



KENYA ELECTRICITY GENERATING COMPANY PLC.

KGN-PROC-06-2019

TENDER FOR SUPPLY OF PRINTED STATIONERY TO STATIONERY STORE.

2nd May, 2019

ADDENDUM NO 1.

In Accordance with the Tender for “supply of printed stationery to stationery store”. KenGen hereby issues **Addendum No.1**

**AMMENDMENT OF THE SCHEDULE OF REQUIREMENTS AND PRICE SHEDULE.
SCHEDULE OF REQUIREMENTS**

SCHEDULE OF REQUIREMENTS

S/NO.	ITEM DESCRIPTION	UOM	AMC
1	FORM, EMPLOYEE ADVANCE /LOAN APPLICATION	PC	1
2	STAPLING MACHINE,GIANT	PC	2
3	FORM,SUPPLIER RECONCILIATION (KENGEN)	PC	1
4	STAPLING MACHINE, MEDIUM	PC	10
5	RULED PAD,A4	PC	120
6	BALL POINT PEN FINE TIP BLUE(KenGen)	PC	300
7	BALL POINT PEN, FINE TIP BLACK(KenGen)	PC	250
8	CASH COLLECTION FORMS	PC	2
9	SLIP , COMPLIMENTARY -KENGEN	PC	5
10	LETTER HEAD, MD'S OFFICE (KENGEN)	RM	3
11	PAPER ,LETTER HEAD A4 KENGEN (AREAS	RM	5
12	PAPER ,LETTER HEAD -KENGEN	RM	7
13	LETTER HEAD,-OLKARIA(KENGEN)	RM	2
14	LABLE ,TIE ON KENGEN, YELLOW	PC	200
15	VEHICLE SERVICE LABEL TAGS (KENGEN)	PC	150
16	PAPER PUNCH, (MEDIUM)	PC	7
17	COUNTER BOOK 2 QUIRE , HARD COVER	PC	20
18	COUNTER BOOK 4 QUIRE , HARD COVER	PC	10
19	BOOK,MUSTER ROLL	PC	2
20	BOOK A5 100 SHEETS SHORTHAND	PC	200
21	BOOK,DELIVERY HARDCOVER A5	PC	3
22	BOOK, CASUAL PAYMASTER ROLL(KenGen)	PC	2

23	BOOK, MECHANICAL PERMIT TO WORK(KenGen)	PC	2
24	BOOK,ELECT PERMIT TO WORK(KenGen)	PC	2
25	BOOK,OFFICIAL PURCHASE ORDER	PC	10
26	BOOK , DELIVERY NOTE	PC	10
27	BOOK,VEHICLE MOVEMENT CONTROL(KenGen)	PC	2
28	WORK TICKET, TRANSPORT	RM	2
29	BOOK, GATE PASS	PC	8
30	BOOK, VISITORS PASS	PC	10
31	BOOK,ELECT LIMITATION OF ACCESS(KenGen)	PC	2
32	ENVELOPE, BUFF MANILLA 9"x4" A6 (KenGen)	PC	350
33	ENVELOPE ROBIN WHITE 9"x4"(KENGEN)	PC	300
34	ENVELOPE, BUFF MANILLA B4 (KENGEN)	PC	1000
35	ENVELOPE,BUFF MANILLA A5 (KENGEN)	PC	800
36	RE-USABLE ENVELOPES BUFF MANILLA A4	PC	250
37	RE-USABLE ENVELOPES BUFF MANILLA A5	PC	200
38	ENVELOPE, MANILLA WINDOW(8.5" X 4.5")	PC	100
39	ENVELOPE,MANILLA 18"X12.8" (KenGen)	PC	300
40	SPRING FILE, ASSORTED COLOURS	PC	150
41	FILE,FOLDER ASSORTED (HARDCOVER) 315GMS	PC	100
42	BOOK,CAPITAL WORKS AUTHORITY(KENGEN)	PC	2
43	BALL POINT PEN, BLUE(KenGen)	PC	250
44	BALL POINT PEN, BLACK(KenGen)	PC	150
45	BALL POINT PEN, RED(KenGen)	PC	150
46	COUNTER BOOK, 1 QUIRE	PC	8
47	BUSINESS CARDS FOR KENGEN STAFF	PC	200
48	FILE BOX LARGE 3565 (KENGEN)	PC	150
49	FILE BOX NARROW 3562 (KENGEN)	PC	60
50	BOX FILE NARROW, (1300) PLASTIC BLACK	PC	20
51	POCKET FILE, KENGEN	PC	40
52	PAPER PUNCH, (MEDIUM)	PC	7

PRICE SCHEDULE FOR GOODS

S/NO.	ITEM DESCRIPTION	UOM	AMC	UNIT PRICE	UNIT PRICE INCL. 16% VAT
1	FORM, EMPLOYEE ADVANCE /LOAN APPLICATION	PC	1		
2	STAPLING MACHINE,GIANT	PC	2		
3	FORM,SUPPLIER RECONCILIATION (KENGEN)	PC	1		
4	STAPLING MACHINE, MEDIUM	PC	10		
5	RULED PAD,A4	PC	120		
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7	BALL POINT PEN, FINE TIP BLACK(KenGen)	PC	250		
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AWARD SHALL BE PER LINE ITEM

Note:

- Bidders **MUST** view the samples at KenGen stationery store before bid preparation and sign the Register.
- The Paper Punch (Medium and Large) and the Stapling Machines (Medium and Large) shall be of robust construction
- Bidders are not required to provide samples at the time of bidding.

Signature of tenderer _____

ALL OTHER TERMS AND CONDITIONS IN THE TENDER DOCUMENT REMAINS THE SAME

ACKNOWLEDGEMENT OF ADDENDUM NO 1.

We, the undersigned hereby certify that the Addendum is an integral part of the document and has been incorporated in the tender proposal.

Signed.....

Tenderer.....

Date.....