



THE KISUMU NATIONAL POLYTECHNIC

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Our Ref:.....

Date:..14th April, 2026

Your Ref:.....

The Chief Principal
The Kisumu National Polytechnic
P.O. Box 143 - 40100
Kisumu.

To all prospective bidders

RE: ADDENDUM NUMBER 1 - REVIEW OF TENDER REQUIREMENTS AND EXTENSION OF CLOSING DATE FOR TENDER FOR PROVISION OF SANITARY CLEANING SERVICES TENDER NO: TKNP/T/SC/2026/2027/07

The Kisumu National Polytechnic wishes to notify all potential bidders of the following amendments to the tender document for the Provision of Sanitary Cleaning Services. This addendum is issued in accordance with the Instructions to Tenderers (ITT 10) and shall form part of the original tender document.

1. Extension of Tender Closing Date

The deadline for the submission of tender for Sanitary Cleaning Services has been extended to provide bidders with sufficient time to incorporate the reviewed requirements.

- **Original Closing Date:** 16th April 2026 at 11:00 AM
- **New Closing Date:** 29th April 2026 at 11:00 AM
- **Tender Opening:** Tenders will be opened immediately after the new deadline in the Presence of bidders' representatives at the **Multi-Purpose Hall**.

2. Reviewed Mandatory and Technical Requirements

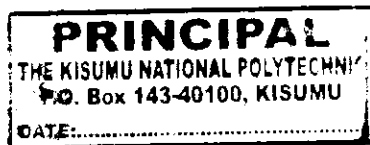
Bidders shall download the reviewed mandatory and technical requirements to form part of the attachment to the tender document and shall form part of the evaluation criteria.

3. Other Clarifications

- **Site Visit:** The pre-arranged site-visit originally scheduled for 9th April 2026 has concluded; however, bidders are still encouraged to inspect the site on 21st April 2026 at 10:00 AM to familiarize themselves with the requirements.

All other terms and conditions of the tender remain unchanged.

Thank you.



CATHERINE KELONYE

CHIEF PRINCIPAL/COUNCIL SECRETARY

AN ISO 9001:2015 CERTIFIED INSTITUTION



All correspondence must be addressed to the principal

SECTION III – EVALUATION AND QUALIFICATION CRITERIA

1. General Provision

- 1.1 Wherever a Tenderer is required to state a monetary amount, Tenderers should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:
- For construction turnover or financial data required for each year-Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year are to be converted) was originally established.
 - Value of single contract-Exchange rate prevailing on the date of the contract signature.
 - Exchange rates shall be taken from the publicly available source identified in the ITT. Any error in determining the exchange rates in the Tender may be corrected by the Procuring Entity.
- 1.2 This section contains the criteria that the Employer shall use to evaluate tender and qualify tenderers. No other factors, methods or criteria shall be used other than specified in this tender document. The Tenderer shall provide all the information requested in the forms included in Section IV, Tendering Forms. The Procuring Entity should use **the Standard Tender Evaluation Report for Goods and Works** for evaluating Tenders.

1.3 Evaluation and contract award Criteria

The Procuring Entity shall use the criteria and methodologies listed in this Section to evaluate tenders and arrive at the Lowest Evaluated Tender. The tender that (i) meets the qualification criteria,(ii)has been determined to be substantially responsive to the Tender Documents, and(iii) is determined to have the Lowest Evaluated Tender price shall be selected for award of contract.

2 Preliminary examination for Determination of Responsiveness

The Procuring Entity will start by examining all tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements in the ITT, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. The Standard Tender Evaluation Report Document for Goods and Works for evaluating Tenders provides very clear guide on how to deal with review of these requirements. Tenders that do not pass the Preliminary Examination will be considered non- responsive and will not be considered further.

MANDATORY EVALUATION CRITERIA

Eligible Tenderers must provide the following mandatory requirements for preliminary evaluation:

No.	Parameters / Requirements	Submitted / Not Submitted
1.	Must attach a Copy of certificate of Registration/Incorporation/Business name	
2.	Must attach a Copy of Current/Valid Tax Compliance Certificate issued by the	
3.	Must submit Tender Form duly Completed, Signed and Stamped by the Tenderer in the format provided.	
4.	Must submit Price Schedule duly Filled, Completed, Signed and Stamped by the Tenderer in the format provided.	
5.	Must Submit a duly filled Tender Securing Declaration Form	
6.	Must submit a dully filled up Confidential Business Questionnaire in format provided	

No.	Parameters / Requirements	Submitted / Not Submitted
7.	Must fill certificate of independent tender determination in the format provided	
8.	Must fill Self declaration forms SD 1: - self-declaration that the person / Tenderer is not debarred in the matter of the Public	
9.	Must fill Self declaration forms SD 2: - self-declaration that the person / Tenderer will not engage on any corrupt or fraudulent	
10.	Must fill the declaration and commitment to the code of ethics form in that they will not engage in any corrupt or fraudulent practice in format	
11.	Must submit a Copy of Form CR 12 issued within 6 months before the Tender closure (where applicable).	
12.	Must submit a declaration that the service provider shall comply with minimum wage regulations and statutory requirements while ensuring compliance with fair employment laws and practices duly commissioned by a commissioner for oaths during the Contract period. You are advised to refer to PPRA circular No. 7/2023 of 27 th October, 2023(accessible from the website www. Ppra.go.ke) on what entails compliance with fair employment laws and practices. The proposed number of cleaners to guide the compliance with this criterion is provided in this tender document and shall be reviewed at the Financial Evaluation to ascertain if the Bidder quote has taken into consideration minimum wage and remuneration, employee insurance covers, overhead costs, VAT and reasonable profit margin. Bidders are expected to indicate in their declaration that they are aware of the consequences of not complying with minimum wage outlined in PPRA circular No. 7/2023 of 27 th October, 2023.	
13.	Tenderer MUST provide a valid NSSF compliance certificate with at least 6 (Six) months proof of statutory remittance	
14.	Tenderer MUST provide a valid SHA compliance certificate with at least 6 (Six) months proof of statutory remittance	
15.	Must submit a Certified Copy of a valid Certificate of Work Place registration under Occupational Safety and Health Act (OSHA) and a Certified Copy of a valid NEMA License for garbage management and transportation specific to the relevant area	
16.	Tenderer must provide a valid, signed, stamped, and dated site visit form from Kisumu Poly, signed by the relevant office/department	
17.	The tenderer must provide proof of ownership of sanitary bins	
18.	Tenderer MUST provide a valid NITA compliance certificate with at least 3 (Three) months' proof of statutory remittance (January – March 2026)	
19.	Tenderer MUST provide a valid MINISTRY OF LABOUR compliance certificate- Must have been valid for at least 3 months and above	
20.	Provide certified copies of Audited books of Accounts for the last three (3) years by a licensed auditor.	
21.	Provide evidence of the current WIBA policy to protect employees at workplace in case of injury	
22.	Tenderer must provide at least 3 (Three) references with comparable firms	

No.	Parameters / Requirements	Submitted / Not Submitted
23.	Provide at least 3 (Three) reference sites of similar work done in the past 5 years with at least 3 other reputable Firms	
24.	Tenderer MUST provide a current and valid copy of the business trading license from the County Government where the business is located	
25.	Tenderer MUST provide Power of Attorney duly signed. The tenderer's representative must be the one to duly fill, date, and sign all the documents required for submission.	
26.	All the pages of the bidding document MUST be sequentially serialized/paginated from the first to the last page including all the attachments. Provide a clear Table of Content .	

[The Procuring Entity will provide the preliminary evaluation criteria. To facilitate this, a template may be attached or clearly described information and list of documentation to be submitted by Tenderers to enable preliminary evaluation of the Tender]

3 Tender Evaluation (ITT 35)

Price evaluation: in addition to the criteria listed in ITT 35.2 (a)–(d) the

following criteria shall apply:

- i) **Alternative Completion Times**, if permitted under ITT 15.2, will be evaluated as follows:
N/A
- ii) **Alternative Technical Solutions** for specified parts of the Works, if permitted under ITT 15.3, will be evaluated as follows:.....
.....
- iii) **Other Criteria**; if permitted under ITT 35.2 (e):
.....

No	Parameters	Maximum Score (marks)
1.	Provide evidence of at least three (3 No.) annual assignments completed or ongoing within the last five (5) years, including 2026. Attach relevant copies of contracts/LPO/LSO. <i>Each contract/LPO/LSO (10 marks each)</i>	30
2.	Provide three (3) recommendation letters from 3 reputable clients at least 1 from Government body or parastatal with value of contract, contact person, address and telephone numbers on the client letterhead. (4 marks for each letter)	12
3.	Provide a letter from the bank indicating that they will provide you with Credit Facility/LPO financing if need arises (5 Marks)	5
4.	Provide a signed and stamped written commitment letter that you are capable of performing the contractual responsibilities that will arise should you be awarded (5Marks)	5
5.	Provide CV's of at least two (2) managerial staff and four (4) Supervisory staff that you intend to attach for the execution of the contract if successful. a. Two Managers (Operations and General Management) - Should possess a degree (5 Marks for each Manager-Total for 2 Managers is 10Marks) - Detailed CV (2marks for each manager) - Professional certification preferably housekeeping (2Mark for housekeeping for each of the managers)	29

	b. The 2 Supervisors - should possess a Minimum of Diploma (attach relevant certificate) (4Marks 2marks for each Supervisor) - Minimum 2 years' experience in cleaning Services or related areas (2 Marks, 1 mark for each Supervisor) - Detailed CVs (2 Marks 1 marks for each CV) - Professional Certification (3 Marks 1.5 marks for each)	
6.	Proof of Ownership of Bins by the tenderer (4 marks) Proof of ownership of motor vehicle to transport the collected sanitary waste to the designated dumping site (4 marks) Proof of a valid NEMA license/certificate (3 marks)	11
7.	Existence of offices (attach lease agreements or Business permits or utility bills)	3
8.	Audited report with turnover of at least Kshs. 5,000,000.00	5
TOTAL MARKS		100

4 *Multiple Contracts N/A*

Multiple contracts will be permitted in accordance with ITT 35.4. Tenderers are evaluated on basis of Lots and the lowest evaluated tenderer identified for each Lot. The Procuring Entity will select one Option of the two Options listed below for award of Contracts.

OPTION I

- i) If a tenderer wins only one Lot, the tenderer will be awarded a contract for that Lot, provided the tenderer meets the Eligibility and Qualification Criteria for that Lot.