



**Central Office** – P.O. Box 30099 – 00100,  
Telephone – 254-02-3201000  
Fax No. 254-02-3514485  
Stima Plaza, Kolobot Road, Nairobi, Kenya

**Our Ref:** KP1/9A.2/OT/036/CS/22-23/JN/It  
**Your Ref:**

Date: 15<sup>th</sup> February, 2023

**TO:**  
ALL PROSPECTIVE BIDDERS

Dear Sirs/ Madams

**RE: ADDENDUM NO. 2 TO THE TENDER NO.KP1/9A.2/OT/036/CS/22-23 FOR  
PROCUREMENT AND RECRUITMENT OF DIGITAL COMMUNICATIONS AGENCY**

Please refer to the above Tender. The following clarifications and amendments are made to the Principal Tender Document (hereinafter abbreviated as the PTD) for Procurement of Media Monitoring & Research Services.

**1. RELATIONSHIP WITH THE PRINCIPAL TENDER DOCUMENT**

Save where expressly amended by the terms of this Addendum, the PTD shall continue to be in full force and effect. The provisions of this Addendum shall be deemed to have been incorporated in and shall be read and construed as part of the PTD.

**2. PART 1 – PRELIMINARY EVALUATION CRITERIA**

Please note that the following item on the notes of the Detailed Price Schedule has been amended as follows:

<b>Agency fee for two years for provision of the following services: -</b>	<b>Agency fee in Kshs (Exclusive of VAT)</b>	<b>Agency Fee in Kshs. (Inclusive of VAT)</b>
Digital media strategy development and implementation and online media buying: Website and Intranet management, Monitoring and Research, Lead generation and Digital stake holder management		
<b>GRAND TOTAL</b>		

## **Notes:**

N/B. All third party expenses will be on "As and When Required Basis".  
The agency awarded the contract will be required to submit three signed and stamped quotations/rate cards from third parties to be engaged (where required) in the process of implementing the contract.

- ❖ Transport mileage outside Nairobi County shall be based on the KPLC approved rates under Standard Terms.
- ❖ Economy Class for air transport will be reimbursed at prevailing market rates.
- ❖ Per-diem for engagements outside Nairobi County will be paid as per the Company's Standard Terms applicable rates.
- ❖ **All cost estimates will be approved by the user prior to the engagements.**
- ❖ All reimbursable engagement and costs will require prior approvals from KPLC.
- ❖ Total reimbursable expenses are capped at **KShs.2,000,000.00** during the entire contract period.

### **3. TENDER CLOSING DATE**

The tender closing shall be extended from **21<sup>st</sup> February, 2023** at 10.00 a.m to **23<sup>rd</sup> February, 2023** at 10.00 a.m. The procuring entity will open the bids online through our E- Procurement Web- Portal at 10.30 am on the closing day at Stima Plaza.



**DR. JOHN NGENO**  
**GENERAL MANAGER, SUPPLY CHAIN AND LOGISTICS**