AND DELIVERY OF GRADUATION ATTIRE AT KENYATTA UNIVERSITY		



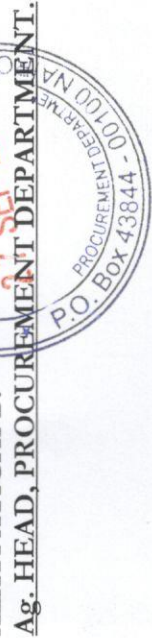
No.	TENDER NO	ERROR	CORRECTION
2	TENDER NO. KU/TNDR/G/009/SD-GA/2024-2025 OPEN TENDER FOR SUPPLY AND DELIVERY OF GRADUATION ATTIRE AT KENYATTA UNIVERSITY	SECTION III - EVALUATION AND QUALIFICATION CRITERIA Mandatory Requirements A4 Technical Requirements B1 & B2	SECTION III - EVALUATION AND QUALIFICATION CRITERIA Mandatory Requirements A4 Technical Requirements B1 & B2 As attached herein on page 4-5
3	TENDER NO. KU/TNDR/G/009/SD-GA/2024-2025 OPEN TENDER FOR SUPPLY AND DELIVERY OF GRADUATION ATTIRE 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 6-7
4	TENDER NO. 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 not clarified	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 6-7



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


ALATI ATICHI B.
Ag. HEAD, PROCUREMENT DEPARTMENT.

27 SEP 2024



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
	TECHNICAL AND GENERAL REQUIREMENTS	
B	TECHNICAL REQUIREMENTS	
B1	Level of experience Bidders must demonstrate having supplied items of similar nature (supply of graduation attire) from client(s) for not less than three (3) years i.e. between 2021 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 (supply of graduation attire) from client(s) for the last five (5) years i.e. from 2021 (attach relevant evidence- Contracts or Lpos with corresponding invoices/delivery notes in the format provided 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	20
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CORRECTION

Price schedule forms

Price Schedule: Goods Manufactured in Kenya

GRADUATION ATTIRE

Currencies in accordance with ITT 15

Date: _____		ITT No: _____		Alternative No: _____	
Page N° _____ of _____		5		6	
1	2	3	4	5	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
1	UNDERGRADUATE GRADUATION ATTIRE			1,000 SETS	Total Price per Service (Col. 5*6 or estimate)
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: A set of graduation attire comprises of the gown, hood and cap with tassel



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	SCHOOL OF BUSINESS, ECONOMICS & TOURISM			50 SETS		
2	SCHOOL OF EDUCATION & LIFELONG LEARNING			60 SETS		
3	SCHOOL OF HEALTH SERVICES			50 SETS		
4	SCHOOL OF PURE & APPLIED SCIENCES			50 SETS		
5	SCHOOL OF LAW, ARTS & SOCIAL SCIENCE			50 SETS		
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: A set of graduation attire comprises of the gown, hood and cap with tassel.

