



CLARIFICATIONS FOR TENDER NO. KRB/1032/2019/2020

PUBLIC RELATIONS SERVICES

ADDENDUM NO. 1

CLARIFICATIONS IN WRITING

Date	Question	Clarification
18/06/2020	Closing and submission date of the tender	The Closing and submission date for the Tender is 30th June, 2020 at 1200 noon

CLARIFICATIONS DURING THE PRE BID MEETING

Following the prebid meeting held on Friday 19th June 2020, starting at 10:00 a.m. the following clarifications sought and feedback provided:

Item	Description	Clarification Sought	Clarification
Appendix to Instructions to Tenderers (Paragraph 2.12.2 & 2.22 vi) Page 15& 16	Tender Security	What is the amount of the Tender Security Is each member in a joint venture or association supposed to complete the form	There is no requirement for Tender security for this tender. Bidders should fill the Tender Securing Form provided in Section VII In case of a joint venture or association, each member Must complete the form
Appendix to Instructions to Tenderers (Paragraph 2.22 Preliminary Responsive checks (v) Page 16	Joint Venture or Association	Can a firm registered under Access to Government Procurement Opportunities (AGPO) enter into a joint venture or association with a firm that is not registered under AGPO	All firms in the joint venture or association must be registered under Access to Government Procurement Opportunities
Appendix to Instructions to Tenderers (Paragraph 2.22 Preliminary Responsive checks v) Page 16	Certificate of Registration for Access to Government Procurement Opportunities from the National Treasury	Is each member in a joint venture or association supposed to submit the information	In case of a joint venture or association each member must submit the information

Appendix to Instructions to Tenderers (Paragraph 2.22 Preliminary Responsive checks x) Page 16	Bidders to complete declaration form for bankruptcy or insolvency and debarment as attached in SECTION VII	Is each member in a joint venture or association supposed to complete the form	In case of a joint venture or association each member must complete the form
Section V – Schedule of Requirements (Page 27 number 4)		Is membership to APreCom, MSK Mandatory	Membership to professional bodies for the firm is not mandatory but is an added advantage
Detailed Evaluation (Criterion 2 Page 18)	Reports	Is there a format for preparation of reports	The format will be discussed with the successful bidder
Section V – Schedule of Requirements (Page 27 number 1)	References	Some firms may not be able to get references for services they provided 5 years ago. Must the references be 5 years old	The requirement is 'bidders to provide a list of 5 references that they have provided similar services in the last five years

Item	Description	Clarification Sought	Clarification	
Section VI– Description of Services (Table 3.3.4 Page 41)	Editing & Printing of Publications	Could you please give an estimated number of pages and quantities for the publications	Table 3.3.4 is amended as herebelow	
Table 3.3.4 (Editing and Printing of Publications)				
No.	Description	Specifications	Quantity	Rate per copy inclusive of Taxes
(i)	Annual Report	Size: B5 Colour: Full Colour Paper: Matt Grammage: Cover 250gsm; Inside 130gsm Approximate No. of Pages: 100 Finishing: Perfect Binding	500 No.	
(ii)	Reports	Size:A4 Colour: Full Colour Paper: Matt Grammage: Cover 250gsm Inside 115gsm Finish:Perfect binding Approximate No.of pages: 100	1,000 No.	

(iii)	Brochures	Size: B6 Colour: Full Colour Paper: Matt Grammage: 250gsm Finishing: Folded Approximate No. of Pages: 8	1,000 No.	
(iv)	Photobook	Compilation of photos Size: 8"x8" CTB Hard cover Inside: Printed on 300gsm Matt Colour: Alternate Full colour/ grayscale Approximate No. of Pages: 50	1 No.	
Sub-Total 6				

Item	Description	Clarification Sought	Clarification
Section VI– Description of Services (Table 3.3.9 viii Page 50)	Events Management (Supply and installation of tents)	What is the capacity of Dome Tent	1,000 Seater
(Table 3.3.9 ix Page 50)		What is the capacity of the A Frame Tent	1000 Seater
Table 3.3.10 Page 51	20 th Anniversary Celebration	What is the scope of service	The quote is for the following activities as detailed out in the Scope of Services. <ul style="list-style-type: none"> (i) Develop a concept for the 20year Anniversary Celebration (ii) Develop an implementation plan for the activities (iii) Facilitate the implementation of the plan (iv) Design a tool to evaluate the success of the project <p>NB: The Concept will be delivered after the Award of Tender. The quoted price will be for its development</p>

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