



## Kenya Power

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*The Kenya Power & Lighting Co. Ltd.  
Central Office – P.O. Box 30099, Nairobi, Kenya  
Telephone 254 02 3201000  
Fax No. 254 02 3201889  
Stima Plaza, Kolobot Road*

Our Ref: **KP1/9A.2/OT/016/CC/21-22**

**11.03.2022**

M/s .....

Dear Sir/Madam,

**ADDENDUM NO. 2 TO THE TENDER NO. KP1/9A.2/OT/016/CC/21-22 FOR DIGITAL COMMUNICATIONS AGENCY**

The following clarifications are made to the specified provisions of the Tender document.

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

Save where expressly amended by the terms of this Addendum, the Principal Tender Document 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 as part of the Principal Tender Document.

**2. SECTION III- EVALUATION AND QUALIFICATION CRITERIA**

The following clauses have been amended as follows:

*a) 3.1 Part 1 - Preliminary Evaluation under Paragraph 32 of the ITT*

3.1.9 Submission of valid ISO 9001:2015 certification is not required

*b) 4.3 Part III - Financial Evaluation Criteria under ITT 35*

4.4 Award will be to the lowest evaluated bidder that offers the lowest Retainer/Agency fee

**3. PRICE SCHEDULE FOR SERVICES**

The Price schedule are revised as per attached *Appendix I*

**4. TENDER CLOSING DATE**

The tender closing date remains 17th March, 2022 at 11:00 am and opening at 11.30am same day.

All other terms and conditions remain as per the Principal Tender Document (PTD)

Yours faithfully,

For: **THE KENYA POWER & LIGHTING CO. LTD.**

**LINUS BALERA**

**AG. GENERAL MANAGER, SUPPLY CHAIN & LOGISTICS**

**APPENDIX I****SECTION V - PRICE SCHEDULE FOR PROVISION OF DIGITAL COMMUNICATIONS AGENCY SERVICES**

<b>SUMMARY</b>	<b>QUOTE THE TOTAL ANNUAL RETAINER FEE IN KSHS (VAT INCLUSIVE) (Payable Monthly)</b>
<p><b>1. AGENCY FEE</b> Digital media strategy development and implementation, community management, real-time media monitoring, and reporting, crisis communication and management, online surveys, regular progress reports.</p>	<p>Kshs----- (Total Annual Fee)</p>
<p><b>2. THIRD PARTY COSTS</b></p> <p><i>a) All third-party expenses will be on "As And When Required Basis"</i></p> <p><i>b) The agency that is awarded the contract will be required to submit three (3) signed and stamped quotations/rate cards from third parties to be engaged (where required) in the process of implementing the contract.</i></p>	
<p><b>i. Blogger Engagement</b> Such as hiring of bloggers/influencers, blogger workshops, branded merchandise/giveaways, social media engagement events, pushing KP's key messages</p> <p><b>ii. Content Promotion</b> Promotion and lead generation on digital platforms such as KP's Twitter, Facebook, Google, Instagram, Tik Tok, YouTube pages as well as third party content publishers and sites such as The Standard, Daily Nation, Citizen, NTV, Tuko News and affiliated social media platforms, and other high traffic web sites.</p> <p><b>iii. Digital Production</b> Concept creation and development of various multi-media such as animations, audio – visual content, digital adverts, e-shots, assorted web banners and graphics etc</p> <p>Intranet and website redesign, WhatsApp for Business Integration</p>	
<p><b>3. REIMBURSABLE COSTS (Conditions)</b></p> <p><i>i. Transport mileage outside Nairobi County will be based on the KPLC approved rates under Standard Terms.</i></p> <p><i>ii. Economy class for air transport will be reimbursed at prevailing market rates.</i></p> <p><i>iii. Per-diem for engagements outside Nairobi County will be paid as per the Company's Standard Terms applicable rates.</i></p>	

- iv. *All cost estimates will be approved by the user prior to the engagements.*
- v. *All reimbursable engagement and costs will require prior approvals from the KPLC*
- vi. *Total reimbursable expenses are capped at Kshs.1,000,000.00 during the entire contract period.*

*N/B No quote required on reimbursable costs.*

Date:

**Tender No. KP1/9A.2/OT/016/CC/21-22 for Digital Communications Agency.**

Dear Sirs and Madams,

Having read, examined and understood the Tender Document including all Addenda, receipt of which we hereby acknowledge, we, the undersigned Tenderer, offer to provide .....(*insert services description*) for the sum of.....(*total tender price in words and figures*) or such other sums as may be ascertained in accordance with the schedule of prices inserted by me/ us above.

Name of Tenderer

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Name and Designation of authorised person signing the Tender

\_\_\_\_\_

Signature of authorised person signing the Tender

\_\_\_\_\_

Stamp of Tenderer

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