



KENYA ELECTRICITY GENERATING COMPANY PLC.

KGN-PROC-04-2018.

TENDER FOR SUPPLY OF PRINTED STATIONERY TO STATIONERY STORE.

27th November, 2018.

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

S/NO.	ITEM DESCRIPTION	UOM
1	FORM, EMPLOYEE ADVANCE /LOAN APPLICATION	PC
2	BOOK, FUEL ISSUE NOTE	PC
3	FORM,SUPPLIER RECONCILIATION (KENGEN)	PC
4	BOOK, PAYMENT VOUCHER IFS19/ 1096(KENGEN)	PC
5	RULED PAD,A4	PC
6	BALL POINT PEN FINE TIP BLUE(KenGen)	PC
7	BALL POINT PEN, FINE TIP BLACK(KenGen)	PC
8	CASH COLLECTION FORMS	PC
9	SLIP , COMPLIMENTARY -KENGEN	PC
10	LETTER HEAD, MD'S OFFICE (KENGEN)	RM
11	PAPER ,LETTER HEAD A4 KENGEN (AREAS	RM
12	PAPER ,LETTER HEAD -KENGEN	RM
13	LETTER HEAD,-OLKARIA(KENGEN)	RM
14	LABLE ,TIE ON KENGEN, YELLOW	PC
15	VEHICLE SERVICE LABEL TAGS (KENGEN)	PC
16	TYRE & BATTERY RECORD CARD (KENGEN)	PC
17	COUNTER BOOK 2 QUIRE , HARD COVER	PC
18	COUNTER BOOK 4 QUIRE , HARD COVER	PC
19	BOOK,MUSTER ROLL	PC
20	BOOK A5 100 SHEETS SHORTHAND	PC
21	BOOK,DELIVERY HARDCOVER A5	PC
22	BOOK, CASUAL PAYMASTER ROLL(KenGen)	PC
23	BOOK, MECHANICAL PERMIT TO WORK(KenGen)	PC
24	BOOK,ELECT PERMIT TO WORK(KenGen)	PC

25	BOOK,OFFICIAL PURCHASE ORDER	PC
26	BOOK , DELIVERY NOTE	PC
27	BOOK,VEHICLE MOVEMENT CONTROL(KenGen)	PC
28	WORK TICKET, TRANSPORT	RM
29	BOOK, GATE PASS	PC
30	BOOK, VISITORS PASS	PC
31	BOOK,ELECT LIMITATION OF ACCESS(KenGen)	PC
32	ENVELOPE, BUFF MANILLA 9"x4" A6 (KenGen)	PC
33	ENVELOPE ROBIN WHITE 9"x4"(KENGEN)	PC
34	ENVELOPE, BUFF MANILLA B4 (KENGEN)	PC
35	ENVELOPE,BUFF MANILLA A5 (KENGEN)	PC
36	RE-USABLE ENVELOPES BUFF MANILLA A4	PC
37	RE-USABLE ENVELOPES BUFF MANILLA A5	PC
38	ENVELOPE, MANILLA WINDOW(8.5" X 4.5")	PC
39	ENVELOPE,MANILLA 18"X12.8" (KenGen)	PC
40	SPRING FILE, ASSORTED COLOURS	PC
41	FILE,FOLDER ASSORTED (HARDCOVER) 315GMS	PC
42	BOOK,CAPITAL WORKS AUTHORITY(KENGEN)	PC
43	BALL POINT PEN, BLUE(KenGen)	PC
44	BALL POINT PEN, BLACK(KenGen)	PC
45	BALL POINT PEN, RED(KenGen)	PC
46	COUNTER BOOK, 1 QUIRE	PC
47	BUSINESS CARDS FOR KENGEN STAFF	PC

PRICE SCHEDULE FOR GOODS

NO	ITEM DESCRIPTION	UOM	UNIT PRICE	UNIT PRICE INCL. 16% VAT
1	FORM, EMPLOYEE ADVANCE /LOAN APPLICATION	PC		
2	BOOK, FUEL ISSUE NOTE	PC		
3	FORM,SUPPLIER RECONCILIATION (KENGEN)	PC		
4	BOOK, PAYMENT VOUCHER IFS19/1096(KENGEN)	PC		
5	RULED PAD,A4	PC		
6	BALL POINT PEN FINE TIP BLUE(KenGen)	PC		
7	BALL POINT PEN, FINE TIP BLACK(KenGen)	PC		
8	CASH COLLECTION FORMS	PC		
9	SLIP , COMPLIMENTARY -KENGEN	PC		
10	LETTER HEAD, MD'S OFFICE (KENGEN)	RM		
11	PAPER ,LETTER HEAD A4 KENGEN (AREAS	RM		
12	PAPER ,LETTER HEAD -KENGEN	RM		
13	LETTER HEAD,-OLKARIA(KENGEN)	RM		
14	LABLE ,TIE ON KENGEN, YELLOW	PC		
15	VEHICLE SERVICE LABEL TAGS (KENGEN)	PC		
16	TYRE & BATTERY RECORD CARD (KENGEN)	PC		
17	COUNTER BOOK 2 QUIRE , HARD COVER	PC		

18	COUNTER BOOK 4 QUIRE , HARD COVER	PC		
19	BOOK,MUSTER ROLL	PC		
20	BOOK A5 100 SHEETS SHORTHAND	PC		
21	BOOK,DELIVERY HARDCOVER A5	PC		
22	BOOK, CASUAL PAYMASTER ROLL(KenGen)	PC		
23	BOOK, MECHANICAL PERMIT TO WORK(KenGen)	PC		
24	BOOK,ELECT PERMIT TO WORK(KenGen)	PC		
25	BOOK,OFFICIAL PURCHASE ORDER	PC		
26	BOOK , DELIVERY NOTE	PC		
27	BOOK,VEHICLE MOVEMENT CONTROL(KenGen)	PC		
28	WORK TICKET, TRANSPORT	RM		
29	BOOK, GATE PASS	PC		
30	BOOK, VISITORS PASS	PC		
31	BOOK,ELECT LIMITATION OF ACCESS(KenGen)	PC		
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44	BALL POINT PEN, BLACK(KenGen)	PC		
45	BALL POINT PEN, RED(KenGen)	PC		
46	COUNTER BOOK, 1 QUIRE	PC		
47	BUSINESS CARDS FOR KENGEN STAFF	PC		

AWARD SHALL BE PER LINE ITEM

Note:

- Note that this has been removed – ~~AMC means Average Monthly Consumption~~
- 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.....