

11<sup>th</sup> October, 2016.

REF: GDC/PM/OT/016/2016-2017

TO: All Bidders

Dear Sirs,

**ADDENDUM 1: CLARIFICATION & AMENDMENT**

**RE: TENDER FOR SUPPLY OF OFFICE FURNITURE (RESERVED FOR THE SPECIAL GROUPS) - REF: GDC/PM/OT/016/2016-2017**

In response to bidders request for clarification, GDC provides the following clarification:

No.	Bidders Question	GDC's Response
1.	<b>Schedule D Only</b> – During the Site Visits in Nairobi and Nakuru respectively, bidders were taken round and shown where the reception areas will be located but this differs from numbers shown in Section VI – schedule of requirement and distribution and VII – price schedule respectively: Please confirm as stated during site visit?	As shown during the site visit, Nairobi Office shall have two (2) design reception areas namely <b>ground floor</b> and <b>fourth (4<sup>th</sup>) floor</b> and Nakuru shall have three (3) No. of reception areas namely in second (2 <sup>nd</sup> ), third (3 <sup>rd</sup> ) and fourth (4 <sup>th</sup> ) floors of GDC Polo centre office. The price schedule is hereby amended to read five (5No.) for Supply of Reception desk, and build including lighting, fixtures and design of the reception areas in Nairobi (2No.) and Nakuru County (3No.)
2.	<b>Schedule D Only</b> – Clarify on the requirement for the 3D presentation to be done by bidders as stated in the tender document.	<b>Schedule D Only</b> - GDC shall invite bidders who shall be responsive in the technical stage and before proceeding to financial evaluation stage to carry out 3D presentation on the proposed design offered to include branding with GDC corporate colors. GDC shall choose the presentation that meets modern office design



3.	<b>Schedule D: Evaluation Criteria</b>	GDC wishes to add in technical evaluation stage apart from Brochure, delivery timeline, and deviation in payment to include; <ul style="list-style-type: none"> <li>- Bidders Must provide at least two (2) recommendation letters dully signed with contact address and value for similar services performed within the last two (2) years from where design and supply of reception area was successfully carried out. GDC shall verify authenticity of such letters</li> </ul>
4.	Provide the template required for filling the Mandatory Confidential Business Questionnaire	The Mandatory Confidential Business Questionnaire is hereby attached as <b>Annex Two (2)</b>
<b>AMENDMENT OF TENDER DOCUMENT</b>		
5.	Section VI & VII: Schedule B: Executive Wooden Desk	GDC wishes to add six (6No.) of Executive Wooden Desk from 17 to 23. The added six Executive Wooden Desk shall be delivered to GDC Nakuru Office
6.	Section VI & VII: Schedule C: Mid-Back Fabric Chairs	GDC wishes to add five (5No.) of Mid-Back Fabric Chairs from 95 to 100. The added five (5No.) of Mid-Back Fabric Chairs shall be delivered to GDC Nakuru Office
7.	Section VI & VII: Schedule C: Visitors Chairs	GDC wishes to add twelve (12No.) of Visitors Chairs from 36 to 48. The added twelve (12No.) of Visitors Chairs shall be delivered to GDC Nakuru Office
8.	Section VI & VII: Schedule A: Half Glassed Cabinet	GDC wishes to add five (5No.) of Half Glassed Cabinet from 10 to 15. The added five (5No.) of Half Glassed Cabinet shall all be delivered to GDC Nakuru Office
9.	Section VI & VII: Schedule A: Round Table	GDC wishes to add two (2No.) of Round Table from 2 stated in the tender document to 4. The added extra two (2No.) of Round Table shall be delivered to GDC Nakuru Office
10.	Section VI & VII: Schedule F: Executive Chair	GDC wishes to <b>add Schedule E</b> to include an Executive Chair – Quantity One (1No.) for Nairobi GDC Kawi House office with the attached specifications (Annex one (1)). The evaluation criteria shall be as provided for in the tender document for other schedules.



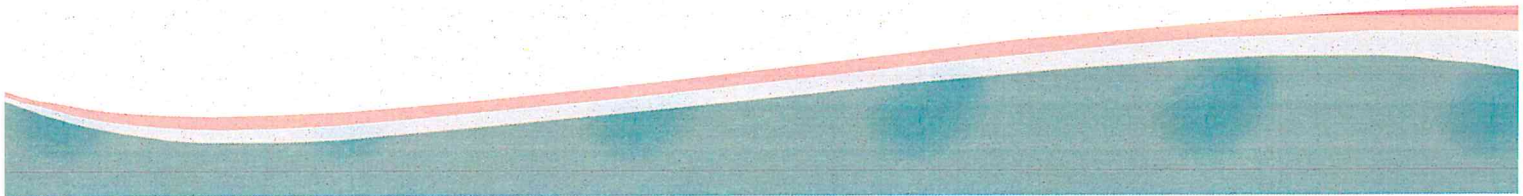
11.	Request for extension of closing date	The closing date is hereby extended from 17 <sup>th</sup> October, 2016 to 21 <sup>st</sup> October, 2016 at 2.00Pm (14:00HRS). This is meant to give bidders adequate time to prepare and submit their bids.
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NB: All other requirements/instructions remain unchanged.

Yours faithfully,



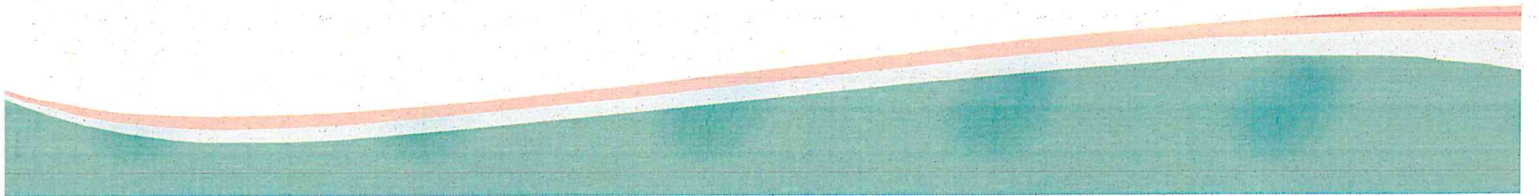
**PATRICK KAPTO**  
**DEPUTY MANAGER, PROCUREMENT**





**Annex One (1)**

Picture	Specifications	
	Dimensions	Features
	<p>Adjustable Seat Height</p> <ul style="list-style-type: none"> <li>• Minimum Seat Height: 20 "</li> <li>• Maximum Seat Height: 23 "</li> <li>• Overall: 27.125" W x 30.375" D</li> <li>• Seat: 21.625" W x 21.625" D</li> <li>• Minimum Overall Height - Top to Bottom: 44.13 "</li> <li>• Maximum Overall Height - Top to Bottom: 47 "</li> <li>• Overall Product Weight: 49.16 lbs</li> </ul>	<ul style="list-style-type: none"> <li>• Product Type: Executive and managerial chair</li> <li>• Style: Contemporary</li> <li>• Base Material: Metal</li> <li>• Upholstered: Yes</li> <li>• <b>Arm Type:</b> Padded</li> <li>• <b>Arm Finish:</b> Chrome</li> <li>• Base Finish: Chrome</li> <li>• Hardware Finish: Chrome</li> <li>• Exterior Seat Material: Faux leather</li> <li>• Back Height: High-back</li> <li>• Adjustable Height: Yes</li> <li>• Tilt Control: Yes</li> <li>• Lumbar Support: Yes</li> <li>• <b>Lumbar Finish:</b> Chrome</li> <li>• Life Stage: Adult</li> <li>• Casters: Yes</li> <li>• Weight Capacity: 250 Pounds</li> <li>• Commercial Use: Yes</li> <li>• Color: black</li> </ul>





## Annex Two (2): MANDATORY CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied to your type of business.

You are advised that it is a serious offence to give false information on this form.

### Part 1 General

Business Name.....  
 Location of Business Premises .....  
 Plot No,.....Street/Road.....  
 Postal address .....Tel No. ....Fax Email.....  
 Nature of Business .....  
 Registration Certificate No. ....  
 Maximum value of business which you can handle at any one time – Kshs.....  
 Name of your bankers.....  
 Branch.....

### Part 2 (a) – Sole Proprietor

Your name in full.....Age.....  
 Nationality.....Country of Origin.....  
 Citizenship details  
 .....

### Part 2 (b) – Partnership

Given details of partners as follows

Name	Nationality	Citizenship details	Shares
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....

### Part 2 (c) – Registered Company

Private or Public  
 State the nominal and issued capital of company  
 Nominal Kshs.  
 Issued Kshs.

Given details of all directors as follows

Name	Nationality	Citizenship details	Shares
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....

Date.....Signature of Candidate.....

