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Ref. No.: MITI/SDT/OT/01/2025-2026/ (..

19th September 2025

ADDENDUM NO. 1

CLARIFICATIONS ON THE ISSUES RAISED ON:

TENDER NO.: MITI/SDT/OT/01/2025-2026
TENDER FOR PROVISION OF EVENTS MANAGEMENT SERVICES

THIS ADDENDUM provides responses to questions raised on the **TENDER FOR PROVISION OF EVENTS MANAGEMENT SERVICES**

QUESTION 1.:

Contracts Outside OP: Will tasks and deliveries carried out under other contracts (not directly with OP, but of similar scope and magnitude and complexity) also be recognized as valid experience?

RESPONSE:

A comprehensive scan of the tender document does not in any way state that contracts apply exclusively to the Office of the President (OP). Prospective candidates have been asked to furnish contracts where they have overseen events involving president(s) and not necessarily involving the President of the Republic of Kenya. The reason why we require the service provider with such immense experience is because he/she shall be adhere to the highest standards of security and protocol and service delivery.

QUESTION 2.:

Evidence of Engagements: In cases where a service provider has carried out many different events for the same client, how should such experience be presented? Would each event be considered individually, or as a collective track record with that client?

RESPONSE:

The Tender Document as published by the Procuring Entity is specific on matter of experience:

- a) It has stated the threshold required;*
- b) It has also stated the specific parameter that the prospective tenderer is required to comply with; and*
- c) That each event that meets the required threshold shall be considered individually/separately.*

QUESTION 3.:

LPOs in Lieu of Contracts: Where engagements were supported by Local Purchase Orders (LPOs) rather than contracts, would these still be admissible as valid proof of work?

RESPONSE:

The Tender Document is exclusively specific on what the procuring entity shall provide as proof of execution of the contract(s) awarded and to be furnished to the Procuring Entity as prove of past experience.

QUESTION 4.:

Does the Tender Documents clarify or identify the specific scope of services required and the expected deliverables from prospective bidders to facilitate the preparation of accurate and comprehensive submission.

RESPONSE:

The scope of work and deliverables are clearly outlined in the Tender Document under the Section on Terms of Reference from pages 32-35.

QUESTION 5.:

Extension of Submission Deadline: To allow sufficient time to prepare and submit comprehensive and fully compliant submission.

RESPONSE:

Analyzing the issues raised as stipulated hereabove and on the basis of the responses provided thereof, there isn't anything that would warrant the extension of the deadline for the submission of the tenders.