

5TH OCTOBER, 2017.

REF: GDC/SC/OT/010/2017-18.

TO: ALL BIDDERS

Dear Sirs,

ADDENDUM 3: CLARIFICATION & AMENDMENT

RE: TENDER FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY THROUGH FRAMEWORK CONTRACT FOR A PERIOD OF EIGHTEEN (18) MONTHS RESERVED FOR THE YOUTH, WOMEN & PWD'S) - GDC/SC/OT/010/2017-18.

In response to bidder's request for clarification, GDC wishes to provide the following clarification;

Bidder's Question 1

SCHEDULE THREE - OTHER OFFICE STATIONERY - RESERVED FOR YOUTH ONLY, **Item Number 50: Magazine Holder Plastic**, the minimum and maximum quantities were omitted and therefore I wish to know if I will fill the schedule excluding them.

Also in the same schedule three, **Item Number 17: USB Flash disk 4GB** the Minimum Quantity (**500**) was more than the Maximum Quantity (**100**) as per the document.

GDC Response

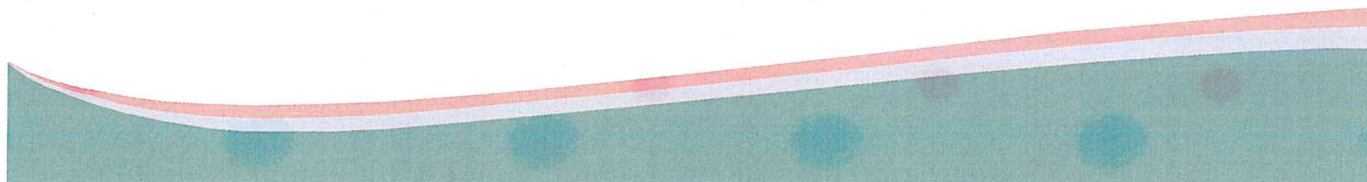
<u>Item</u>	<u>Unit of Measure</u>	<u>Minimum Quantity</u>	<u>Maximum Quantity</u>
Magazine Holder Plastic	Each	50	100
USB Flash disk 4GB	Pcs	200	600

Bidder's Question 2

As part of your requirement I am required to calculate the total value of the entire schedule. And in the columns of that schedule you only indicated the column for filling the price of each unit inclusive of VAT plus all other expenses. My question is, the final total (**Total Summation of Unit Price for the full schedule Inclusive of Transportation to Kawi house, South C & 16% VAT**) Should I add some other two columns to include three columns as sampled below: ONE column for the total of the Unit prices of each item, total price of all items in Minimum quantities and Total price of all items in maximum quantities?

GDC Response

Bidders are required to quote unit price/cost of the UOM provided in the price schedule inclusive of 16% VAT and transport cost to Kawi house. The bidders must also provide for the total unit cost/price summation of the Unit Prices for the full schedule inclusive of 16% VAT & Transport cost to Kawi



House, South C, and Nairobi. The total unit summation shall be transferred to the tender form in the tender document as the total tender sum. **(Do not multiply by quantity)**

Bidder's Question 3

This is to clarify on one issue that we have identified on the tender document schedule 1- printing Papers-(women only). We would like to highlight item number 9 (Envelopes brown- A7 Khaki smooth). We would like to bring to your attention that in regards to addendum 2: clarification and amendment, Bidders question 2: brown envelopes A7 size does not exist in the market and there is no alternative to it.

GDC Response

GDC wishes to delete line item 9 (Envelopes brown – A7 Khaki Smooth) in schedule 1 (Printing Papers).

Bidder's Question 4

Urgent self-adhesive stickers red unit comes in Packets not carton

GDC Response

GDC wishes to amend the Unit of Measure to packets and increase the quantity as below;

<u>Unit of Measure</u>	<u>Minimum Quantity</u>	<u>Maximum Quantity</u>
Packets	50	100

AMENDMENT

In accordance with section 2.6.1 of the tender document, GDC wishes to make below amendments;

In schedule 3 – Other Office Stationery

- Item 33 (Hard disk 500 GB) is an External disk, transcend or equivalent.

In schedule 1 – Printing Papers

- Envelopes brown – A3, A4, A5, and A6 khaki smooth are to be quoted in packets of 50 per packet.
- Envelopes white – DL Smooth – Peel and Seal are of 90GSM and to be quoted in carton of 50 per packet.

NB/ All other requirements/instructions remain unchanged.

Yours Faithfully



DORIS KYAKA
MANAGER, SUPPLY CHAIN
FOR; GEOTHERMAL DEVELOPMENT COMPANY

