	INSURANCE REGULATORY AUTHORITY ADDENDUM NO.1-IRA/201/2023-2024-TENDER PROVISION OF CONSULTANCY SERVICES FOR EMPLOYEE SATISFACTION AND RELATED SURVEYS	TENDER NO. IRA/201/2023-2024
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In reference to the tender for Provision of Consultancy for Employee Satisfaction and Related Surveys advertised on 30th April 2024. The Insurance Regulatory Authority (IRA) hereby issue 1st addendum amending the terms of reference in the tender document as indicated below:

NO.	CLAUSE/PARAGRAPH OF TENDER DOCUMENT	INSURANCE REGULATORY AUTHORITY AMENDMENT TO THE TERMS OF REFERENCE
1.	Section 5: Terms of Reference	<ul style="list-style-type: none"> The terms of reference are amended by adding the following as part of the deliverables. <p>1. BACKGROUND</p> <p>The Insurance Regulatory Authority (IRA) occupies 2nd,3rd,6th, 7th,10th and ground floors at Zep Re Place Upper hill, Nairobi. The total area measures approximately 30,740 Sq. Ft. The Authority also occupies one wing at Shelter Afrique on 3rd Floor measuring approximately 2,300 Square Feet. The total area occupied by Authority is approximately 33,040 Sq. ft at both Zep Re Place and Shelter Afrique</p> <p>2.0 THE SCOPES OF SERVICE</p> <p>The Government of Kenya enacted an Act of Parliament referred to as “Occupational Safety and Health Act, 2007” to provide for the safety, health and welfare of workers and all persons lawfully present at workplaces. The Authority is expected to comply fully all the provisions of the Act.</p>

		<p>The service provider shall carry out occupational health, safety and fire audit in compliance with Occupational Health and Safety Act 2007.</p> <p>3.0 SCOPE OF THE CONSULTANCY</p> <p>The consultant is expected to undertake the following activities: -</p> <ul style="list-style-type: none"> i. Occupational Safety and Health Audits ii. Fire Audit <p>PART 1: OCCAPTIONAL HEALTH AND SAFETY AUDIT</p> <p>The audits shall include but not limited to the following: -</p> <ul style="list-style-type: none"> a) Management of Occupational Safety and Health <ul style="list-style-type: none"> i. Organization for Occupational Safety and Health. ii. Performance monitoring systems. iii. Occupational Health Services programmers. iv. Occupational accidents and disease information. v. Emergency response plan. b) Workplace Safety, Health, and Welfare Conditions <ul style="list-style-type: none"> i. Electrical safety. ii. Office Safety. iii. Office floor c) Occupational Health and Hygiene Conditions <ul style="list-style-type: none"> i. Ventilation. ii. Overcrowding. iii. Housekeeping. iv. Lighting. v. Noise. d) General Conditions <ul style="list-style-type: none"> i. General Conditions. ii. Ergonomics. iii. Welfare facilities.
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		<p>PART 2: FIRE AUDIT</p> <p>The service provider shall carry out Fire Audit in compliance with Occupational Health and Safety Act 2007</p> <p>Part 3: Reporting</p> <p>The consultant shall carry out occupational Safety, Health and Fire Audit and submit an approved report by Directorate of Occupational Safety and Health Services (DOSHS).</p>
2.	Tender Opening Date	<ul style="list-style-type: none"> Following the amendment of the terms of reference, the Authority has extended the opening date from Friday 10th May 2024 at 11:00 a.m. to Monday 13th May 2024 at 11:00 a.m. to allow adequate time for bidders to prepare their bids.

Except as clarified herein, all other terms and conditions of the tender remain the same. You are required to acknowledge the receipt of Addendum No. 1 by signing the appended acknowledgement page.

SENIOR MANAGER, SUPPLY CHAIN MANAGEMENT

3rd May 2024

ACKNOWLEDGEMENT OF ADDENDUM NO.1

	ADDENDUM NO.1 - IRA/201/2023-2024-PROVISION OF CONSULTANCY SERVICES FOR EMPLOYEE SATISFACTION AND RELATED SURVEYS	TENDER NO. IRA/201/2023-2024
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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:]*