

Our Ref: **CONF/IRA/00/036/14**

4<sup>th</sup> March, 2022

**To All Bidders,**

Dear Sirs,

**RE: ADDENDUM NO 1:  
TENDER NO. IRA/098/2021-2022 – PROVISION OF CLEANING  
FUMIGATION AND SANITARY SERVICES**

The above captioned matter refers.

The Authority conducted a pre-tender meeting and site meeting on 1<sup>st</sup> March, 2022. The extract of the minutes are attached as **Annexure 1**.

The Authority has also received request for clarification from participating bidders and we wish to issued addendum No.1 as follows: -

**Q1:** Item 9 on Mandatory requirements requires that we submit a form of tender on supplier's letterhead. Please let us know if it's possible to send the same form in word since we are having a problem in converting the attached document into word?

**Answer:** *The bidders should appropriate software to convert the tender document from PDF to facilitate the requirement.*

**Q2:** Item 3 on technical evaluation requires that we attach current reference letters addressed to you. We had in the recent past requested the same from our clients and they gave an open letter of recommendation. We are having a problem getting new letters a week after they have been issued to us. Is it okay if we attach an open letter where you could seek authenticity from our clients?

**Answer:** *The bidders are required to submit letters in the format required in the tender document.*

**Site Visit Observation:** The scope of work Item No. 23 page 92. The number of wash rooms are amended as tabulated below: -

Floor	No of Toilets	Cubicles
2 <sup>nd</sup> Floor	2	4 (2 gents and 2 ladies)
3 <sup>rd</sup> Floor	2	4 (2 gents and 2 ladies)
6 <sup>th</sup> Floor	2	4 (2 gents and 2 ladies)
7 <sup>th</sup> Floor	3	5 (3 gents and 2 ladies)

The other terms and conditions of the tender remain the same. Please acknowledge receipt of the Addendum No. 1 by signing and returning the appended acknowledgment page **Annexure II**.

Yours faithfully,



**FELIX K. CHELIMO**  
**MANAGER, PROCUREMENT**  
**FOR: INSURANCE REGULATORY AUTHORITY**

**MINUTES OF THE PRE-TENDER MEETING - PROVISION OF CLEANING  
FUMIGATION AND SANITARY SERVICES – IRA/098/2021-2022**

**VENUE:** 11<sup>th</sup> Floor Lounge, Zep Re Place, Longonot Road, Upperhill

**DATE:** 1<sup>st</sup> March, 2022

**TIME:** 10:00 a.m.

**CHAired BY:** Felix Chelimo

**NOTES TAKEN BY:** Adano Galgallo

**ATTENDANCE LIST – IRA TEAM**

1. Felix Chelimo
2. Ahmed Mohamed
3. Adano Galgallo

**Min 01- Background**

The Authority advertised for the tender for Provision Cleaning, Fumigation and Sanitary Services - IRA/098/2021-2022. As per the tender document, a pre-tender and site meeting was scheduled for 1<sup>st</sup> March, 2022 at 10:00 a.m. on 10<sup>th</sup> Floor, Zep-Re Place, Upperhill in the Training room. However due to high number of participants and in compliance with Covid-19 Protocols the meeting was held on 11<sup>th</sup> floor Zepre Lounge.

The meeting was called to order at 10:30 a.m. with self - introduction from all members present in the meeting room.

**Min 02 – Pre-Tender Meeting**

The Manager, Procurement advertised the bidders that the Authority expected the high-quality services from the successful bidders. The materials that should be used in the contract should similarly be high quality as specified in the tender document. The Manager, Administration further informed the bidders that poor





quality service will provide grounds for termination of contract.

### **Min 03 – Site Visit**

The bidders were taken through the office facilities including wash rooms on 6<sup>th</sup> floor. The bidders were informed that the layout of office facilities on 6<sup>th</sup> floors are a replica of other floors.

During the site visit it was noted that there was error in the number of wash room as captured in the tender document scope of work Item No. 23 page 92. The wash rooms were erroneously captured as follows: -

<b>Floor</b>	<b>No of Toilets</b>	<b>Cubicles</b>
2 <sup>nd</sup> Floor	1	4
3 <sup>rd</sup> Floor	2	4
6 <sup>th</sup> Floor	2	4
7 <sup>th</sup> Floor	3	4

The same has been amended as tabulated below: -

<b>Floor</b>	<b>No of Toilets</b>	<b>Cubicles</b>
2 <sup>nd</sup> Floor	2	4 (2 gents and 2 ladies)
3 <sup>rd</sup> Floor	2	4 (2 gents and 2 ladies)
6 <sup>th</sup> Floor	2	4 (2 gents and 2 ladies)
7 <sup>th</sup> Floor	3	5 (3 gents and 2 ladies)

There being no other business for the day, the meeting ended at 11:30 a.m.



**ACKNOWLEDGEMENT OF ADDENDUM NO. 1**

We, the undersigned hereby certify that the addendum is an integral part of the document and the alterations set out in Addendum has been incorporated in the tender document.

\_\_\_\_\_ *[Authorized Signature]*

\_\_\_\_\_ *[Name and Title of Signatory]*

\_\_\_\_\_ *[Name of Firm]*

\_\_\_\_\_ *[Address:]*

*Sp.*

