



Kenya Bureau of
Standards
Standards for Quality life

Our Ref: **KEBS/T014/2020/2021**

25TH January, 2021

M/s

Dear Sir,

ADDENDUM NO. 1 TO THE TENDER NO. KEBS/T014/2020/2021 FOR PROVISION OF CONSULTANCY SERVICES- COMMUNICATION SUPPORT/PUBLIC RELATIONS

The following amendments are made to the specified provisions of the Tender document for the Provision of consultancy services- Communication Support/ Public Relations

1. RELATIONSHIP WITH THE PRINCIPAL TENDER DOCUMENT

Save where expressly amended by the terms of this Addendum, the Principal Tender Document shall continue to be in full force and effect.

The provisions of this Addendum shall be deemed to have been incorporated in and shall be read as part of the Principal Tender Document.


2. POINT TO NOTE:

Bidders are informed that the price schedule has been revised to read as below; An additional clause has been added as Clause no. VIII

SECTION V - PRICE SCHEDULE

TENDER NO. TENDER NO. KEBS/T014/2020/2021 FOR PROVISION OF PUBLIC RELATIONS SERVICES – 2 YEARS CONTRACT.

Annual fee for provision of	Annual Fee in Kshs. Exclusive of VAT	Total Annual Fee Inclusive of VAT
a) Corporate Communication Strategy		

Approved

25/01/2021

Annual fee for provision of	Annual Fee in Kshs. Exclusive of VAT	Total Annual Fee Inclusive of VAT
b) Internal Communication		
c) Project Communication Plan		
d) Brand and Reputation Management		
e) Media Management and Monitoring		
f) Social Media Management and Monitoring		
g) Provide consultative advise on events management		
h) Production of communication materials		
i) Issue & crisis communication		
j) Monitoring and evaluation		
TOTAL		

- I. Bidders must quote one fixed annual fee for the provision and supply of all of the categorized services as described in section IV above.
- II. KEBS will not accept any upward price variation by the contracted agency after the award of the tender and the signing of the contract. If need be, the costs will be subject to downward negotiation before the contract is awarded.
- III. The price pages must be signed, dated, and stamped.
- IV. All prices quoted must show VAT status and all other levies where applicable.
- V. The fee payable and other arising third party payments will be paid monthly or as will be described in the contract.
- VI. The agency that is awarded the contract will be required to submit three (3) signed and stamped quotations from third parties to be engaged (where required) in the process of implementing the contract.
- VII. The engaged third parties must be registered with the relevant professional bodies and will provide proof of similar work done for at least two (2) large corporate clients in the last twenty-four (24) months. All verified third party charges will be paid at cost without

agency fee, facilitation fee or any additional cost. These costs will be subject to audit and independent verification by KEBS.

VIII. KEBS shall be free to engage a third party as need may arise. Whenever this happens, it shall be handled as per clause VII of section V of the price schedule

Having read, examined and understood the Tender Document including all Addenda, receipt of which we hereby acknowledge, we, the undersigned Tenderer, offer to provide **PUBLIC RELATIONS SERVICES** at the prices given in the schedule of prices inserted by me/ us above.

Name of Tenderer

Name and Capacity of authorised person signing the Tender

Signature of authorised person signing the Tender

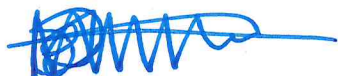
Stamp of Tenderer

3. DEADLINE FOR SUBMISSION OF TENDER

The tender closing date has been revised. The tender shall be closed on the **3rd February, 2021**. The time for submission and opening remains the same as indicated in the Tender document.

All the other terms and conditions remain as per the tender document.

Yours faithfully,
For: KENYA BUREAU OF STANDARDS,



Lt Col (Rtd.) BERNARD N. NJIRAINI
MANAGING DIRECTOR